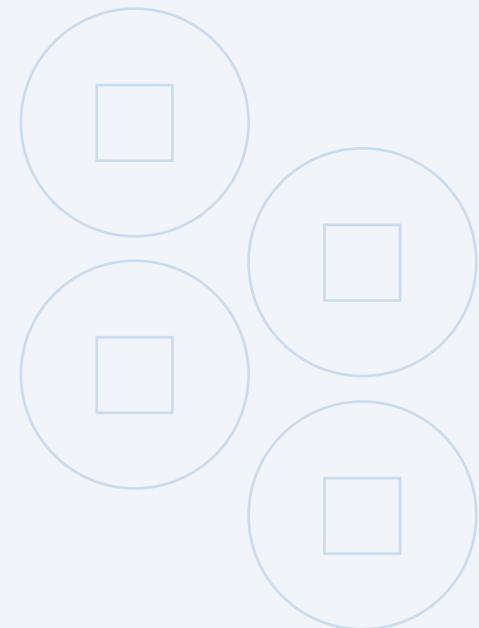




INLAND REVENUE
AUTHORITY
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User Guide

Apply/Manage GIRO Plan (Non-Individuals)



Apply/Manage GIRO Plan

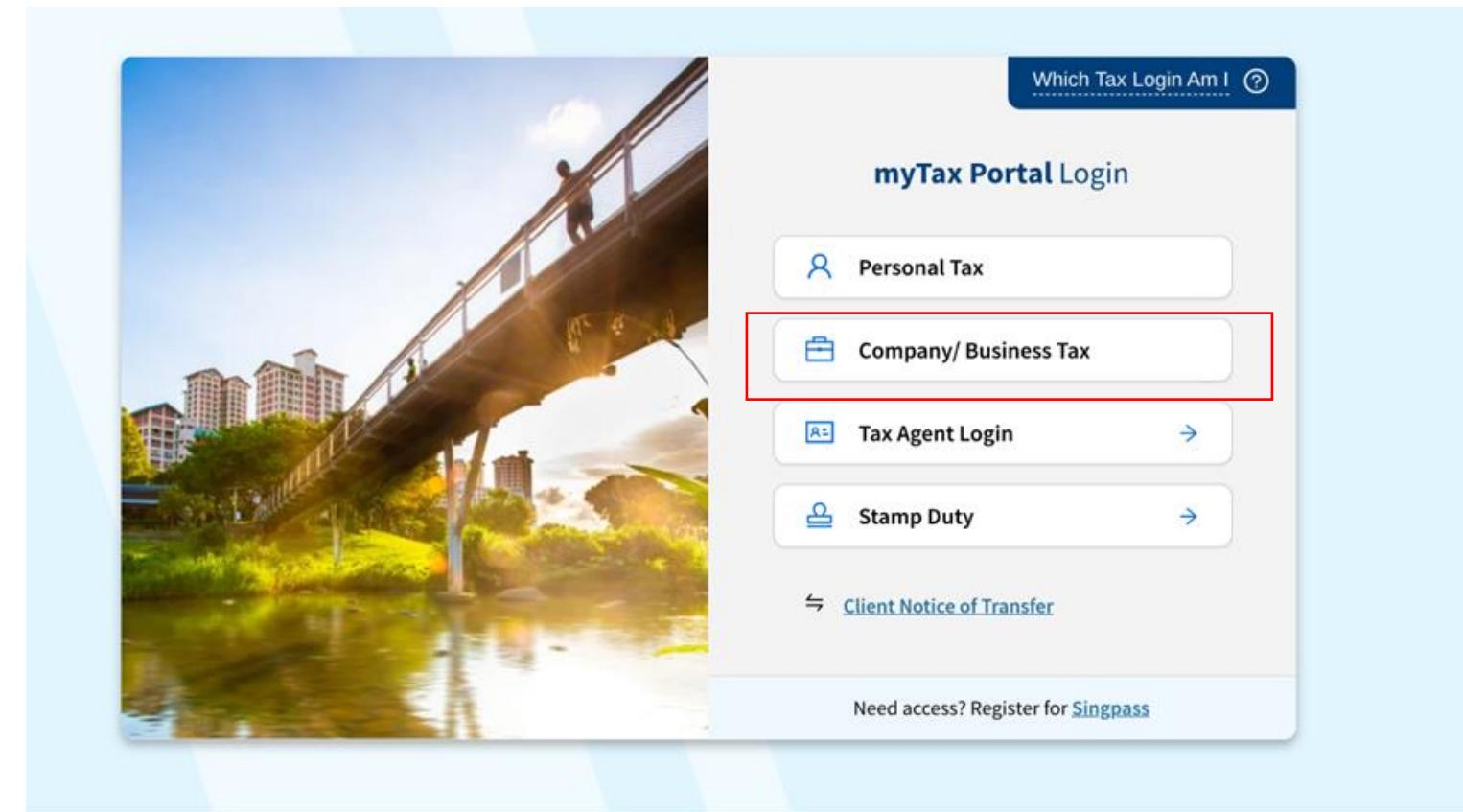
- You may **apply for a new GIRO arrangement** for your Corporate Tax, Goods and Services Tax, Property Tax and Section 45 Withholding Tax through electronic GIRO (eGIRO) in myTax Portal (DBS/POSB, OCBC, UOB, Bank of China, Maybank, MariBank and ICBC customers); or
- **Re-activate your GIRO arrangement** for Corporate Tax, Goods and Services Tax and Property Tax; or
- **Edit your existing active GIRO plan or bank account.**

- This user guide will show you the steps on how to apply for a new eGIRO arrangement, re-activate your previous GIRO arrangement, edit your GIRO plan and change your bank account through myTax Portal.

At myTax Portal landing page

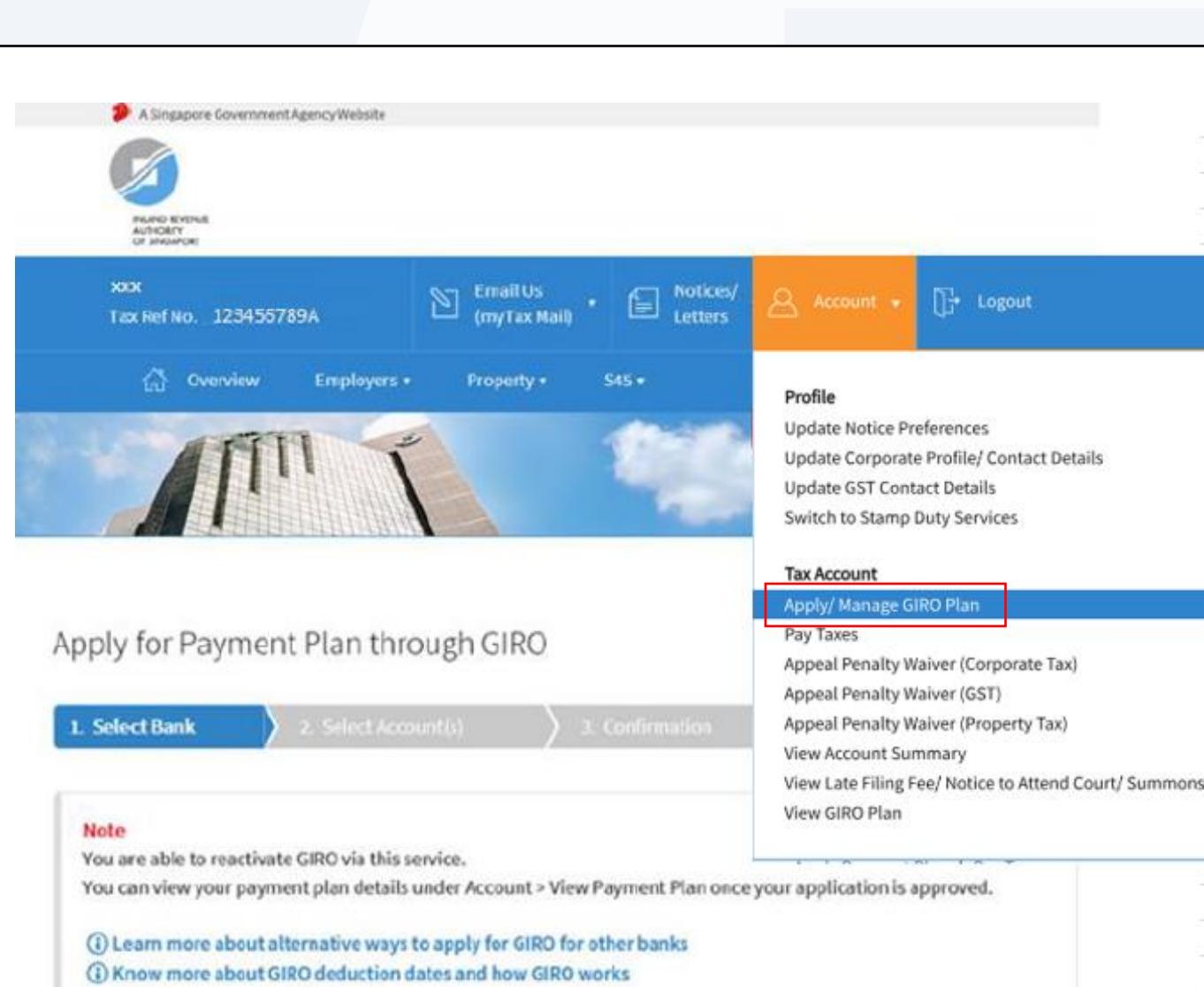
Step 1

Select **Business Tax** to log in to [myTax Portal](#).



Step 2

Under Account, click on “Apply/ Manage GIRO Plan”.

