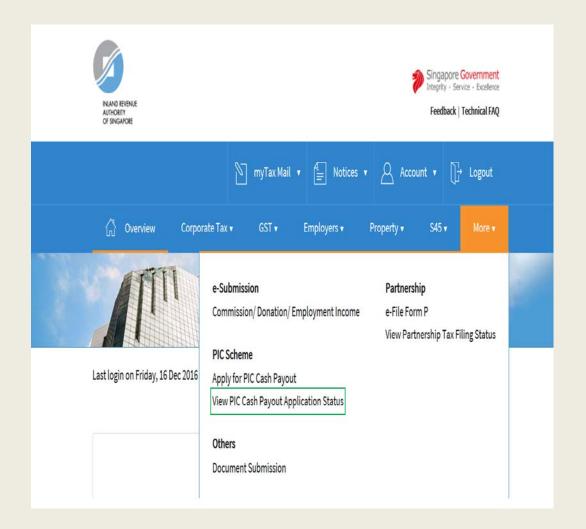


#### User Guide for Tax Agent

View PIC Cash Payout Application Status



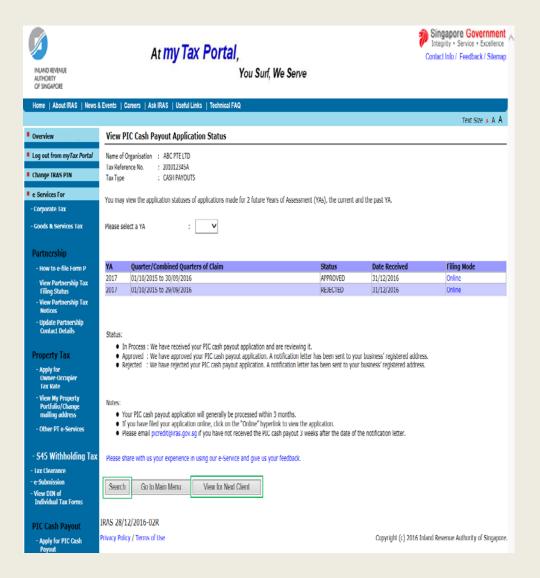
Step	Action/ Note
	Main Menu
1	Upon login to myTax Portal, select the e-Service from the menu:  More > PIC Scheme > View PIC Cash Payout Application Status.
	Notes:  1. The option to View PIC Cash Payout Application Status will be displayed only if you have been authorised for PIC e-Services via Corppass.  2. For steps on logging in to myTax Portal, you may refer to our Guide on How to Log In to myTax Portal.



Step	Action/ Note
	Client Selection
1	Enter your client's <b>Tax Reference No</b> .
2	Click on <b>Retrieve</b> to proceed.



Step	Action/ Note
	Selecting the year of assessment (YA)
1	Select the <b>YA</b> you wish to view and click on <b>Search</b> .
	You are able to view the statuses of applications submitted for the previous YA, the current YA, and 2 future YAs.



Step	Action/ Note
	Viewing the status of another YA/ client
1	Select another <b>YA</b> from the dropdown menu if you wish to view the status of PIC cash payout applications for a different YA.
2	Click on <b>Search</b> .
3	To view the application status for another client, click on <b>View for Next Client.</b>

#### **Contact Information**

For enquiries on this user guide, please call 1800 356 8622 or email at myTax Mail.

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