



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide for Individual Taxpayers

## 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 an owner 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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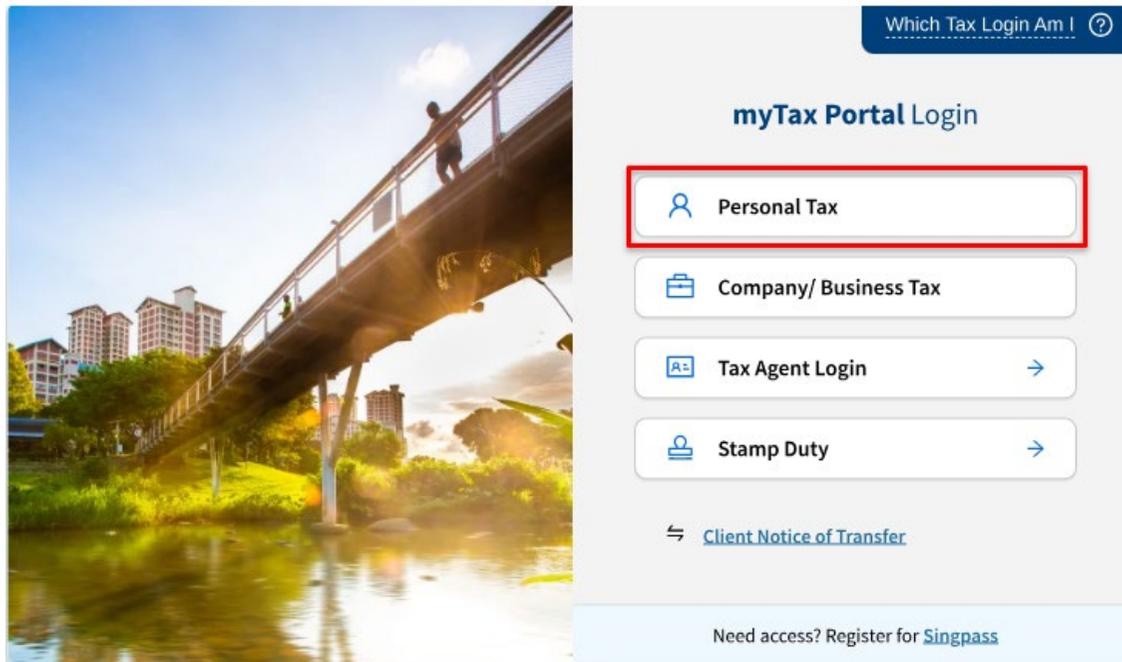
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## Module 1: Navigate to "View Property Summary"

### myTax Portal Login



### Step 1

At myTax Portal Login Page, click on "Personal Tax" and log in with your credentials.

## Landing Page - Tax Matters at a Glance

The screenshot displays the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The user's name, S1234567A | Brandon Soh, is shown in the top navigation bar, along with links for Inbox, Account, and Profile. A 'LOGOUT' button is located in the top right. Below the navigation bar, a message indicates the last login on Friday, 02 Aug 2024 12:46 PM (Singapore time). The main content area is titled 'Tax Matters at a Glance' and includes a note about feature enhancements. Two main sections are visible: 'Individual Income Tax' showing a balance of S\$0.00 with a 'VIEW ACCOUNT DETAILS' link, and 'Property Tax' showing an outstanding payment with a 'PAY' button and a 'VIEW PROPERTY SUMMARY' link highlighted with a red box. The footer contains the Inland Revenue Authority of Singapore logo and a statement about the myTax Portal's security and purpose.

### Step 2a

Once you have logged in, click on “**View Property Summary**” under the “Property Tax” Section of the Landing Page.

## Header Bar – Property and View Property Summary

Overview Individuals **Property** S45 More ▾

Last login on Friday, 02 Aug 2024 1

- Apply/ Withdraw Owner-Occupier Tax Rates
- Object to Annual Value
- View Property Summary**

### Tax Matters at a Glance

**Note:** We are enhancing this feature in phases, so some information may not be available. During this period, you may access your notices or specific digital services for up-to-date information.

<p>Individual Income Tax</p> <p><b>S\$0.00</b></p> <p><a href="#">VIEW ACCOUNT DETAILS</a></p>	
<p>Property Tax</p> <p>(3 properties)</p> <p><a href="#">VIEW PROPERTY SUMMARY</a></p>	<p><b>You have an outstanding payment.</b> <a href="#">PAY</a></p>

### Step 2b

Alternatively, you may click on **“Property”** at the header bar and then click on **“View Property Summary”**.

## Module 2: Make Consolidated Payment for Multiple Properties

View Property Summary SAVE AS PDF / PRINT

I am viewing the property as a  
Owner

**Total Property Accounts**  
6  
0 account(s) on GIRO.

**Tax Balance as of 05 Aug 2024**  
S\$188,220.00

1 - 6 of 6 Record(s)