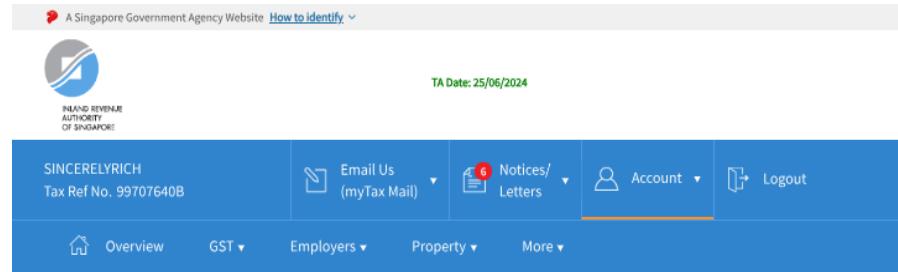


The screenshot shows the IRAS website interface. At the top, there is a navigation bar with the IRAS logo, a red circular icon, and the text "A Singapore Government Agency Website". The main menu includes "Email Us (myTax Mail)", "Notices/ Letters", "Account" (which is highlighted in orange), and "Logout". Below the menu, there are links for "Overview", "Employers", "Property", and "S45". A large image of a modern building is displayed. On the right side, there is a sidebar with sections for "Profile" (links: Update Notice Preferences, Update Corporate Profile/ Contact Details, Update GST Contact Details, Switch to Stamp Duty Services) and "Tax Account". The "Tax Account" section contains a list of options, with "Apply/ Manage GIRO Plan" highlighted with a red box. Other options in this list include "Pay Taxes", "Appeal Penalty Waiver (Corporate Tax)", "Appeal Penalty Waiver (GST)", "Appeal Penalty Waiver (Property Tax)", "View Account Summary", "View Late Filing Fee/ Notice to Attend Court/ Summons", and "View GIRO Plan". The main content area has a heading "Apply for Payment Plan through GIRO" and a three-step process: "1. Select Bank", "2. Select Account(s)", and "3. Confirmation". A "Note" section states: "You are able to reactivate GIRO via this service. You can view your payment plan details under Account > View Payment Plan once your application is approved." At the bottom, there are two links: "Learn more about alternative ways to apply for GIRO for other banks" and "Know more about GIRO deduction dates and how GIRO works".

New GIRO Application

Step 3

Click on Apply New GIRO.



Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Note

Sign up for GIRO to enjoy timely and hassle-free tax payments. Receive tax refunds faster with direct crediting if the GIRO arrangement is set up under your company's/ business' bank account.

Select the following link(s) to learn more about how GIRO works for the respective tax types:

- [①Corporate Tax](#)
- [①Goods and Services Tax](#)
- [①Property Tax](#)
- [①S45 Withholding Tax](#)

The new GIRO arrangement will replace any existing GIRO arrangement and the authorisation will take effect from the next deduction.

New eGIRO arrangement

You want to apply for new eGIRO arrangement with the following bank.

APPLY NEW GIRO

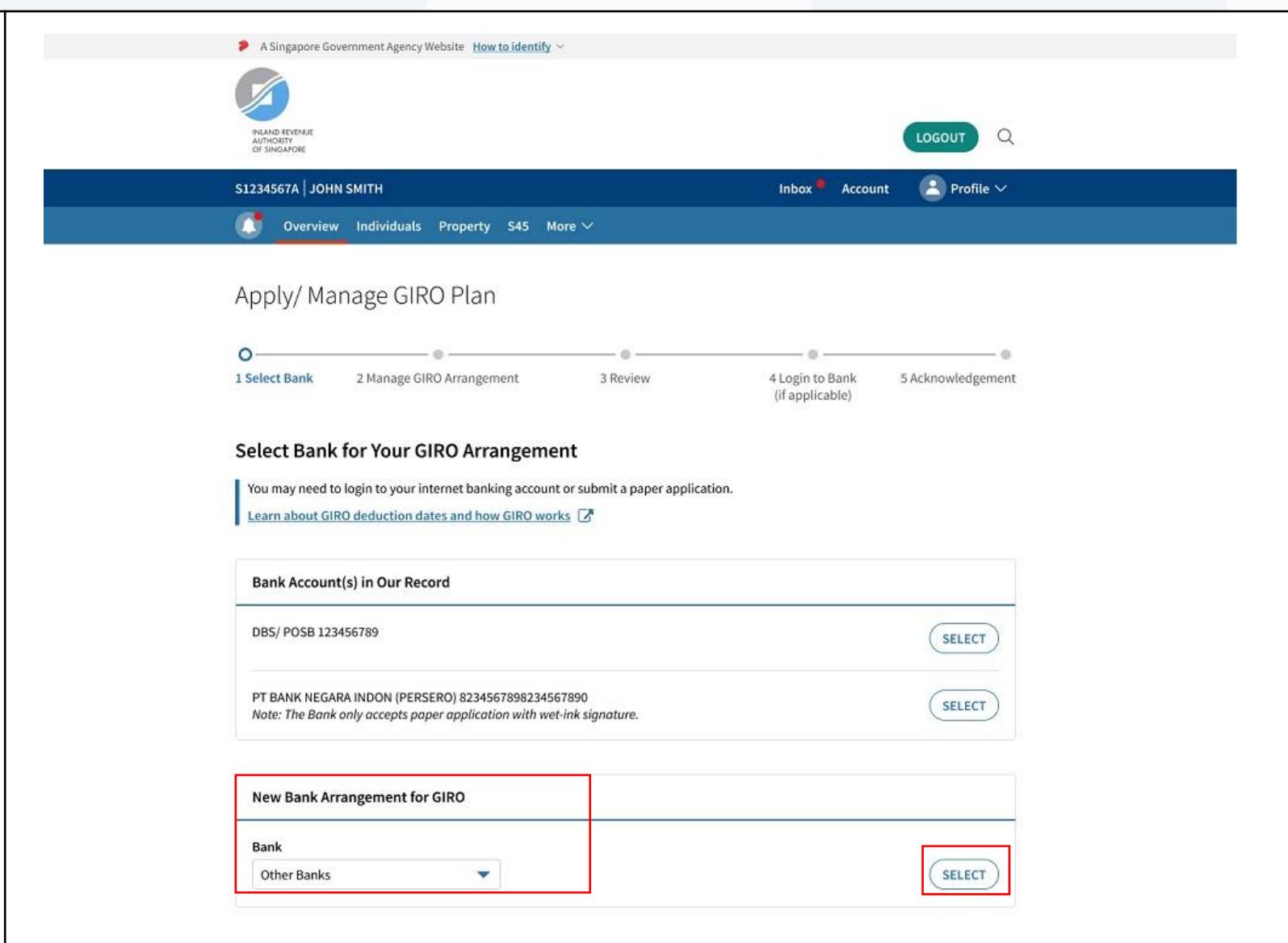
Re-activate GIRO arrangement

You have previously set up GIRO arrangement with IRAS but is currently inactive.

RE-ACTIVATE GIRO

Step 4

Select the Bank that you wish to apply GIRO with from the dropdown list and click on "Select".



A Singapore Government Agency Website [How to identify](#)

LOGOUT 

S1234567A | JOHN SMITH   

Overview Individuals Property S45 More

Apply/ Manage GIRO Plan

1 Select Bank 2 Manage GIRO Arrangement 3 Review 4 Login to Bank (if applicable) 5 Acknowledgement

Select Bank for Your GIRO Arrangement

You may need to login to your internet banking account or submit a paper application.

[Learn about GIRO deduction dates and how GIRO works](#)

Bank Account(s) in Our Record

DBS/ POSB 123456789 

PT BANK NEGARA INDON (PERSERO) 8234567898234567890 

Note: The Bank only accepts paper application with wet-link signature.

New Bank Arrangement for GIRO

Bank

Other Banks 

Step 5

Select the tax account(s) that you wish to set up GIRO arrangement.

GIRO is IRAS' preferred payment mode and you are encouraged to set up GIRO for all the listed tax account(s).

For Property Tax, you may select GIRO Plan Option between '**Monthly**' and '**One-time Yearly**'.

Click on **Continue** to go to the Review page or **Back** to go back to the previous page.

Note: Property Tax within a property development is grouped together. Click on account(s) to see the properties within the development. Otherwise, Property Tax is listed individually.

The screenshot shows the 'Manage GIRO Arrangement' page of the IRAS portal. At the top, a navigation bar includes 'Overview', 'Corporate Tax', 'GST', 'Employers', 'Property', 'S45', and 'More'. Below the navigation is a progress bar with five steps: '1 Select Bank', '2 Manage GIRO Arrangement' (which is the current step, indicated by a blue dot), '3 Review', '4 Login to Bank (if applicable)', and '5 Acknowledgement'. The main content area is titled 'Manage GIRO Arrangement' and contains the following sections:

- Corporate Income Tax**: 1 of 1 account(s) selected. GIRO Plan Option: Not Applicable. Note: If you have any outstanding tax, you will receive your GIRO plan when application is approved by your bank.
- Goods and Services Tax**: 1 of 1 account(s) selected. GIRO Plan Option: Not Applicable. Note: Please pay for any outstanding tax, if any. When the application is approved by your bank, you will receive a GIRO plan in your next GST filing.
- Section 45**: 1 of 1 account(s) selected. GIRO Plan Option: Not Applicable. Note: If you have any outstanding tax, you will receive your GIRO plan when application is approved by your bank.
- Property Tax - Street Name 58901**: 1 of 1 account(s) selected. GIRO Plan Option: Monthly (radio button selected). Note: If you have any outstanding tax, you will receive your GIRO plan when application is approved by your bank.
- Property Tax - Street Name 30516**: 194 of 194 account(s) selected. GIRO Plan Option: Monthly (radio button selected). Note: If you have any outstanding tax, you will receive your GIRO plan when application is approved by your bank.

At the bottom are 'BACK' and 'CONTINUE' buttons. The 'CONTINUE' button is highlighted with a red box.



INLAND REVENUE
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OF SINGAPORE

Step 6

Review your GIRO arrangement selection and contact details.

Please read the Declaration details. Should you agree with the Declaration details and wish to continue with the eGIRO application, please Check the Declaration box and click “Continue”.

You will be redirected to your selected bank's portal login page.

206990402G | CELIA Email Us (myTax Mail) Notices/ Letters Account

Overview Corporate Tax GST Employers Property S45 More ▾

Apply/ Manage GIRO Plan < BACK TO PREVIOUS

1 Select Bank 2 Manage GIRO Arrangement 3 Review 4 Login to Bank (if applicable) 5 Acknowledgement

Review Your Selection

You are applying a new GIRO arrangement for the following tax account(s):

Bank Selected
BANK OF CHINA

1 - 203 of 203 Record(s)

Tax Account	GIRO Plan Option
Corporate Income Tax	Not applicable
Section 45	Not applicable
Goods and Services Tax	Not applicable
Property Tax 1 Street Name 83493 #01-04, S(846444) Tax Ref No. 9318750R	Monthly Instalments
Property Tax 10 Street Name 16652 #03-11, S(846755) Tax Ref No. 9318690G	Monthly Instalments
Property Tax 10 Street Name 16652 #03-21, S(846755) Tax Ref No. 9318700K	Monthly Instalments

Contact Details

Applicant Information
S1234567A, WONG XIAO MING ASHER

Contact Person (if different from above)

Name

Email Address*
 company@company.com

Contact No.*
 +65 98765432

Declaration

I hereby authorise the Bank to debit or credit the [Selected Account](#), as instructed to the Bank by IRAS. By checking the box, I agree to the [Terms & Conditions](#) for GIRO Application.*

Where I am not the account holder of the [Selected Account](#), I confirm that I have been authorised by the account holder concerned to give instructions to the Bank on his/ her behalf to debit or credit the Selected Account, as instructed to the Bank by IRAS. By checking the box, I agree to the [Terms & Conditions](#) for GIRO Application. I also confirm that I have been authorised by the account holder concerned to make the following declarations and agree to the [Terms & Conditions](#) for GIRO Application, on his/ her behalf.

