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.
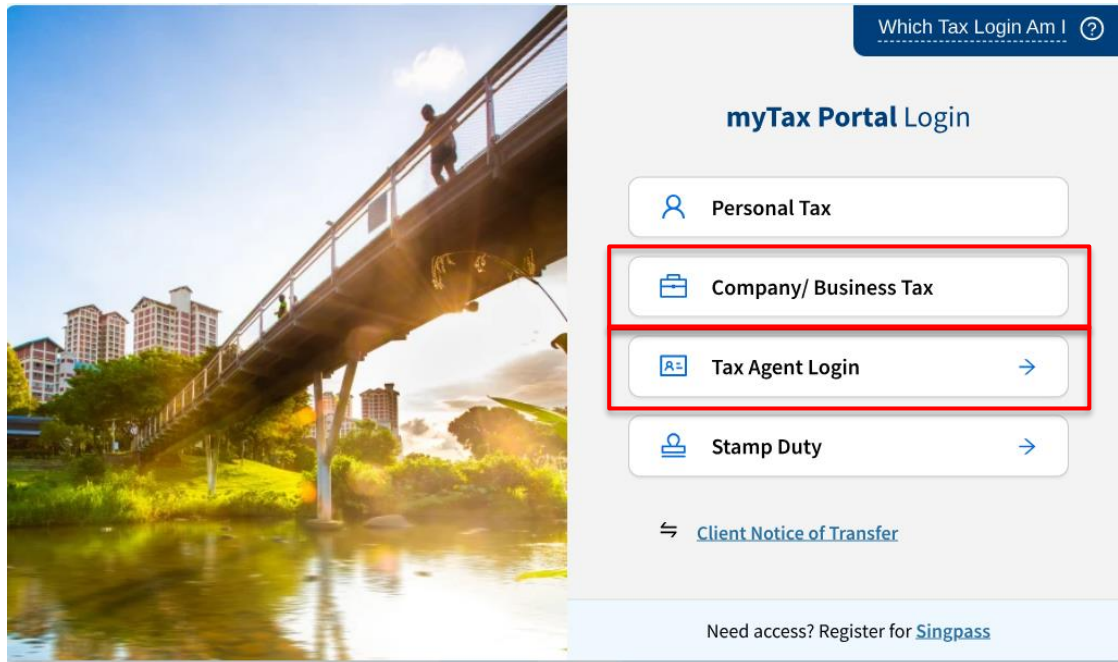
Learning Objectives

- ☐ 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 one of the following options:

a) Company/Business Tax - if you are an authorised employee accessing the portal on behalf for your company.

b) Tax Agent Login - if you are an authorised tax agent of a property owner, accessing the portal to transact on behalf of your client.

Then, proceed to log in with your credentials.

