

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

View Property Summary in myTax Portal (for Corporate Entities)

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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

VALERIA Tax Ref No. 206990009E	Email Us (myTax f	s Mail)	م <mark>ر11</mark> Noti کار Lette	ces/ ers	Acc	ount 🗸	∏-→ Logout
GST ▼	Employers 🗸	Property	y 🔻 👔	More 🔻			
Last login on Tuesday, 06 Aug 2024	3:31 PM (Singapore t	Object to View Pro	o Annual V operty Sun	'alue nmary			
206990009E VALERIA			Email U	s (myTax N	1ail) Notice	s/ Letters	Account
Overview GST Employers Pro	perty More 🗸						
Obj	ect to Annual Value					🖶 <u>SAVE</u> A	S PDF/ PRINT

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

/iew Prop	erty Summary Main P	age
View Prope	rty Summary	ি <u>SAVE AS PDF/ PRINT</u>
I am viewing the pro Owner	operty as a	
Total Propert 3 1 account(s) on G	y Accounts iro.	Tax Balance as of 07 Aug 2024 S\$20,066.65
Search by*	ss 🔻	
Blk/ House No.*	Street Name* (Min. 3 characters)	Storey-Unit Q # 01 - 1234
		CLEAR SEARCH
1 - 1 of 1 Record(s) Description ↑↓	No. of Accounts ↑↓	Tax Balance (S\$) ↔ Action(s)

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.

Description ঝ	No. of Accounts ↑↓	Tax Balance (S\$) ุ 🗤	Action(s)
CDE Mall	3	20,066.65	S VIEW DETAILS
			<u> EXPORT (CSV)</u>

View Property Summary Main Page (continued)

View Property	Summary	ि <u>SAVE AS PDF/ PRINT</u>
I am viewing the property Owner	y as a	
Total Property Acc 3 1 account(s) on GIRO.	counts	Tax Balance as of 07 Aug 2024 S\$20,066.65
Search by* Property Address	•	
Blk/ House No.* Str	eet Name* (Min. 3 characters)	Storey-Unit
123A SI	EARCH	Q # 01 - 1234
		CLEAR SEARCH
1 - 1 of 1 Record(s)		
Description N	No. of Accounts N	Tax Balance (S\$) ↑↓ Action(s)
CDE Mall	3	20,066.65 Ø <u>VIEW DETAILS</u>

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

Selected Property

Description: STREET NAME 80722

Property Addres	is 🔻	
Blk/ House No.*	Street Name* (Min. 3 characters)	Storey-Unit
123A	SEARCH	Q # 01 - 1234

1 - 3 of 3 Record(s)

80 #0 S(Ta) STREET NAME)2-60 (859373) ax Ref No. 9310030K	0.00	114,000	01 Sep 2023	Non	0
			(est. 9,500/ mth)	·	Residential	
AC #0 Ta	G - 80 STREET NAME 12-61 / #02-62 1x Ref No. 9310102P	0.00	900,000 (est. 75,000 / mth)	01 Jan 2000	Non- Residential	VIEW DETAILS APPLY PAYMENT PLAY
 80 #02 S(8 Tax 	STREET NAME 2-63 359375) x Ref No. 9310035G	20,066.65	344,000 (est. 28,667/ mth)	01 May 2023	Non- Residential	Image: Wiew details Image: Wiew payment plan

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

cription: STREET NAME 80722 Search by* Property Address Blk/ House No.* Street Name* (Min. 3 characters) Storey-Unit 123A SEARCH	ed Property m: STREET NAME 80722 by* mty Address puse No.* Street Name* (Min. 3 characters) Storey-Unit # 01 - 1234 (CLEAR SEARCH ecord(s) Tax Balance (SS) ?* Annual Value (AV) (SS) ?* Date ** Tax Rate ** Action(s) 0 STREET NAME 0.00 114.000 01 Sep 2022 Non
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AV AV	Tax Balance Annual Value Effective roperty ti (S\$) ti (AV) (S\$) ti Date ti Tax Rate ti Action(s) 0 STREET NAME 0.00 114.000 01 Son 2022 Non 2022 Non
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80 STREET NAME 0.00 114,000 01 Sep 2023 Non-	O2-60 Cost of the point of the
#02-60 (est. 9,500/ mth) Residential S(859373) Tax Ref No. 9310030K 3 APPLY PAYMENT PLAN	G - 80 STREET NAME 0.00 900,000 01 Jan 2000 Non- 02-61 / #02-62 (est. 75,000 / mth) Residential ax Ref No. 9310102P
#02-60 S(859373) Tax Ref No. 9310030K (est. 9,500/ mth) Residential AG - 80 STREET NAME #02-61 / #02-62 Tax Ref No. 9310102P 0.00 (est. 75,000 / mth) 900,000 (est. 75,000 / mth) 01 Jan 2000 Residential Non- Residential	

Step 5

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

View Property Summary in myTax Portal (for Corporate Entities)

View Details Page

View Property Details					t	SAVE AS PDF/ PRINT
80 STREET NAME #02-60 S(859) Tax Ref No. 9310030K	373)					
Owner(s) VALERIA		N V/	otice Sent to LLERIA			
Tax Balance S\$0.00		Annual Value (AV) S\$114,000	AV Effective I 01 Sep 2023	Date Tax Rat Non-Re	te 🛈 sidential	Payment Mode Non-GIRO
		APPLY PAYMEN	T PLAN			
AV \$\$114,000 AV		A) 01	/ Effective Date Sep 2023 / Effective Date			
\$\$83,100		01	Jan 2022			
AV S\$75,400		A\ 10	/ Effective Date Sep 2021	2		
AV S\$73,200		A 1 01	/ Effective Date	,		
Property Tax Activities						
1 - 2 of 2 Record(s)						
Activity	Year	Not	ice Date S	tatus	Action(s)	
Acknowledgement of Objection	2022	10/0	1/2022 V	lithdrawn	VIEW	NOTICE
Objection	2021	22/1	1/2021 L	Inder 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.

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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.

Published by Inland Revenue Authority of Singapore

Published on 12 AUG 2024

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