In addition, where I am not the account holder of the [Selected Account](#), I confirm that I have been authorised by the account holder to declare that he/ she will not hold IRAS nor the Bank liable for any [Losses](#) incurred by me arising out of or in connection with this GIRO arrangement at my Tax Portal.

I further confirm that I have read and agreed to the [disclaimers of liability by IRAS and the Bank](#).

These instructions will remain in force until they are terminated in accordance with the [Terms & Conditions](#) for GIRO Application.

[BACK](#) [CONTINUE](#)

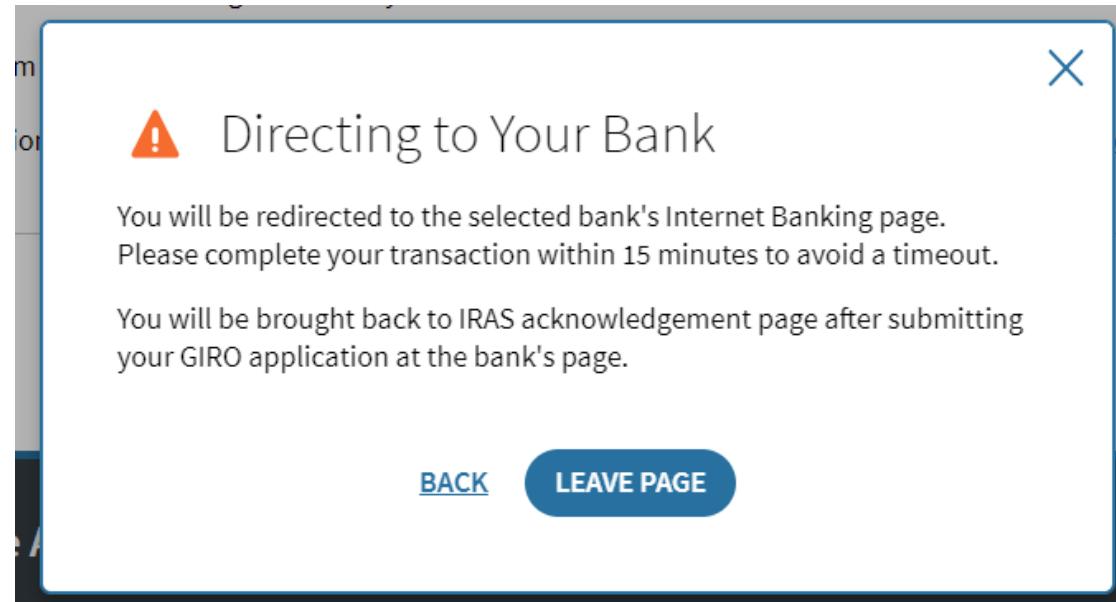
Step 7

You will be redirected to the selected bank's Corporate Internet Banking page.

Login to the Corporate Internet Banking Portal and complete the eGIRO setup as directed.

Refer to your bank's User Guide for the detailed instructions:

- [DBS/POSB](#)
- [OCBC](#)
- [UOB](#)
- [Bank of China](#)
- [Maybank](#)
- [MariBank](#)



Step 8

Upon successful application at your bank's portal, you will be brought back* to the **Acknowledgement** page at myTax Portal to complete the eGIRO application.

**UOB, Bank of China and Maybank require you to click a button to return myTax Portal.*

Points to note:

Please inform your **company's approver** (if applicable) to **approve the eGIRO application** at your bank's Corporate internet banking portal:

1. Within 48 hours as the eGIRO application will lapse after 48 hours; and
2. Outside IRAS system's weekly maintenance hours: Wed, 2 am to 6 am | Sun, 2 am to 8.30 am

Refer to Step 7 for bank's user guide on the steps to approve the eGIRO application at your bank's Corporate internet banking portal.

After IRAS receives the approval from the bank

1. You can view your GIRO plan for the outstanding tax (if any) in **Account > View GIRO Plan**; and
2. You will receive a notification on the set up of your eGIRO arrangement within 5 working days.

The screenshot shows the 'Apply/ Manage GIRO Plan' page in the myTax Portal. At the top, the user is identified as 'S1234567A | JOHN SMITH'. The top navigation bar includes 'Inbox', 'Account', and 'Profile'. The main title is 'Apply/ Manage GIRO Plan' with a 'SAVE AS PDF/ PRINT' button. Below the title is a horizontal progress bar with five steps: '1 Select Bank', '2 Manage GIRO Arrangement', '3 Review', '4 Login to Bank (if applicable)', and '5 Acknowledgement'. Step 5 is highlighted with a blue background. The 'Acknowledgement' section contains the following content:

Application Submitted
Please inform the authorised personnel to approve the GIRO set up request via your bank portal.

1. within 48 hours;
2. outside IRAS system's weekly maintenance hours (Singapore time): Wed 2:00 AM - 8:00 AM | Sun 2:00 AM - 8.30 AM.

Acknowledgement No.	Date/ Time
399020	16 Jan 2022 6:51 PM

After IRAS receives the approval from the bank, you can view your GIRO plan for the outstanding balance (if any) via Accounts > View GIRO Plan. No notice will be provided when the authorised personnel rejected, or did not approve the application within 48 hours.

For GST, please pay your outstanding balance (if any) with PayNow QR via Accounts > Pay Taxes. When your GIRO application is approved, the date of deduction and amount will be shown on the acknowledgement page when you e-file your GST return.

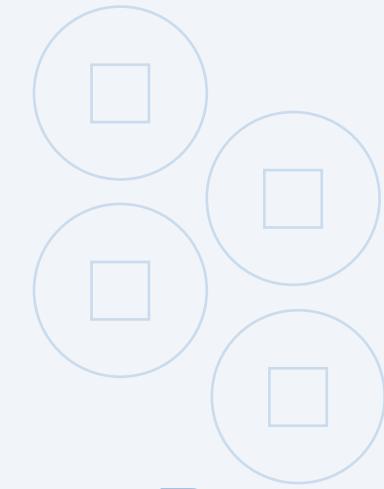
Bank Selected
DBS/ POSB

1 - 14 of 14 Record(s)

Tax Account	GIRO Plan Option	Status
Corporate Income Tax	Not applicable	Pending Approval (i)
Goods and Services Tax	Not applicable	Pending Approval (i)



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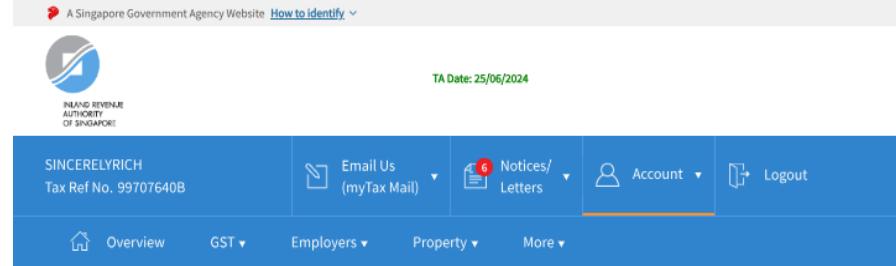
Reactivating Corporate Tax/ GST GIRO arrangement

For GIRO arrangement that is currently inactive or deactivated

Step 9

Under Account, click on “Apply/Manage GIRO Plan” to see this page.

Click on Re-activate GIRO.



Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Note

Sign up for GIRO to enjoy timely and hassle-free tax payments. Receive tax refunds faster with direct crediting if the GIRO arrangement is set up under your company's/ business' bank account.

Select the following link(s) to learn more about how GIRO works for the respective tax types:

- [①Corporate Tax](#)
- [①Goods and Services Tax](#)
- [①Property Tax](#)
- [①S45 Withholding Tax](#)

The new GIRO arrangement will replace any existing GIRO arrangement and the authorisation will take effect from the next deduction.

New eGIRO arrangement

You want to apply for new eGIRO arrangement with the following bank.

[APPLY NEW GIRO](#)

Re-activate GIRO arrangement

You have previously set up GIRO arrangement with IRAS but is currently inactive.

[RE-ACTIVATE GIRO](#)

Step 10

Select the **tax account(s)** and **bank account** that you wish to reactivate the GIRO arrangement.

Click on **Proceed** to go to the **Confirmation** page.

Refer to **Step 11** if you wish to **edit** your payment plan(s).

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Select the Tax Account(s) for which you wish to set up a payment plan.

1 - 7 of 7 Record(s)

<input type="checkbox"/>	Tax Account(s)	Bank	Balance	Payment Plan Details <small>(i)</small>	Remarks
<input checked="" type="checkbox"/>	Corporate Tax (Estimated Chargable Income filed within qualifying period of YA 2020)	X00001111 DBS/POSB	\$S9,775.00	\$S3,925.00 1 instalment(s) Dec '19 - Dec '19 \$S1,950.00 3 instalment(s) Jan '20 - Mar '20	Edit Plan is not available <small>(i)</small>
<input checked="" type="checkbox"/>	Corporate Tax [Other Assessment(s)]	X00001111 DBS/POSB	\$S4,118,566.39	\$S4,118,566.39 1 instalment(s) Dec '19 - Dec '19	Edit Plan is not available <small>(i)</small>
GST Under Payment Plan <small>(i)</small>					



Step 11

Click on **Edit Plan**.

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Select the Tax Account(s) for which you wish to set up a payment plan.

