

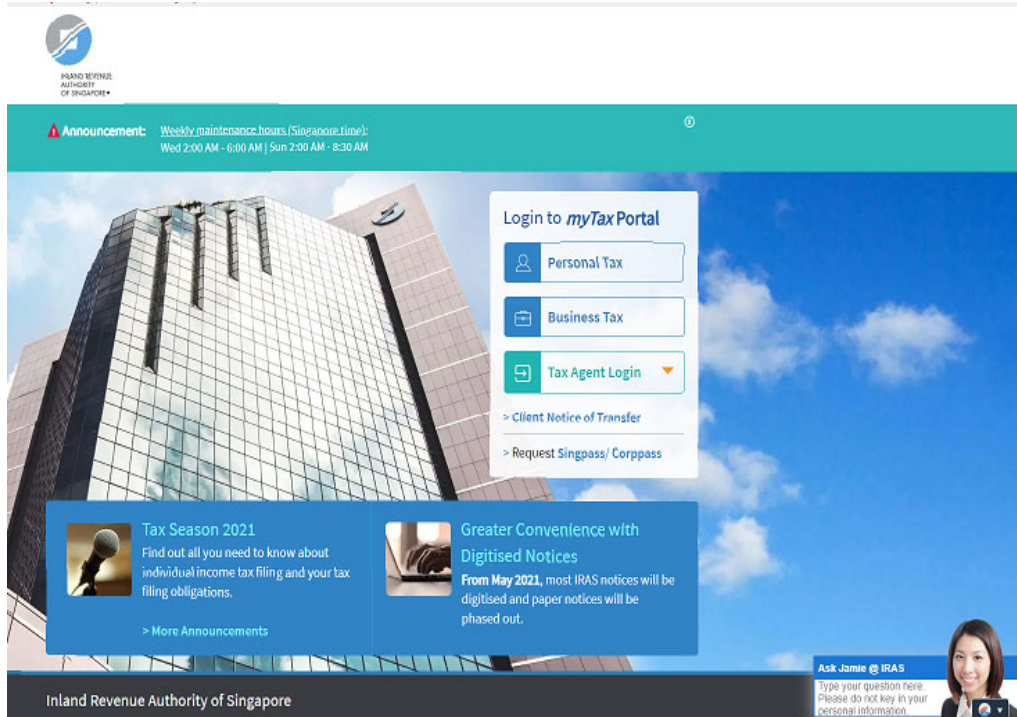


INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

View Tax Clearance Notices/Letters

User Guide – View Tax Clearance Notices/Letters



Step	Action/Note
	myTax Portal Login Page
1	Go to myTax Portal login page (https://mytax.iras.gov.sg).
2	Select login for - Business Tax or - Tax Agent Login > Business Client.
<p>Note: You need to be authorised by your organization via the Singapore Corporate Access (CorpPASS) before using this eService.</p> <p>For more information on CorpPASS, please refer to the user guide at www.iras.gov.sg> e-Services > Others > CorpPASS.</p>	

User Guide – View Tax Clearance Notices/Letters

A Singapore Government Agency Website

INLAND REVENUE AUTHORITY OF SINGAPORE

TUVWXYZ PTE LTD
Tax Ref No. 0123456789V

Email Us (myTax Mail) | Notices/Letters (61) | Account | Logout

Overview | GST | Employers | More

Tax Clearance (61)

Last login on Saturday, 20 Mar 2021 2:38 PM (Singapore time).

Step	Action/Note
	Overview (View Tax Clearance Notices/ Letters eService)
1	To view Tax Clearance Notices/Letters, select Notices/Letters .
2	Select Tax Clearance .

Note
The company/ business has subscribed to the following notifications for its tax notices:

By post to your company's/ business' registered address

- Tax Clearance paper notices

[VIEW DETAILS](#)

Welcome to myTax Portal!

myTax Portal is a secured, personalised portal for you to view and manage your tax transactions with IRAS, at your convenience.

Use the navigation bar above to access a range of e-Services available to you.

