



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide for Corporate Entities

View Property Summary in myTax Portal

This user guide provides the step-by-step instructions to navigate to “View Property Summary” in myTax Portal. The “View Property Summary” webpage includes a summary of your property tax position on a portfolio basis, which displays the Annual Value (AV) of each property, its type of tax rate(s) and the tax balance. It allows the current property owner or tax agent who has been authorised by the property owner to manage property tax matters to access their property information conveniently and conduct follow up actions easily.

Learning Objectives

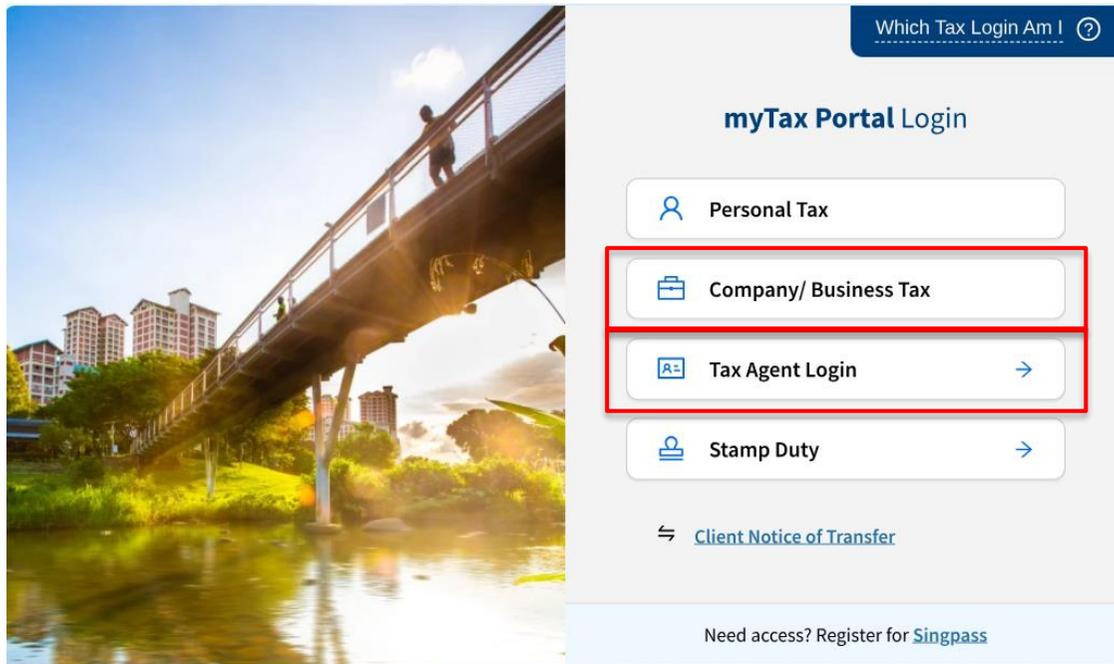
- How to navigate to “View Property Summary”
- How to make consolidated payment for multiple properties via “View Property Summary”
- How to apply payment plan and view more property information
- How to save or print the Property Summary

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Module 1: Navigate to "View Property Summary"