1 - 7 of 7 Record(s)

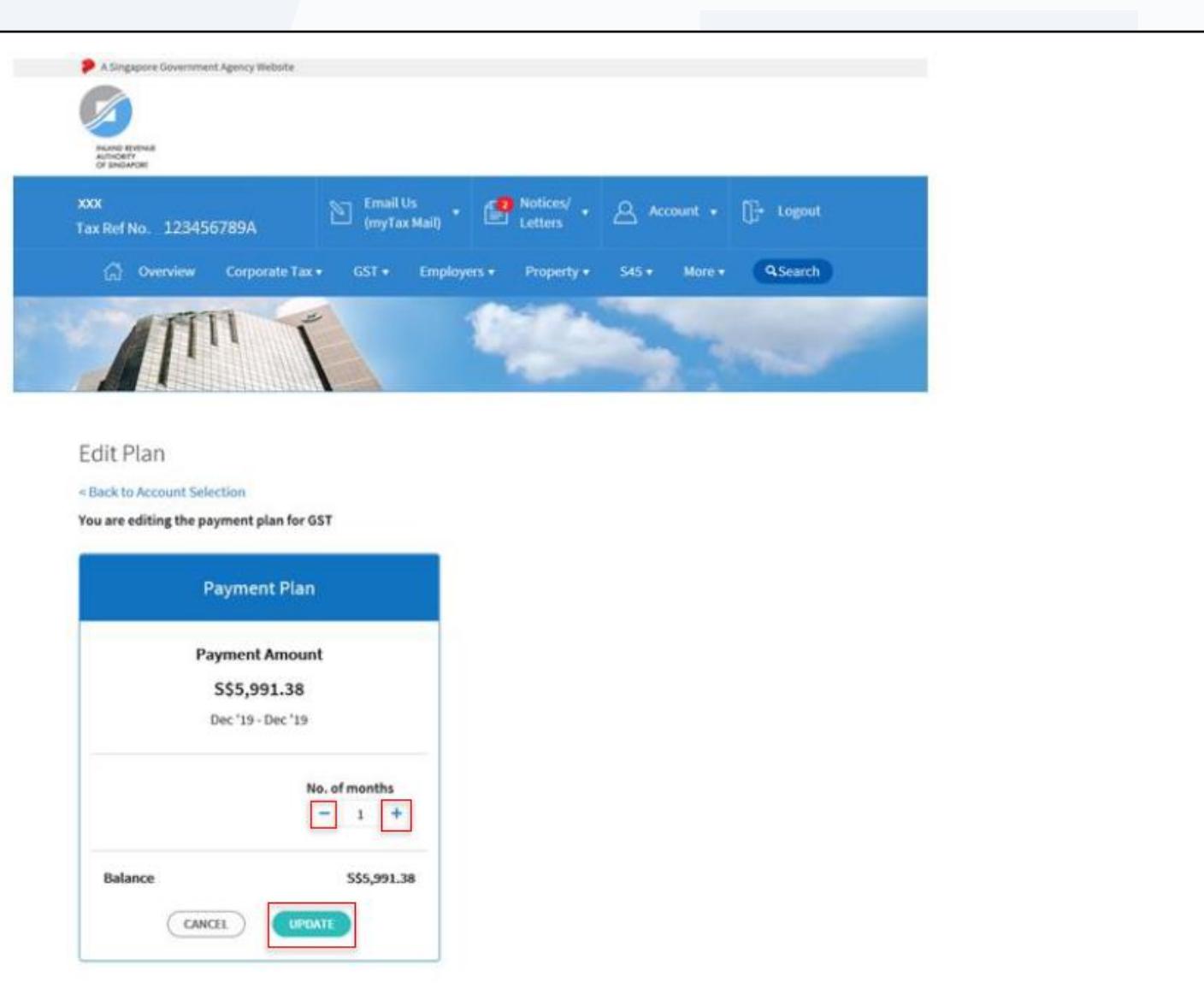
<input type="checkbox"/>	Tax Account(s)	Bank	Balance	Payment Plan	Remarks
Details 					
<input type="checkbox"/>	Corporate Tax (Estimated Chargeable Income filed within qualifying period of YA 2020)	Select	\$S9,775.00	\$S3,925.00 1 instalment(s) Dec '19 - Dec '19 \$S1,950.00 3 instalment(s) Jan '20 - Mar '20	Edit Plan is not available
<input type="checkbox"/>	Corporate Tax [Other Assessment(s)]	Select	\$S4,118,566.39	\$S4,118,566.39 1 instalment(s) Dec '19 - Dec '19	Edit Plan is not available
<input checked="" type="checkbox"/>	GST	XXXXX1111 DBS/POSB	\$S5,991.38	\$S1,997.13 3 instalment(s) Dec '19 - Feb '20	Edit Plan

Step 11a

At the Edit Plan page, you can:

- **Edit the duration of your payment plan** by clicking on ‘+’ to increase or ‘-’ to reduce the number of months (applicable for Monthly plan only).

Click on **Update** after editing your payment plan or **Cancel** to go back to the original payment plan.



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XXX
Tax Ref No. 123456789A

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Overview Corporate Tax GST Employers Property S45 More Search

Edit Plan

< Back to Account Selection

You are editing the payment plan for GST

Payment Plan

Payment Amount
S\$5,991.38
Dec '19 - Dec '19

No. of months
1

Balance S\$5,991.38

CANCEL UPDATE



Step 11b

Click on **Proceed** to go to the **Confirmation** page.

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Select the Tax Account(s) for which you wish to set up a payment plan.

1 - 7 of 7 Record(s)

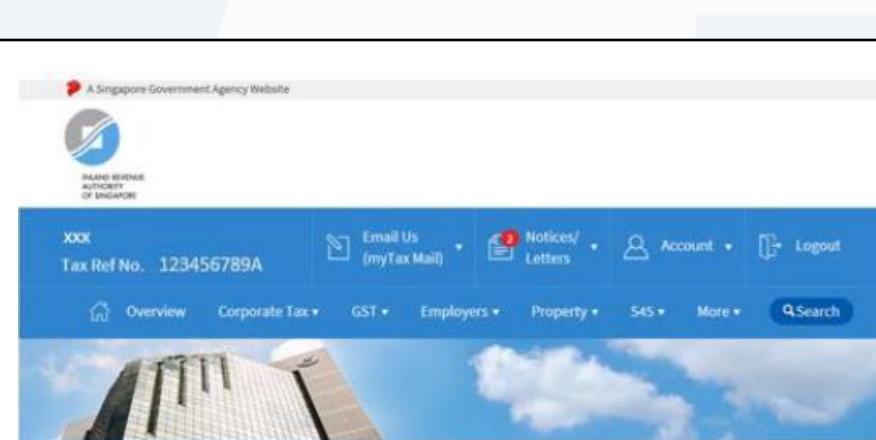
<input type="checkbox"/>	Tax Account(s)	Bank	Balance	Payment Plan Details	Remarks
<input type="checkbox"/>	Corporate Tax (Estimated Chargeable Income filed within qualifying period of YA 2020)	Select	\$S9,775.00	\$S3,925.00 1 instalment(s) Dec '19 - Dec '19 \$S1,950.00 3 instalment(s) Jan '20 - Mar '20	Edit Plan is not available
<input type="checkbox"/>	Corporate Tax [Other Assessment(s)]	Select	\$S4,118,566.39	\$S4,118,566.39 1 instalment(s) Dec '19 - Dec '19	Edit Plan is not available
<input checked="" type="checkbox"/>	GST	XXXX1111 DBS/POSB	\$S5,991.38	\$S1,997.13 3 instalment(s) Dec '19 - Feb '20	Edit Plan

CANCEL

PROCEED

Step 12

Confirm the payment plan details and click on **Submit**.



Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

You have applied GIRO for the following tax account(s):

1 - 2 of 2 Record(s)

Tax Account(s)	Bank	Balance	Payment Plan Details
Corporate Tax [Estimated Chargeable Income filed within qualifying period of YA 2020]	X000X1111 DBS/POSB	\$59,775.00	\$53,925.00 1 instalment(s) Dec '19 - Dec '19 \$51,950.00 3 instalment(s) Jan '20 - Mar '20
Corporate Tax [Other Assessment(s)]	X000X1111 DBS/POSB	\$54,118,566.39	\$54,118,566.39 1 instalment(s) Dec '19 - Dec '19

BACK

SUBMIT

Step 13

Upon successful application, you will be brought to the **Acknowledgement** page that will show your application status and payment plan details.

You can view the payment plan in **Account > View GIRO Plan** by the next working day.

Apply for Payment Plan through GIRO PRINT

1. Select Bank > 2. Select Account(s) > 3. Confirmation > **4. Acknowledgement**

Acknowledgement

Application Submitted

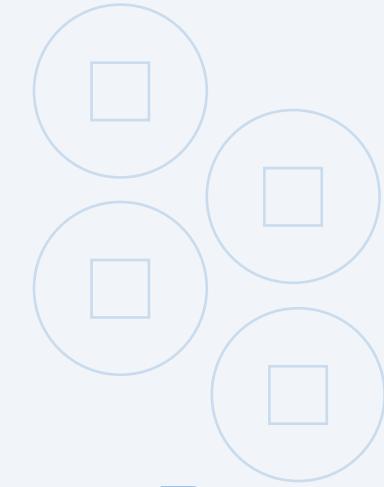
Name	XXX	Tax Ref No.	123456789A
Acknowledgement No.	396080	Date/ Time	11 Nov 2019 05:42:57 PM

You have re-activated GIRO arrangement for your tax account(s). For approved request(s), you may view the payment plan in Account > View Payment Plan by the next working day. As for request(s) that are pending approval, IRAS will review your appeal and inform you of the outcome within 15 working days.

Tax Account(s)	Bank	Balance	Payment Plan Details	Status
Corporate Tax (Estimated Chargeable Income filed within qualifying period of YA 2020)	XXXX1111 DBS/POSB	\$59,775.00	\$53,925.00 1 instalment(s) Dec '19 - Dec '19 \$51,950.00 3 instalment(s) Jan '20 - Mar '20	Approved
Corporate Tax [Other Assessment(s)]	XXXX1111 DBS/POSB	\$54,118,566.39	\$54,118,566.39 1 instalment(s) Dec '19 - Dec '19	Approved

Please comply with the payment plan (if any). If the plan is cancelled, IRAS may

- impose late payment penalties;
- take enforcement actions to recover the amount owed;
- deny subsequent request for GIRO arrangement.