Landing Page
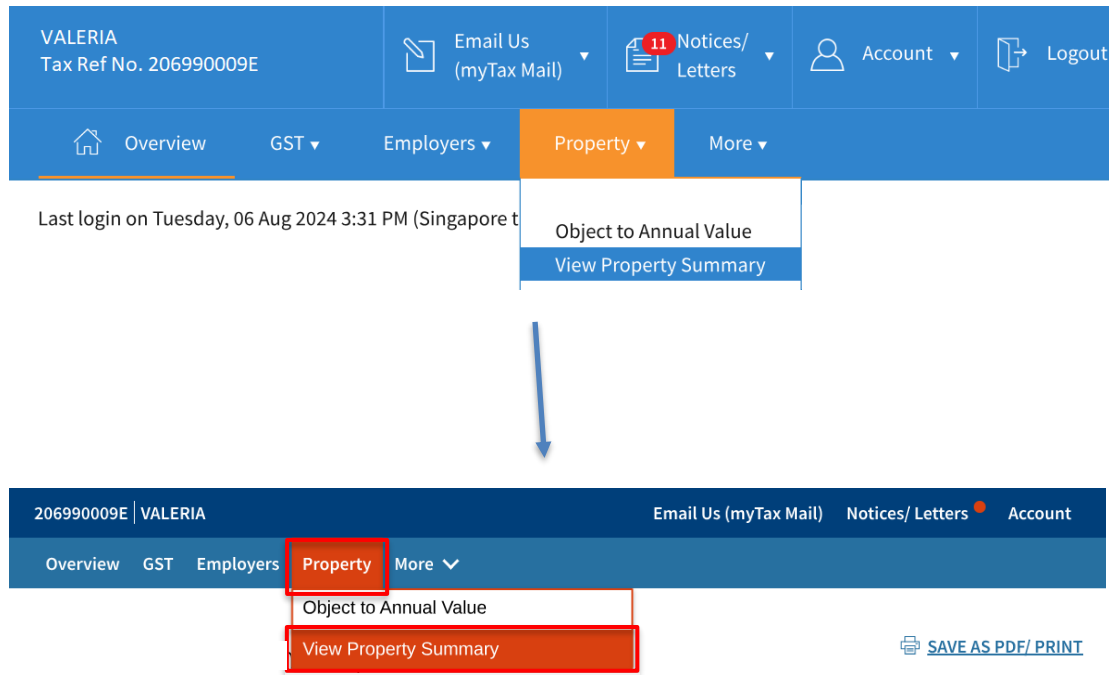
Step 2

Once you have logged in, click "Property" in the header bar, then select "View Property Summary".

You will be directed to a new landing page with an updated menu bar. From there, click "Property" again at the menu bar, followed by "View Property Summary".

Note: myTax Portal is being progressively updated, so you may notice changes to the interface.

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.* **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 3a

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

a) Total property account(s) and the number of accounts on GIRO

b) Total tax balance of the portfolio

c) Property tax accounts are grouped by development where applicable.

To save or print the page, click "Save As PDF / Print" button located 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	Tax Balance as of 07 Aug 2024
3	**S$20,066.65**
1 account(s) on GIRO.	

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 the "View Property Summary" page, you can perform the following:

- Click "View Details" to view the details of the development.

- Click "Export (CSV)" to download property tax information in Excel (CSV) format. The exported file will include:

  ➢ Property Description
  ➢ Tax Reference Number
  ➢ Previous Annual Value
  ➢ Latest Annual Value
  ➢ Annual Value Effective Date
  ➢ Date of Notice
  ➢ Notice DIN
  ➢ Following Year Tax Indicator
  ➢ Payment Mode
  ➢ GIRO Breakdown for the current year

View Details Page

Step 4

You can make consolidated payment for multiple properties by selecting the checkbox next to each property and click "Proceed To Pay".

If you wish to select all properties at once, use the checkbox located at the top left corner of the grid header (highlighted in red).

Module 3: Apply Payment Plan and View More Property Information

View Details Page

View Property Summary
< BACK TO PREVIOUS

SAVE AS PDF/ PRINT

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)   ⬆ EXPORT ALL RECORDS (PDF)

Property ⇅	Tax Balance (S$) ⇅	Latest Annual Value (AV) (S$) ⇅	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
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   S$0.00
1 Record(s) Selected   PROCEED TO PAY

Step 5

a) Click "Export All Records (PDF)" to save/ print all pages of property records across all pages.

b) Click "View Details" to view more information about a property.

c) Click "Apply Payment Plan" to apply for/ manage the GIRO plan for a property.

View Details Page

View Property Details
< BACK TO PREVIOUS

SAVE AS PDF/ PRINT

80 STREET NAME #02-60 S(859373)
Tax Ref No. 9310030K

Owner(s)	Notice Sent to
VALERIA	VALERIA

Tax Balance	Latest Annual Value (AV)	AV Effective Date	Tax Rate ⓘ	Payment Mode
S$0.00	S$114,000	01 Sep 2023	Non-Residential	Non-GIRO

$ APPLY PAYMENT PLAN

Annual Value History

AV records up to the past 4 years are displayed.

1 - 4 of 4 Record(s)

AV	AV Effective Date
S$114,000	01 Jan 2023
AV	AV Effective Date
S$83,100	01 Jan 2022
AV	AV Effective Date
S$75,400	01 Sep 2021
AV	AV Effective Date
S$73,200	01 Jan 2021

Property Tax Activities

Records for current year and past 4 years are available for viewing.

1 - 2 of 2 Record(s)

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

Step 6

After clicking "View Details", the following information will be displayed on the "View Details" page:

a) Property Information
The owner(s), tax balance, latest annual value (AV), AV effective date, type of tax rate and the payment mode of the property.

b) Annual Value History
The property's Annual Value up to the past 4 years.

c) Property Tax Activities
A summary of the recent property transactions and the respective notices issued for the property.

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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