Popular e-Services

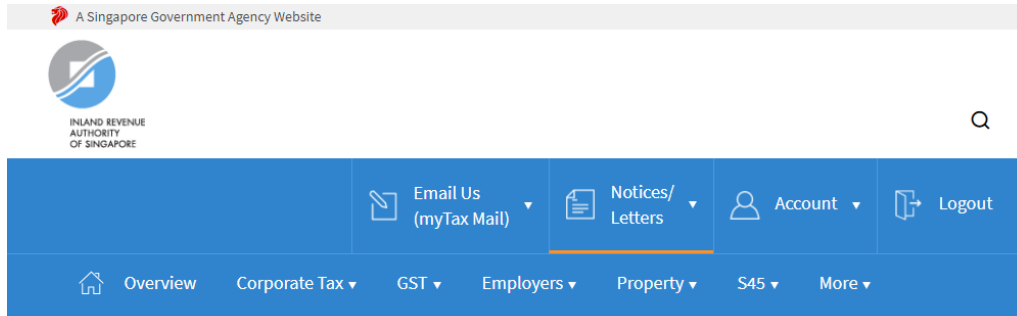
Update Notice Preferences

View Form IR21 Records

File Form IR21

View Tax Clearance Notices/ Letters

User Guide – View Tax Clearance Notices/Letters



Step	Action/Note
Client Selection for View Notices/ Letters (only applicable for tax agents)	
1	If you have logged in for your Client's Tax Matters, you will be prompted to provide your client's tax reference number.
2	Select your client's tax ref no. type from the dropdown list, enter your client's tax reference number and click on NEXT .

Client Selection for View Notices/ Letters

Continue with

Client Tax Ref No. ⓘ

UEN-LOCAL CO

NEXT

User Guide – View Tax Clearance Notices/Letters

View Tax Clearance Notices/ Letters

Records for current year and past 3 years are available for viewing.

Category All (61) Notices (6) Acknowledgement (55)

Search by* Employee ID*

Employee ID RESET SEARCH

1 - 20 of 67 Record(s) [All Records](#) | [Read](#) | [Unread](#)

Document	Employee ID	Date
Directive to Pay Tax	G0000011A	15 Mar 2021
Notification to Release Monies	G0000022B	15 Mar 2021
Acknowledgement of Form IR21 Filed	G0000033C	01 Mar 2021
Acknowledgement of Form IR21 Filed	G0000044D	01 Mar 2021
Acknowledgement of Form IR21 Filed	G0000055E	26 Feb 2021

« First < 1 2 3 4 > Last »

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Related e-Services

[> File Form IR21](#) [> View Form IR21 Records](#)

Step	Action/Note
	View Tax Clearance Notices/ Letters
1	Click on the respective row to open the Notices.
	<p>Note: You may sort the notices by clicking on the following subject headers:</p> <ul style="list-style-type: none"> • Document – sort by alphabetical order • Employee ID – sort by alpha-numeric order • Date – sort by chronological order <p>Unread documents will be marked with a blue line on the left. Alternatively, you may click on Unread hyperlink of the respective category to retrieve all the unread notices/ acknowledgement from e-Filed Form IR21.</p>

User Guide – View Tax Clearance Notices/Letters

View Tax Clearance Notices/ Letters

Records for current year and past 3 years are available for viewing.

Category **All** 61 Notices 6 Acknowledgement 55

Search by* **Employee ID***

Employee ID

1 - 20 of 67 Record(s) [All Records](#) | Read | Unread

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Related e-Services

> [File Form IR21](#) > [View Form IR21 Records](#)

Step	Action/Note
	View Tax Clearance Notices/ Letters
	A search facility would be provided if the list of records contains more than 20 Tax Clearance Notices and acknowledgement of e-Filed Form IR21. You can search by: <ul style="list-style-type: none"> Employee's ID; or Date
1a	<u>Search by employee's ID</u> Enter the employee's ID and click on SEARCH .

User Guide – View Tax Clearance Notices/Letters

View Tax Clearance Notices/ Letters

Records for current year and past 3 years are available for viewing.

Category **All** 61 Notices 6 Acknowledgement 55

Search by* From* To

Date

1 - 20 of 67 Record(s) [All Records](#) | [Read](#) | [Unread](#)

Document	Employee ID	Date
Directive to Pay Tax	G0000011A	15 Mar 2021
Notification to Release Monies	G0000022B	15 Mar 2021
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« First < 1 2 3 4 > Last »

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Related e-Services

[> File Form IR21](#)

[> View Form IR21 Records](#)

Step	Action/Note
	View Tax Clearance Notices/ Letters
1b	<p>Search by Date Enter a date range and click on SEARCH.</p> <p>Note:</p> <ul style="list-style-type: none"> If the “To” date is entered – system would fetch only the relevant Tax Clearance Notices within the specified period. If the “To” date is not entered – system would fetch all the available Tax Clearance Notices that were issued from the “From” date.

User Guide – View Tax Clearance Notices/Letters

Contact Information

For enquiries on this user guide, please “Contact Us” via our website at www.iras.gov.sg/contact-us/individual-income-tax.

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