Reactivating Property Tax GIRO arrangement

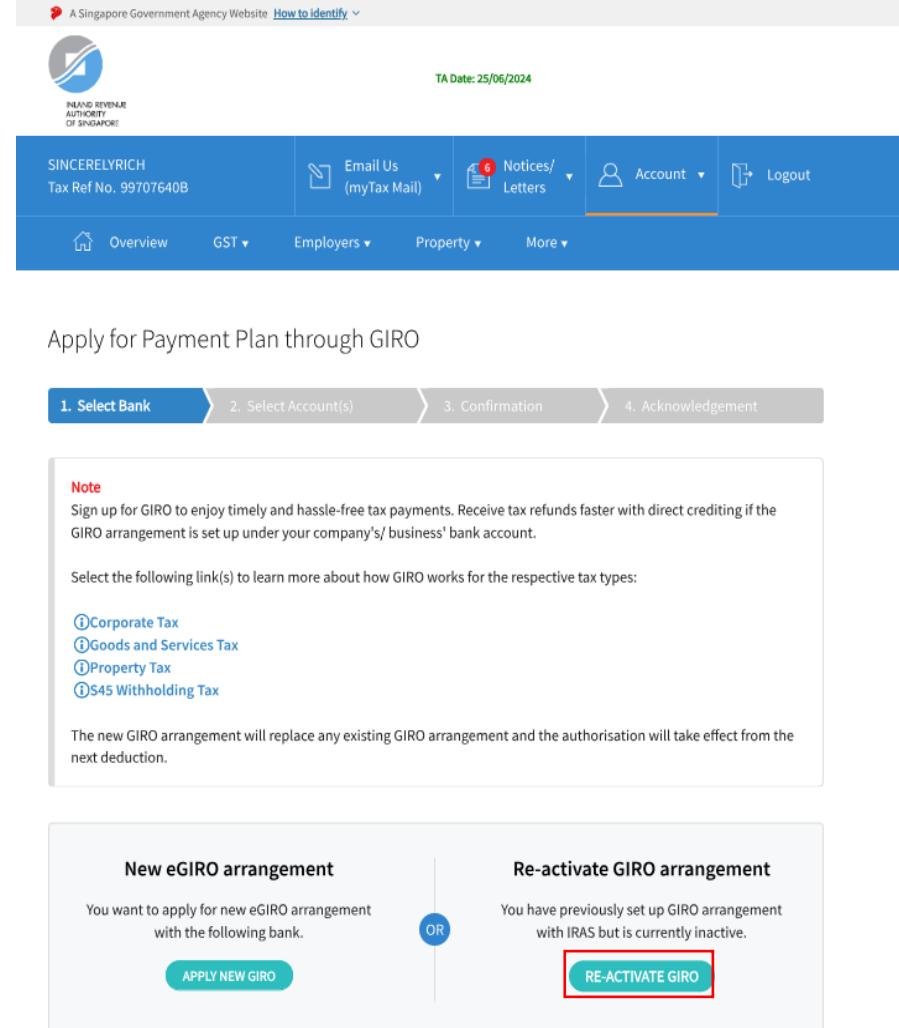
For GIRO arrangement that is currently inactive or deactivated

Step 14

To Re-activate for Property Tax

Under Account, click on “Apply/
Manage GIRO Plan”.

Click on Re-activate GIRO.



A Singapore Government Agency Website [How to identify](#)

INLAND REVENUE AUTHORITY OF SINGAPORE

TA Date: 25/06/2024

SINCERELYRICH
Tax Ref No. 99707640B

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Overview GST Employers Property More

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Note
Sign up for GIRO to enjoy timely and hassle-free tax payments. Receive tax refunds faster with direct crediting if the GIRO arrangement is set up under your company's/business' bank account.

Select the following link(s) to learn more about how GIRO works for the respective tax types:

[Corporate Tax](#) [Goods and Services Tax](#) [Property Tax](#) [S45 Withholding Tax](#)

The new GIRO arrangement will replace any existing GIRO arrangement and the authorisation will take effect from the next deduction.

New eGIRO arrangement
You want to apply for new eGIRO arrangement with the following bank.

OR

Re-activate GIRO arrangement
You have previously set up GIRO arrangement with IRAS but is currently inactive.

APPLY NEW GIRO **RE-ACTIVATE GIRO**

Step 15

Click on Proceed.

A Singapore Government Agency Website [How to identify](#) ▾

INLAND REVENUE AUTHORITY OF SINGAPORE

TA Date: 25/06/2024

SINCERELYRICH
Tax Ref No. 99707640B

Email Us (myTax Mail) Notices/Letters Account Logout

Overview GST Employers Property More

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Select the Tax Account(s) for which you wish to set up a payment plan.

1 - 1 of 1 Record(s)

<input type="checkbox"/> Tax Account(s)	Bank	Balance	Payment Plan	Remarks
Details ⓘ				
<input type="checkbox"/> GST	Select	S\$50,587.42	S\$50,587.42	Edit Plan 1 instalment(s) Jul '24 - Jul '24

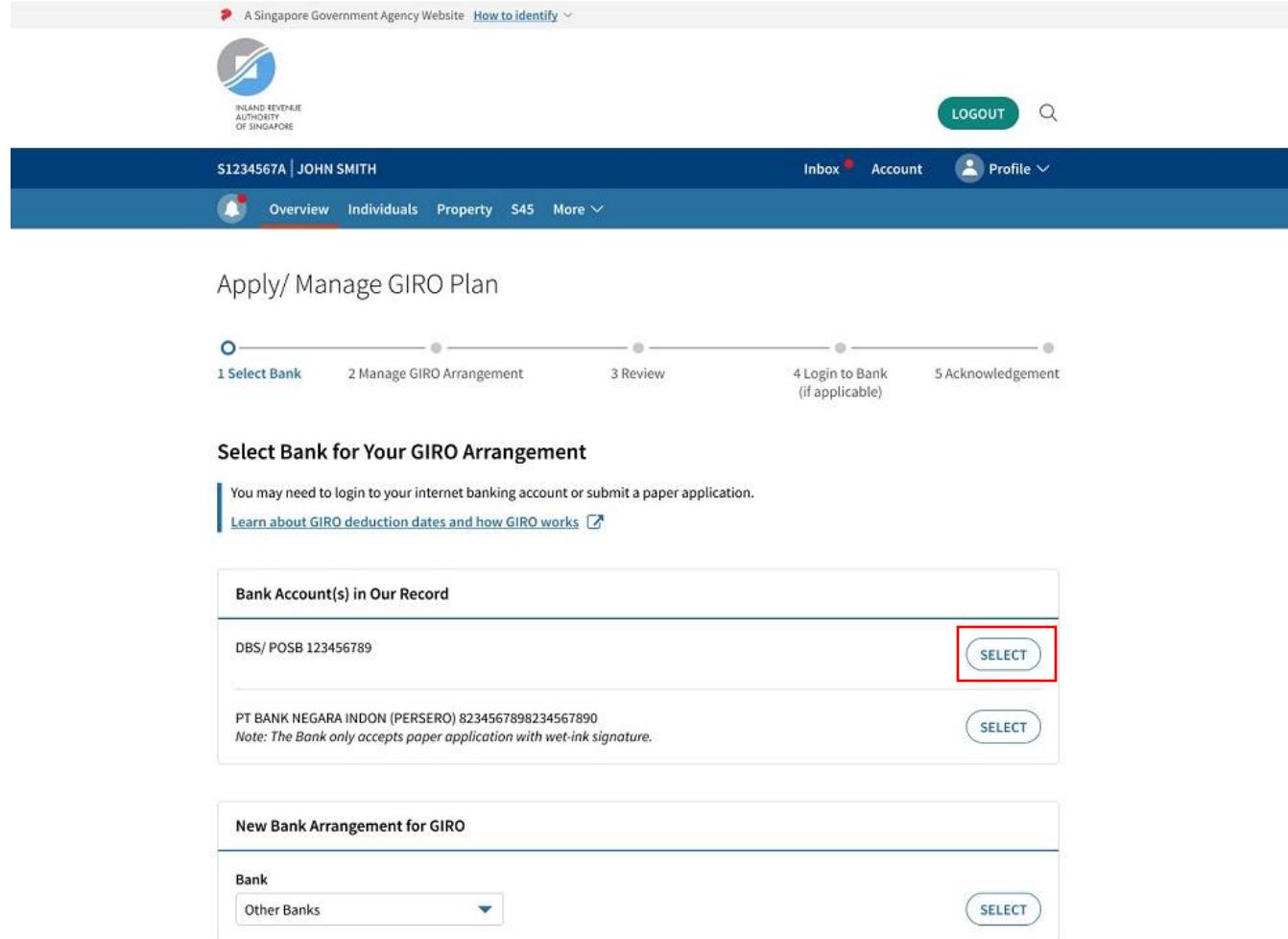
For Property Tax Accounts
Set up payment plan for Property Tax

[PROCEED](#)

[CANCEL](#) **[PROCEED](#)**

Step 16

Click on **Select** for the bank you want to review the reactivation.



The screenshot shows the IRAS GIRO Plan application interface. At the top, the header includes the IRAS logo, a 'LOGOUT' button, and a search icon. The main navigation bar shows the user's details: S1234567A | JOHN SMITH, with links for Overview, Individuals, Property, S45, and More. Below this is a sub-navigation bar with a bell icon and links for Overview, Individuals, Property, S45, and More. The main content area is titled 'Apply/ Manage GIRO Plan' and shows a progress bar with five steps: 1 Select Bank, 2 Manage GIRO Arrangement, 3 Review, 4 Login to Bank (if applicable), and 5 Acknowledgement. The first step, 'Select Bank', is currently active. The 'Select Bank for Your GIRO Arrangement' section contains a note: 'You may need to login to your internet banking account or submit a paper application.' and a link 'Learn about GIRO deduction dates and how GIRO works'. Below this is a table titled 'Bank Account(s) in Our Record' with two entries: 'DBS/ POSB 123456789' with a red box around the 'SELECT' button, and 'PT BANK NEGARA INDON (PERSERO) 8234567898234567890' with a note 'Note: The Bank only accepts paper application with wet-ink signature.' and a 'SELECT' button. At the bottom is a section titled 'New Bank Arrangement for GIRO' with a 'Bank' dropdown set to 'Other Banks' and a 'SELECT' button.

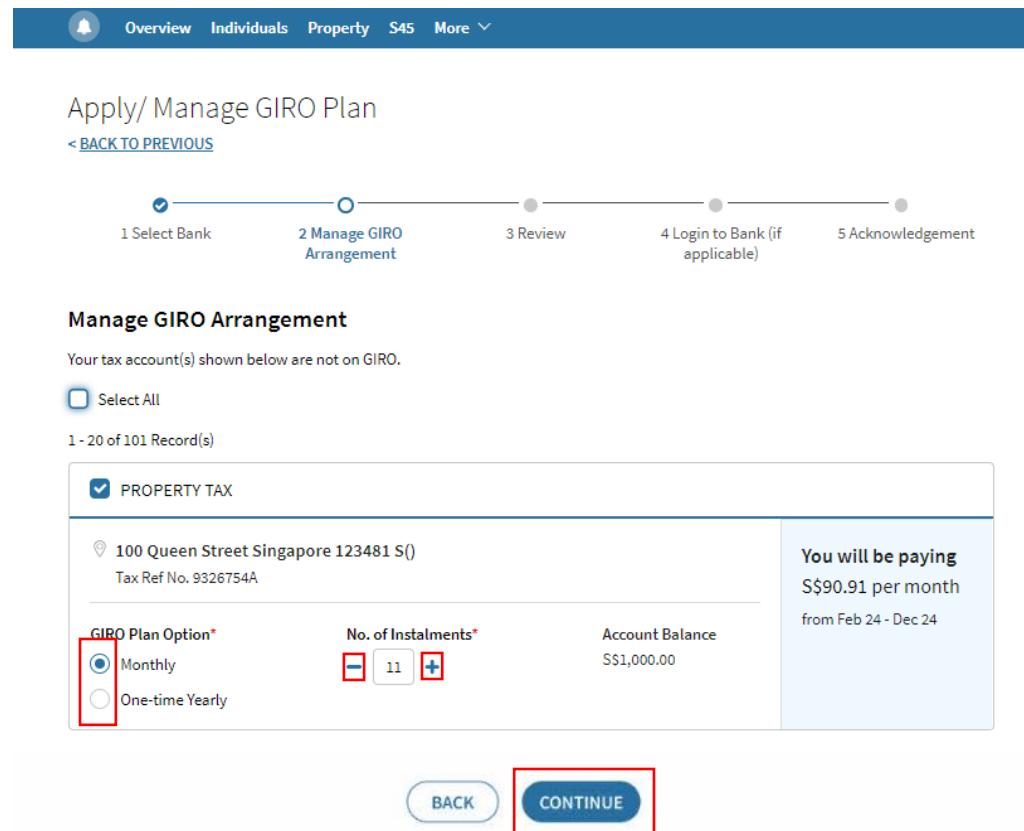
Step 17

Select the Property Tax account(s) that you wish to re-activate GIRO arrangement.