myTax Portal Login



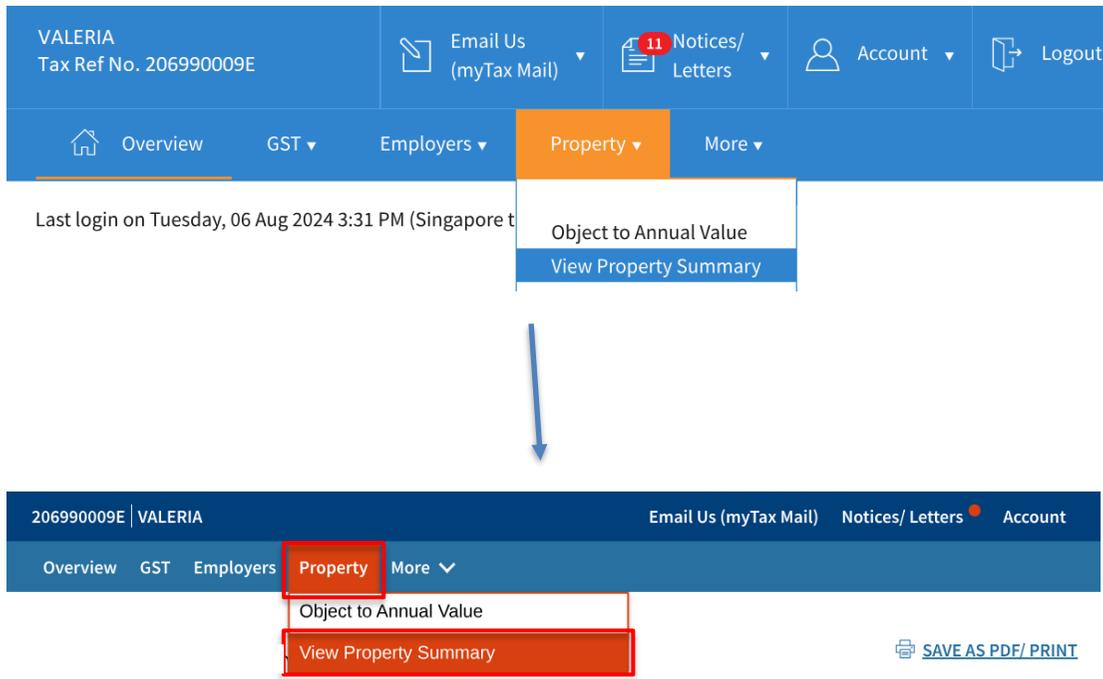
Step 1

At myTax Portal Login Page, click on either of the two options:

- a) Company/Business Tax if you are an authorised employee accessing the portal on behalf for your company; or
- b) Tax Agent Login if you are an authorised tax agent of a property owner and accessing the portal to transact on behalf of your client.

and log in with your credentials.

Landing Page



Step 2

Once you have logged in, click on “Property” in the header bar and then click on “View Property Summary” at

You will be navigated to another landing page with a new menu bar. Click on “Property” at the menu bar and then “View Property Summary” again.

Note: We are progressively updating myTax Portal.

Module 2: Make Consolidated Payment for Multiple Properties

View Property Summary Main Page

View Property Summary

 [SAVE AS PDF/PRINT](#)

I am viewing the property as a

Owner

Total Property Accounts

3

1 account(s) on GIRO.

Tax Balance as of 07 Aug 2024

S\$20,066.65

Search by*

Property Address

Blk/ House No.*

123A

Street Name* (Min. 3 characters)

SEARCH

Storey-Unit

01

- 1234

CLEAR

SEARCH

1 - 1 of 1 Record(s)

Description ↕	No. of Accounts ↕	Tax Balance (S\$) ↕	Action(s)
CDE Mall	3	20,066.65	VIEW DETAILS EXPORT (CSV)

Step 3a

On "View Property Summary" page, you can view the following:

- Total property account(s) and the number of accounts on GIRO
- Total tax balance of the portfolio
- Property tax accounts are grouped by development where applicable.

You can also save or print the page by clicking on "Save As PDF / Print" button at the top right corner of the page.

View Property Summary Main Page (continued)

View Property Summary

 [SAVE AS PDF/PRINT](#)

I am viewing the property as a

Owner

Total Property Accounts 3 1 account(s) on GIRO.	Tax Balance as of 07 Aug 2024 S\$20,066.65
--	--

Search by*
Property Address ▼

Blk/ House No.* Street Name* (Min. 3 characters) Storey-Unit

123A SEARCH # 01 - 1234

[CLEAR](#) [SEARCH](#)

1 - 1 of 1 Record(s)

Description ↕	No. of Accounts ↕	Tax Balance (S\$) ↕	Action(s)
CDE Mall	3	20,066.65	VIEW DETAILS EXPORT (CSV)

Step 3b

On "View Property Summary" page, you can view the following:

- Click "View Details" to view the details.
- Click "Export (CSV)" to export information. The excel file (in CSV) will contain the following property tax information:
 - Property Description
 - Tax Reference Number
 - Previous Annual Value
 - Current Annual Value
 - Annual Value Effective Date
 - Date of Notice
 - Notice DIN
 - Following Year Tax Indicator
 - Payment Mode
 - GIRO Breakdown

View Details Page

View Property Summary

[SAVE AS PDF/PRINT](#)

[< BACK TO PREVIOUS](#)

Selected Property

Description: STREET NAME 80722

Search by*
Property Address ▾

Blk/ House No.* Street Name* (Min. 3 characters) Storey-Unit

123A SEARCH # 01 - 1234

CLEAR SEARCH

1 - 3 of 3 Record(s)

