

User Guide for Tax Agent

View Donations

User Guide (Tax Agent): View Donations

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and links for 'Feedback' and 'Technical FAQ'. Below the header is a navigation bar with 'Email Us (myTax Mail)', 'Notices', 'Account', and 'Logout'. The main menu includes 'Overview', 'Corporate Tax', 'GST', 'Employers', 'Property', 'S45', and 'More'. The 'Corporate Tax' menu is expanded, showing options like 'Access Tax Agent e-Services', 'Apply for Certificate of Residence (COR)', 'File ECI', 'File Form C-S/ C', 'Revise/ Object to Assessment', 'Submit Document', 'View Corporate Tax Filing Status', 'View Donations', and 'View Late Filing Fee/ Summons'. The 'View Donations' option is highlighted with a blue bar and a green box. Below the menu, there is a section for 'R&D Tax Allowance Scheme' with options 'Submit Base Year & Base Expenditure' and 'View R&D Allowance Account'. At the bottom, there is a brief description of the myTax Portal.

Step	Action/ Note
	Main Menu
1	Upon login to myTax Portal, select the e-Service from the menu: Corporate Tax > View Donations.
	Note: For steps on logging in to myTax Portal, you may refer to our Guide on How to Log In to myTax Portal.

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Client Selection
for View Donations

Continue with

Client Tax Ref No. ⓘ

UEN-LOCAL CO

NEXT

Step	Action/ Note
	Client Selection
1	Enter the Client Tax Ref No.
2	Click on Next.

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View Donations PRINT

Calendar Year 2016 **2015** 2014

1 - 20 of 26 Record(s)

Date of Donation	Approved Donations (₹)	Amount of Deduction (₹)	Name of IPC ⓘ
02 Jan 2015	20.00	60.00	DEPALMA KUMAR
03 Jan 2015	50.00	150.00	DEPALMA KUMAR
04 Jan 2015	60.00	180.00	DEPALMA KUMAR
05 Jan 2015	88.00	264.00	DEPALMA KUMAR
01 Feb 2015	88.88	266.64	DEPALMA KUMAR

VIEW NEXT CLIENT

Step	Action/ Note
	Client Selection
1	Click on the year for which you wish to view the donations made by your client to approved Institutions of a Public Character (IPCs).
2	Click on View Next Client to view the donations made by another client.
	<u>Notes:</u> 1. Donations made in current year will only be available with effect from Jan of the following year. 2. Donations for past 3 calendar years will be available for viewing.

Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at [myTax Mail](#).

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