You may select GIRO Plan Option between '**Monthly**' and '**One-time Yearly**'.

- Edit the **duration of your payment plan** by clicking on '+' to increase or '-' to reduce the number of instalments (applicable for Monthly plan only)

Click on **Continue** to go to the Review page or **Back** to go back to the previous page.



Overview Individuals Property S45 More ▾

Apply/ Manage GIRO Plan
< BACK TO PREVIOUS

1 Select Bank 2 Manage GIRO Arrangement 3 Review 4 Login to Bank (if applicable) 5 Acknowledgement

Manage GIRO Arrangement

Your tax account(s) shown below are not on GIRO.

Select All

1 - 20 of 101 Record(s)

PROPERTY TAX

100 Queen Street Singapore 123481 S() Tax Ref No. 9326754A	You will be paying S\$90.91 per month from Feb 24 - Dec 24	
GIRO Plan Option* <input checked="" type="radio"/> Monthly <input type="radio"/> One-time Yearly	No. of Instalments* - 11 +	Account Balance S\$1,000.00

BACK CONTINUE



Step 18

Review your GIRO arrangement selection and contact details.

Note: If the bank account selected cannot be re-activated, the declaration box will appear in the Review Page. Refer to **Step 6 to 8** to complete the GIRO application. Otherwise, proceed to **Step 19**.

Apply/ Manage GIRO Plan
[BACK TO PREVIOUS](#)

1 Select Bank 2 Manage GIRO Arrangement 3 Review 4 Login to Bank (if applicable) 5 Acknowledgement

Review your Selection
You are applying a new GIRO arrangement for the following tax account(s):

Bank Selected
DBS/ POSB

1 - 1 of 1 Record(s)

Tax Account	GIRO Plan Option
Property Tax - Others 123 Novena Road #10-11, S(575001) Tax Ref No. 0960941E	Monthly Instalments

Contact Details

Applicant Information
S1234567A, WONG XIAO MING ASHER

Contact Person (if different from above)

Name

Email Address*

Contact No.*

Declaration

hereby authorise the Bank to debit or credit the **Selected Account**, as instructed to the Bank by IRAS. By checking the box, I agree to the [Terms & Conditions](#) for GIRO Application.*

Where I am not the account holder of the **Selected Account**, I confirm that I have been authorised by the account holder concerned to give instructions to the Bank on his/ her behalf to debit or credit the Selected Account, as instructed to the Bank by IRAS. By checking the box, I agree to the [Terms & Conditions](#) for GIRO Application. I also confirm that I have been authorised by the account holder concerned to make the following declarations and agree to the [Terms & Conditions](#) for GIRO Application, on his/ her behalf.

In addition, where I am not the account holder of the **Selected Account**, I confirm that I have been authorised by the account holder to declare that he/ she will not hold IRAS nor the Bank liable for any [Losses](#) incurred by me arising out of or in connection with this GIRO arrangement at myTax Portal.

I further confirm that I have read and agreed to the [disclaimers of liability by IRAS and the Bank](#).

These instructions will remain in force until they are terminated in accordance with the [Terms & Conditions](#) for GIRO Application.

[BACK](#) **CONTINUE**



Step 19

Upon successful application, you will be brought to the IRAS **Acknowledgement** page that will show your application status and GIRO plan details.

You can view the payment plan in **Account > View GIRO Plan** by the next working day.

Apply/ Manage GIRO Plan [SAVE AS PDF/ PRINT](#)

1 Select Bank 2 Manage GIRO Arrangement 3 Review 4 Login to Bank (if applicable) 5 Acknowledgement

Acknowledgement

Application Submitted

Acknowledgement No.	100621	Date/ Time	22 Jan 2024 11:41 AM
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A copy of this acknowledgement is available at [View Notices](#) digital service.

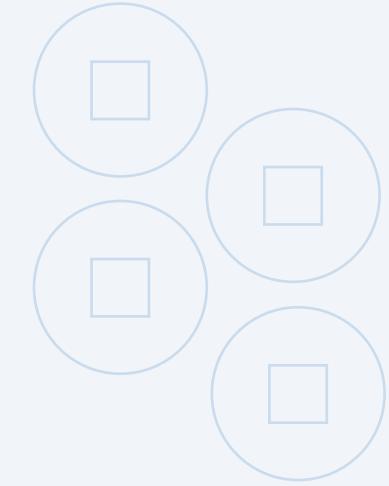
Please ensure that you have sufficient funds in your bank account for GIRO deductions. Defaulting on payments may affect your eligibility for GIRO plan(s) in the future.

You have setup a new GIRO arrangement for the following tax account(s):

Bank Account
UAT OCBC 503007189001

[1 - 2 of 2 Record\(s\)](#)

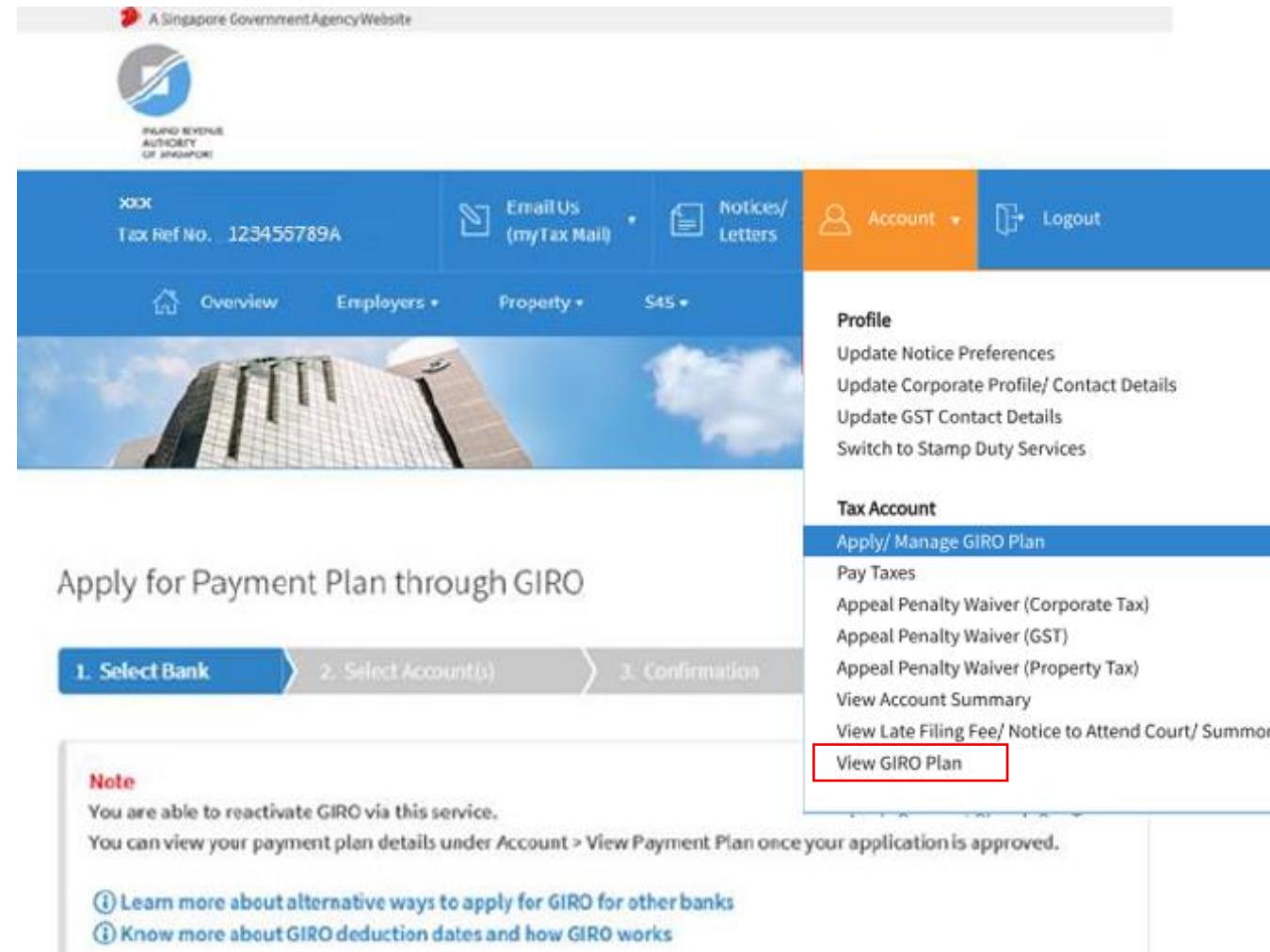
Tax Account	Balance (\$\$)	Plan Details (\$\$)	Status
PROPERTY TAX 656 Bukit Batok Lane 3 #01-02 S(750656) S() Tax Ref No. 9346047R	1,800.00 180.00 per month 10 instalments Mar 24 - Dec 24		Approved