<input type="checkbox"/> Property ↕	Tax Balance (S\$) ↕	Annual Value (AV) (S\$) ↕	AV Effective Date ↕	Tax Rate ↕	Action(s)
<input type="checkbox"/> 80 STREET NAME, #01-01 S(650710) Tax Ref No. 1335611A	44,850.00	100,000 (est. 8,333/ mth)	01 Jan 2023	Non-Owner-Occupier Residential	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>
<input type="checkbox"/> 80 STREET NAME, #01-02 S(650710) Tax Ref No. 1335612B	26,470.00	100,000 (est. 8,333/ mth)	01 Apr 2024	Owner-Occupier	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>
<input type="checkbox"/> 80 STREET NAME, #01-03 S(650710) Tax Ref No. 1335613C	12,000.00	120,000 (est. 10,000/ mth)	01 Jan 2024	Non-Residential	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>
<input type="checkbox"/> 80 STREET NAME, #01-04 S(650710) Tax Ref No. 1335614D	100,050.00	290,000 (est. 24,167/ mth)	01 Jan 2023	Non-Owner-Occupier Residential	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>
<input type="checkbox"/> 80 STREET NAME, #01-05 S(650710) Tax Ref No. 1335615E	4,850.00	50,000 (est. 4,167/ mth)	01 Apr 2024	Non-Owner-Occupier Residential	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>
<input type="checkbox"/> 80 STREET NAME, #01-06 S(650710) Tax Ref No. 1335616F	0.00			Non-Residential	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>

**Total** S\$0.00  
0 Record(s) Selected PROCEED TO PAY

### Step 3

On “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) Tax balance, Annual Value (AV), AV effective date and the type of tax rate for each property.

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 in myTax Portal (for Individuals)

## View Property Summary

[SAVE AS PDF/ PRINT](#)

I am viewing the property as a  
Owner

**Total Property Accounts**  
6  
0 account(s) on GIRO.

**Tax Balance as of 05 Aug 2024**  
S\$188,220.00

1 - 6 of 6 Record(s)

<input checked="" type="checkbox"/>	Property ↕	Tax Balance (S\$) ↕	Annual Value (AV) (S\$) ↕	AV Effective Date ↕	Tax Rate ↕	Action(s)
<input checked="" type="checkbox"/>	80 STREET NAME, #01-01 S(650710) Tax Ref No. 1335611A	44,850.00	100,000 (est. 8,333/ mth)	01 Jan 2023	Non-Owner-Occupier Residential	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>
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<input type="checkbox"/>	80 STREET NAME, #01-06 S(650710) Tax Ref No. 1335616F	0.00			Non-Residential	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>

**Total**  
5 Record(s) Selected

S\$188,220.00

[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 Property Summary

[SAVE AS PDF/ PRINT](#)

I am viewing the property as a  
Owner

<b>Total Property Accounts</b> <b>6</b> 0 account(s) on GIRO.	<b>Tax Balance as of 05 Aug 2024</b> <b>\$5188,220.00</b>
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1 - 6 of 6 Record(s)

<input type="checkbox"/>	Property ↕	Tax Balance (S\$) ↕	Annual Value (AV) (S\$) ↕	AV Effective Date ↕	Tax Rate ↕	Action(s)
<input type="checkbox"/>	80 STREET NAME, #01-01 S(650710) Tax Ref No. 1335611A	44,850.00	100,000 (est. 8,333/ mth)	01 Jan 2023	Non-Owner-Occupier Residential	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>
<input type="checkbox"/>	80 STREET NAME, #01-02 S(650710) Tax Ref No. 1335612B	26,470.00	100,000 (est. 8,333/ mth)	01 Apr 2024	Owner-Occupier	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>
<input type="checkbox"/>	80 STREET NAME, #01-03 S(650710) Tax Ref No. 1335613C	12,000.00	120,000 (est. 10,000/ mth)	01 Jan 2024	Non-Residential	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>
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<input type="checkbox"/>	80 STREET NAME, #01-06 S(650710) Tax Ref No. 1335616F	0.00			Non-Residential	<a href="#">VIEW DETAILS</a> <a href="#">APPLY PAYMENT PLAN</a>

<b>Total</b> 0 Record(s) Selected	<b>\$0.00</b> <a href="#">PROCEED TO PAY</a>
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#### Step 5

a) Click on **“View Details”** to view more information about a property

or

b) 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](#)

<b>80 STREET NAME, #01-01 S(650710)</b>				
<b>Tax Ref No. 1335611A</b>				
Owner Brandon Soh		Notice Sent to Brandon Soh		
<b>Tax Balance</b> <b>S\$44,850.00</b>	<b>Annual Value (AV)</b> S\$100,000.00	<b>AV Effective Date</b> 01 Jan 2023	<b>Tax Rate</b> Non-Owner-Occupier Residential	<b>Payment Mode</b> Non-GIRO
<a href="#">PAY</a>	<a href="#">APPLY PAYMENT PLAN</a>			

### Annual Value History

1 - 4 of 4 Record(s)

AV	AV Effective Date
S\$100,000	01 Jan 2023
S\$86,400	01 Jan 2022
S\$79,200	22 Sep 2021
S\$55,200	01 Jan 2021

### Property Tax Activities

1 - 6 of 6 Record(s)

Activity	Year	Notice Date	Status	Action(s)
Acknowledgement of Objection	2022	10/01/2022	Withdrawn	<a href="#">VIEW NOTICE</a>
Notification of Owner-Occupier Tax Rates		22/11/2021	Approved	<a href="#">VIEW NOTICE</a>
Objection	2021	10/01/2021	Under Review	<a href="#">VIEW NOTICE</a>
Notification of Owner-Occupier Tax Rates		22/11/2020	Rejected	<a href="#">VIEW NOTICE</a>
Objection Notice - Section 20A(3)	2019	11/05/2019	Wholly Allowed	<a href="#">VIEW NOTICE</a>
Owner-Occupier Tax Rates		03/01/2019	Cancelled	

## 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 Individuals)

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### Contact Information

For clarifications, you may chat with us online at [go.gov.sg/iraschat-login](https://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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