

# User Guide – Apply for EIS Cash Payout Digital Service Tax Agent Login



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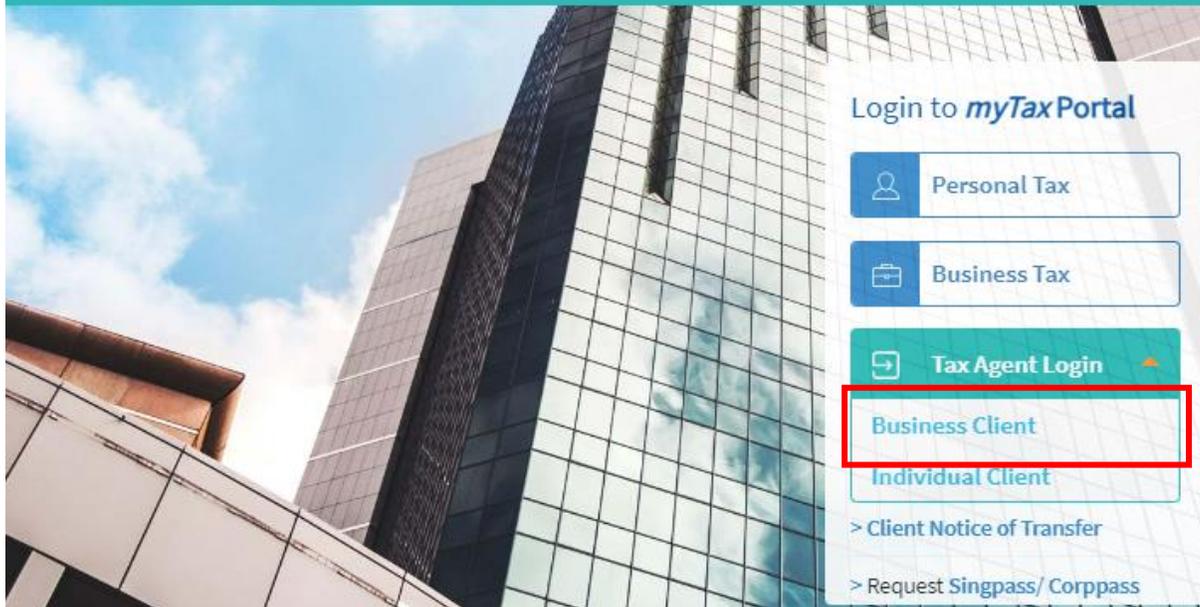
INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide (Tax Agent): Apply for EIS Cash Payout



**Announcement:** Beware of malware stealing login credentials saved in internet browsers  
We are aware of malware stealing user IDs and passwords saved in browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

Weekly maintenance hours (Singapore time):  
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM



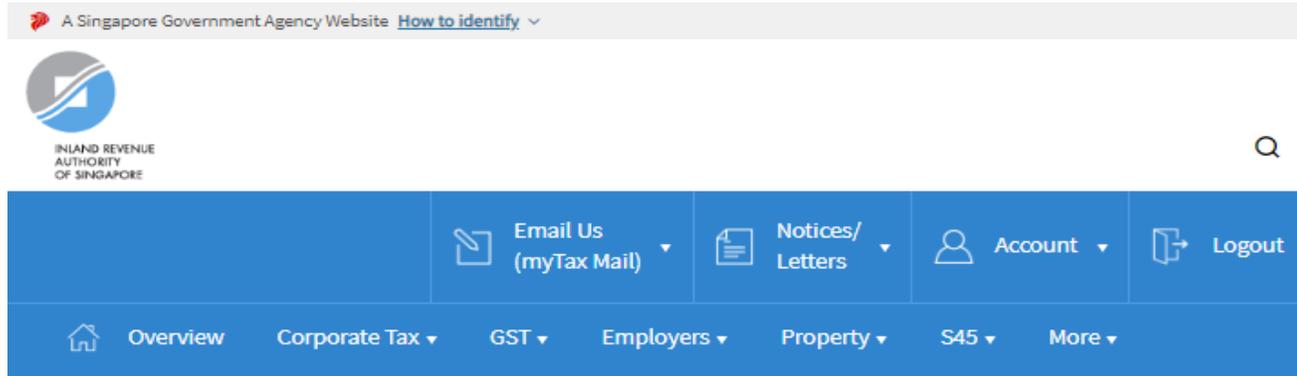
Step	Action/Note
	<b>Logging in to myTax Portal</b>
1	Go to <a href="https://mytax.iras.gov.sg">https://mytax.iras.gov.sg</a>
2	Select <b>Tax Agent Login &gt; Business Client</b>
	<p><b>Note:</b> Tax agents will only be able to apply for EIS cash payout on behalf of their clients who are companies or partnerships.</p> <p>Tax agents will <u>not</u> be able to apply for EIS cash payouts on behalf of their clients whom are individuals.</p> <p>Please inform your clients whom are individuals to login in using their Singpass to apply.</p>

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The screenshot shows the myTax Portal main menu. At the top, there is a navigation bar with the Inland Revenue Authority of Singapore logo and a search icon. Below this is a blue header with navigation links: Overview, Corporate Tax, GST, Employers, and More. The 'More' link is highlighted with a red box and a '1' in a blue box. A dropdown menu is open, showing options: Government Payout, View Jobs Growth Incentive (JGI) Breakdown, Enterprise Innovation Scheme (EIS), Apply for EIS Cash Payout (highlighted with a red box and a '2' in a blue box), and View EIS Cash Payout Application Status. A 'Note' box is visible on the left side of the page, stating: 'The company/ business has subscribed to the following notifications for it: By post to your company's/ business' registered address: Corporate Tax paper notices'.

Step	Action/Note
	<b>myTax Portal main menu</b>
1	Click <More>
2	Select <b>“Apply for EIS Cash Payout”</b> under Enterprise Innovation Scheme (EIS)
	<b>Note:</b> The option to Apply for EIS Cash Payout will be displayed only if you have been authorized to act for the company/ partnership business.

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## Client Selection for Apply for EIS Cash Payout

Continue with

Client Tax Ref No. ⓘ

1 UEN-LOCAL CO

2 → **NEXT**

Step	Action/Note
	<b>Client Selection</b>
1	Select the correct type of “Client Reference No.” from the dropdown list provided. Enter your client’s <b>Tax Reference No.</b>
2	Click <b>&lt;Next&gt;</b> to proceed
	<b>Note:</b> Please refer to the <a href="#">User guide - Apply for EIS Cash Payout</a> for steps on how to proceed with the application.