Edit existing active Property Tax GIRO plan or bank account

Step 20

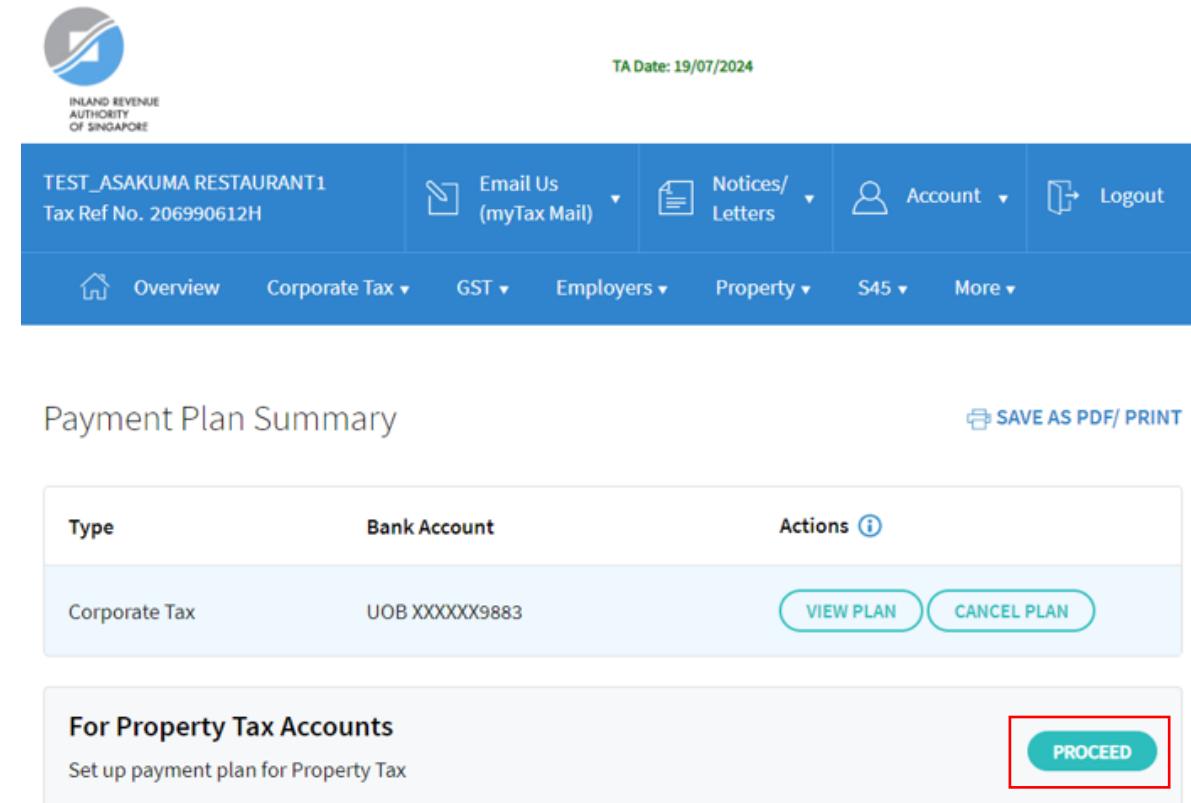
Under ‘Account’, Click on “View GIRO Plan”.



The screenshot shows the IRAS eServices portal. At the top, there is a banner stating 'A Singapore Government Agency Website'. The header includes the IRAS logo, the tax reference number 'Tax Ref No. 123455789A', and links for 'Email Us (myTax Mail)', 'Notices/letters', 'Account' (which is highlighted in orange), and 'Logout'. Below the header, there are navigation links for 'Overview', 'Employers', 'Property', and 'GST'. A large image of a modern building is displayed. On the right side, a dropdown menu from the 'Account' link is open, showing options like 'Profile', 'Tax Account', and 'Apply/ Manage GIRO Plan'. The 'Apply/ Manage GIRO Plan' option is highlighted with a blue bar. Underneath, there are links for 'Pay Taxes', 'Appeal Penalty Waiver (Corporate Tax)', 'Appeal Penalty Waiver (GST)', 'Appeal Penalty Waiver (Property Tax)', 'View Account Summary', 'View Late Filing Fee/ Notice to Attend Court/ Summons', and 'View GIRO Plan', with the 'View GIRO Plan' link highlighted with a red box. The main content area features a heading 'Apply for Payment Plan through GIRO' and a three-step process: '1. Select Bank', '2. Select Account(s)', and '3. Confirmation'. A note below the steps states: 'You are able to reactivate GIRO via this service. You can view your payment plan details under Account > View Payment Plan once your application is approved.' At the bottom, there are two links: 'Learn more about alternative ways to apply for GIRO for other banks' and 'Know more about GIRO deduction dates and how GIRO works'.

Step 21

Click on “Proceed”.



TA Date: 19/07/2024

TEST_ASAKUMA RESTAURANT1
Tax Ref No. 206990612H

Email Us (myTax Mail) Notices/ Letters Account Logout

Overview Corporate Tax GST Employers Property S45 More

Payment Plan Summary SAVE AS PDF/ PRINT

Type	Bank Account	Actions
Corporate Tax	UOB XXXXXX9883	VIEW PLAN CANCEL PLAN

For Property Tax Accounts
Set up payment plan for Property Tax PROCEED



Step 22

Click on “View”.

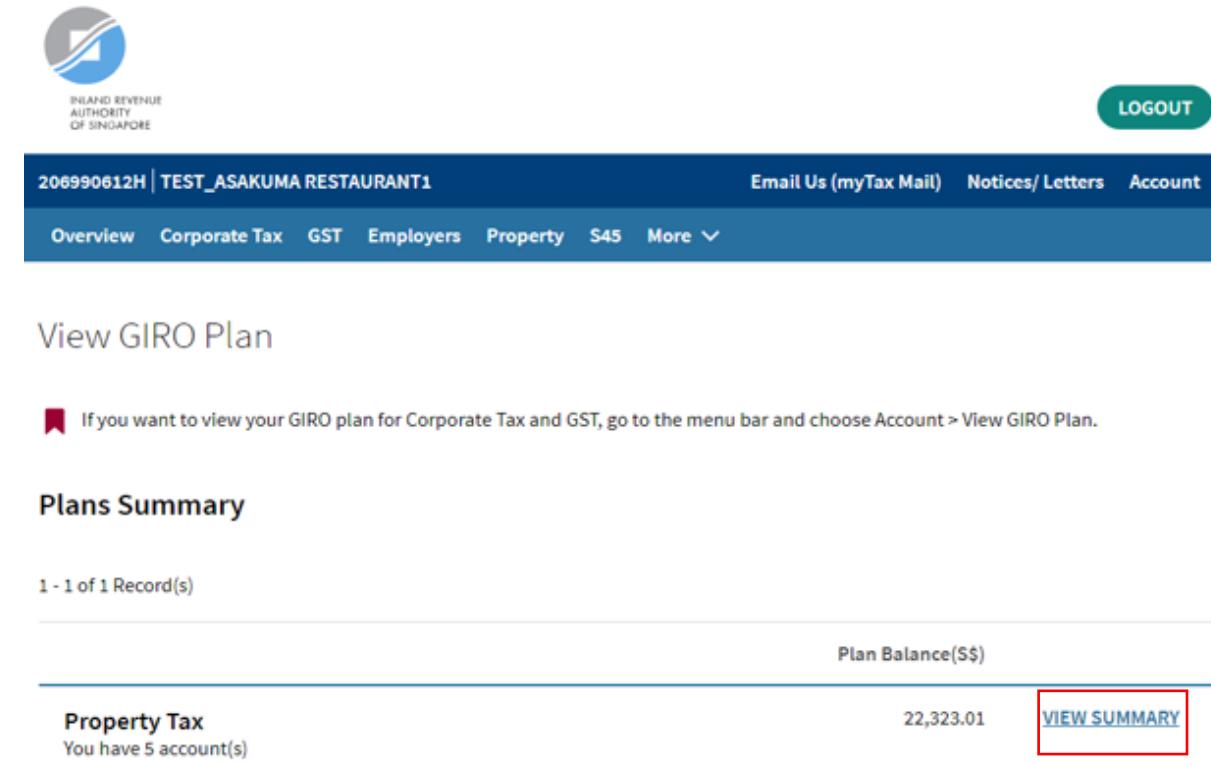
The screenshot shows the IRAS eServices portal. At the top, there is a logo for the Inland Revenue Authority of Singapore, a 'LOGOUT' button, and a search icon. Below the header, there is a navigation bar with links for 'TAX REF NO.', 'ENTITY NAME', 'Inbox', 'Account', and 'Profile'. The main content area is titled 'View GIRO Plan'. Under this, there is a section titled 'Plans Summary' showing '1 - 2 of 2 Record(s)'. A table lists two records: 'Property Tax' (Citibank 45123456001, balance \$2,000.00) and 'Other Taxes' (Citibank 45123456002, balance \$0.00). The 'VIEW' button for the property tax record is highlighted with a red box. Below the table, there is a link to 'View the Payment Plan for the other taxes'. At the bottom, there is a 'Related Services' section with a 'View Account Summary' button.

	Property Tax	Other Taxes
Citibank 45123456001	Citibank 45123456001	Citibank 45123456002
Next deduction: \$S2,000.00 on 16 Oct 2020		Next deduction: \$0.00 on 16 Oct 2020
2,000.00		0.00
VIEW		

Step 22a

If you have more than 3 properties, properties are grouped together. Click on “View Summary”.

Otherwise skip to **Step 23**.



206990612H | TEST_ASAKUMA RESTAURANT1

Email Us (myTax Mail) Notices/ Letters Account

Overview Corporate Tax GST Employers Property S45 More ▾

View GIRO Plan

If you want to view your GIRO plan for Corporate Tax and GST, go to the menu bar and choose Account > View GIRO Plan.

Plans Summary

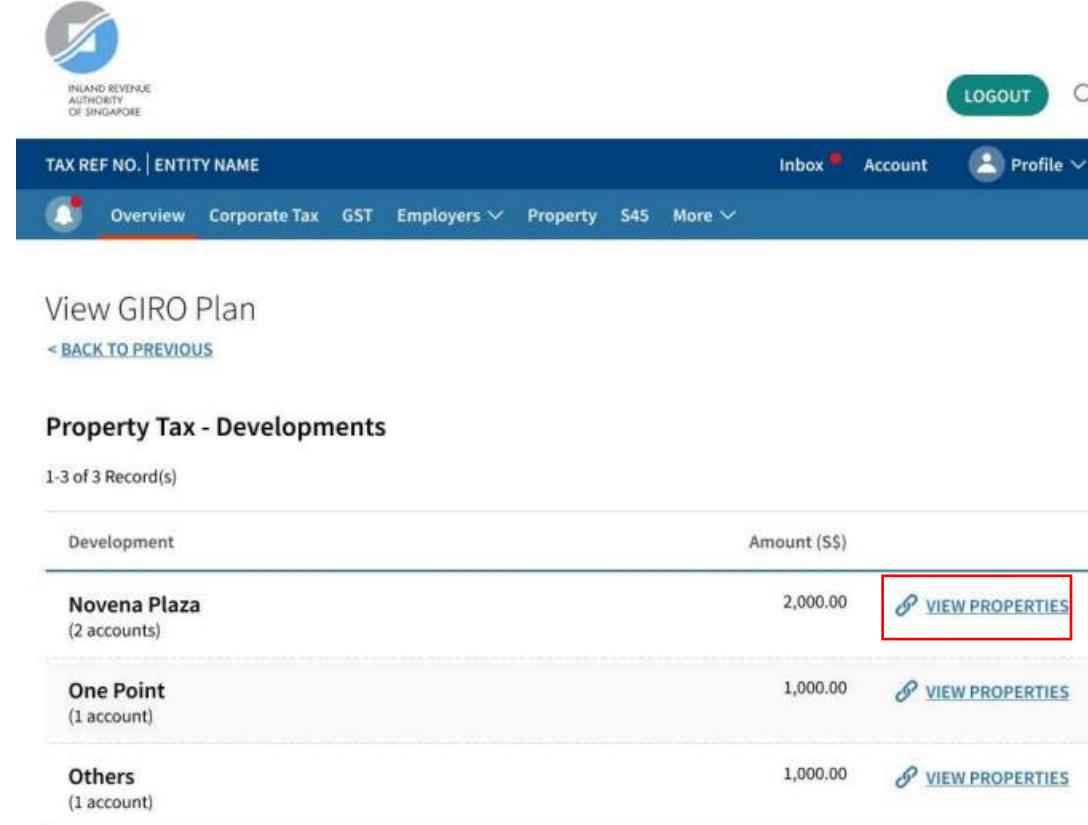
1 - 1 of 1 Record(s)

	Plan Balance(\$\$)
Property Tax You have 5 account(s)	22,323.01

[VIEW SUMMARY](#)

Step 22b

If you have properties in property developments, the properties are grouped together. Click on “View Properties”.