<input checked="" type="checkbox"/> Property ↕	Tax Balance (\$)	Annual Value (AV) (\$)	AV Effective Date ↕	Tax Rate ↕	Action(s)
80 STREET NAME #02-60 S(859373) Tax Ref No. 9310030K	0.00	114,000 (est. 9,500/ mth)	01 Sep 2023	Non-Residential	VIEW DETAILS APPLY PAYMENT PLAN
AG - 80 STREET NAME #02-61 / #02-62 Tax Ref No. 9310102P	0.00	900,000 (est. 75,000 / mth)	01 Jan 2000	Non-Residential	VIEW DETAILS APPLY PAYMENT PLAN
<input checked="" type="checkbox"/> 80 STREET NAME #02-63 S(859375) Tax Ref No. 9310035G	20,066.65	344,000 (est. 28,667/ mth)	01 May 2023	Non-Residential	VIEW DETAILS VIEW PAYMENT PLAN

Total

1 Record(s) Selected

\$20,066.65

[PROCEED TO PAY](#)

Step 4

You can make consolidated payment for multiple properties by selecting the tick box of the property and click on "Proceed To Pay".

Note: You may select all properties by clicking on the tick box located at the top left corner of the grid header (highlighted in red box).

Module 3: Apply Payment Plan and View More Property Information

View Details Page

View Property Summary

[SAVE AS PDF/ PRINT](#)

[BACK TO PREVIOUS](#)

Selected Property

Description: STREET NAME 80722

Search by*

Property Address

Blk/ House No.* Street Name* (Min. 3 characters) Storey-Unit # -

123A SEARCH

CLEAR SEARCH

1 - 3 of 3 Record(s)

<input type="checkbox"/> Property	Tax Balance (\$\$)	Annual Value (AV) (\$\$)	AV Effective Date	Tax Rate	Action(s)
<input type="checkbox"/> 80 STREET NAME #02-60 S(859373) Tax Ref No. 9310030K	0.00	114,000 (est. 9,500/ mth)	01 Sep 2023	Non-Residential	VIEW DETAILS APPLY PAYMENT PLAN
<input type="checkbox"/> AG - 80 STREET NAME #02-61 / #02-62 Tax Ref No. 9310102P	0.00	900,000 (est. 75,000 / mth)	01 Jan 2000	Non-Residential	VIEW DETAILS APPLY PAYMENT PLAN
<input type="checkbox"/> 80 STREET NAME #02-63 S(859375) Tax Ref No. 9310035G	20,066.65	344,000 (est. 28,667/ mth)	01 May 2023	Non-Residential	VIEW DETAILS VIEW PAYMENT PLAN

Total

\$0.00

1 Record(s) Selected

[PROCEED TO PAY](#)

Step 5

- Click on "View Details" to view more information about a property.
- Click on "Apply Payment Plan" to apply/manage the GIRO plan for a property.

View Details Page

View Property Details

[SAVE AS PDF/PRINT](#)

[< BACK TO PREVIOUS](#)

80 STREET NAME #02-60 S(859373) Tax Ref No. 9310030K				
Owner(s) VALERIA		Notice Sent to VALERIA		
Tax Balance \$50.00	Annual Value (AV) \$5114,000	AV Effective Date 01 Sep 2023	Tax Rate ⓘ Non-Residential	Payment Mode Non-GIRO
APPLY PAYMENT PLAN				

Annual Value History

1 - 4 of 4 Record(s)

AV \$5114,000	AV Effective Date 01 Sep 2023
AV \$583,100	AV Effective Date 01 Jan 2022
AV \$575,400	AV Effective Date 01 Sep 2021
AV \$573,200	AV Effective Date 01 Jan 2021

Property Tax Activities

1 - 2 of 2 Record(s)

Activity	Year	Notice Date	Status	Action(s)
Acknowledgement of Objection	2022	10/01/2022	Withdrawn	VIEW NOTICE
Objection	2021	22/11/2021	Under Review	VIEW NOTICE

Step 6

After clicking on "View Details", you can view the following on the "View Details" page:

- a) Property Information
The owner, tax balance, Annual Value (AV), AV effective date, type of tax rate and the payment mode of the property.
- b) Annual Value History
The Annual Value of the current year and up to past 4 years of the property.
- c) Property Tax Activities
A summary of the recent property transactions and the respective notices issued for the property.

View Property Summary in myTax Portal (for Corporate Entities)

Contact Information

For clarifications, you may chat with us online at go.gov.sg/iraschat-login, from Monday to Friday, 8:00 am to 5:00 pm (except Public Holidays) or call us at 1800 356 8300.

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