View GIRO Plan
[< BACK TO PREVIOUS](#)

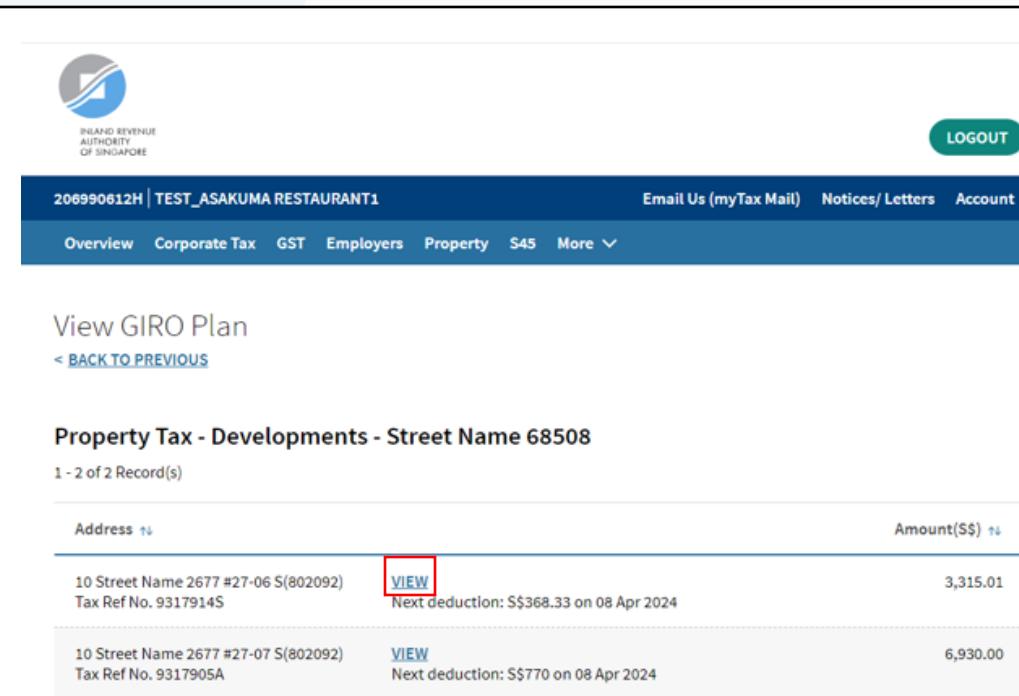
Property Tax - Developments

1-3 of 3 Record(s)

Development	Amount (\$\$)	
Novena Plaza (2 accounts)	2,000.00	 VIEW PROPERTIES
One Point (1 account)	1,000.00	 VIEW PROPERTIES
Others (1 account)	1,000.00	 VIEW PROPERTIES

Step 22c

Click on “View” to see the Property Tax instalment plan details.



206990612H | TEST_ASAKUMA RESTAURANT1

Logout

Email Us (myTax Mail) Notices/ Letters Account

Overview Corporate Tax GST Employers Property S45 More ▾

View GIRO Plan

< BACK TO PREVIOUS

Property Tax - Developments - Street Name 68508

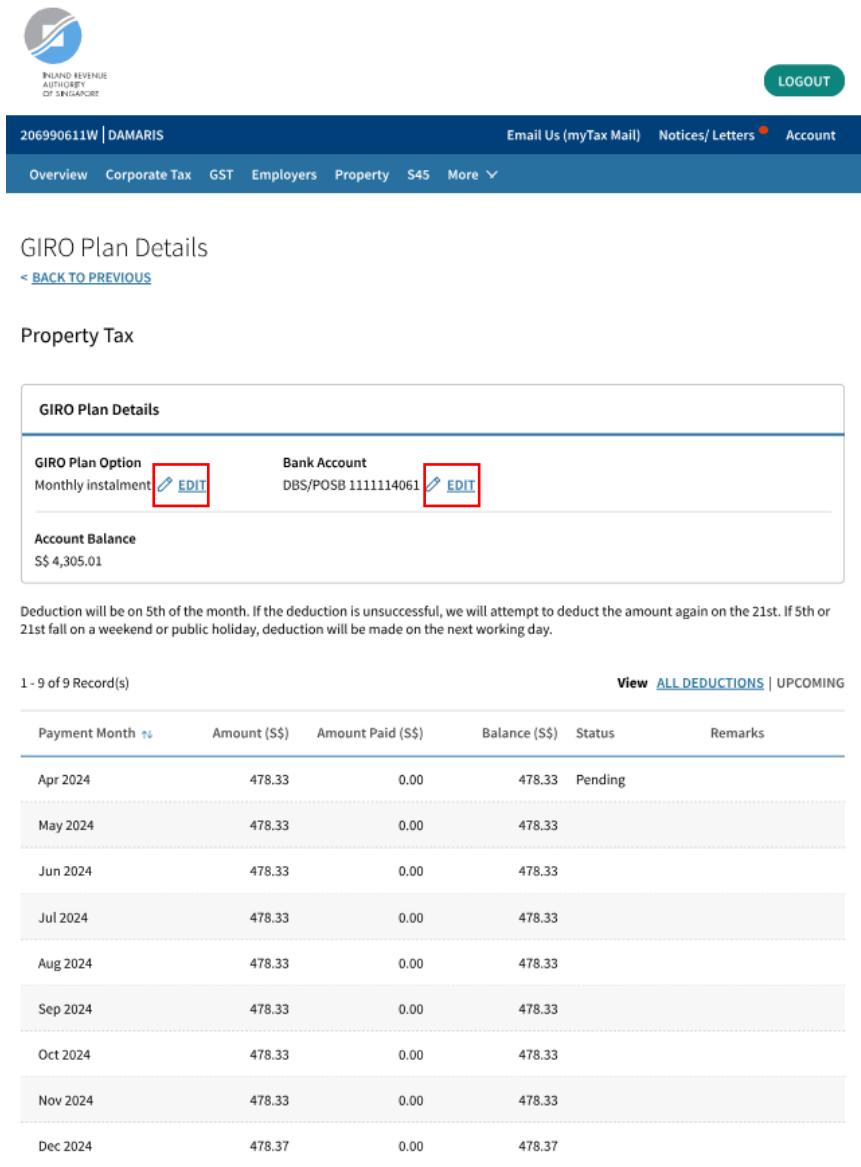
1 - 2 of 2 Record(s)

Address	Amount(\$\$)
10 Street Name 2677 #27-06 S(802092) Tax Ref No. 9317914S	3,315.01
10 Street Name 2677 #27-07 S(802092) Tax Ref No. 9317905A	6,930.00

Step 23

Your GIRO plan details will be displayed.

You may edit the GIRO Plan or Bank Account by clicking on **EDIT**.



INLAND REVENUE AUTHORITY OF SINGAPORE

LOGOUT

206990611W | DAMARIS

Email Us (myTax Mail) Notices/ Letters Account

Overview Corporate Tax GST Employers Property S45 More ▾

GIRO Plan Details

< BACK TO PREVIOUS

Property Tax

GIRO Plan Details

GIRO Plan Option
Monthly instalment [EDIT](#)

Bank Account
DBS/POSB 1111114061 [EDIT](#)

Account Balance
\$S 4,305.01

Deduction will be on 5th of the month. If the deduction is unsuccessful, we will attempt to deduct the amount again on the 21st. If 5th or 21st fall on a weekend or public holiday, deduction will be made on the next working day.

1 - 9 of 9 Record(s) View [ALL DEDUCTIONS](#) | UPCOMING

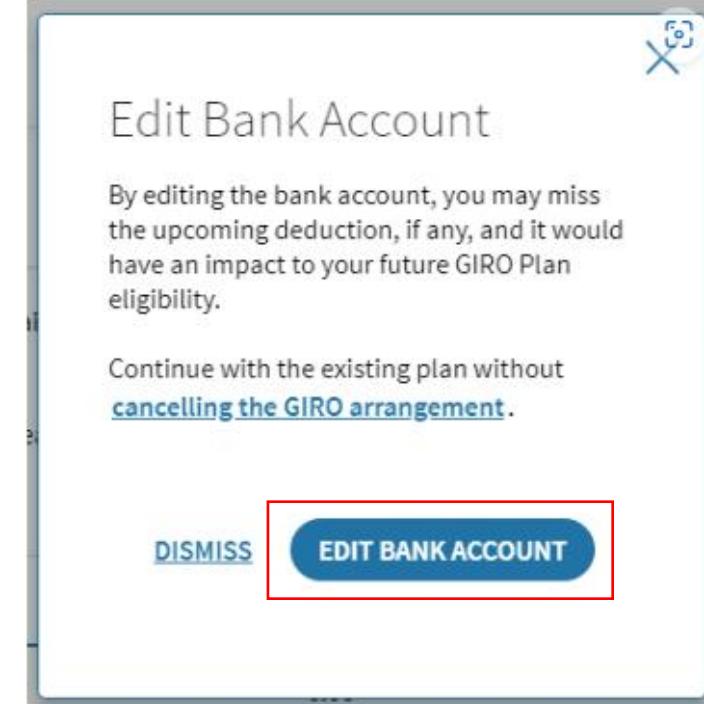
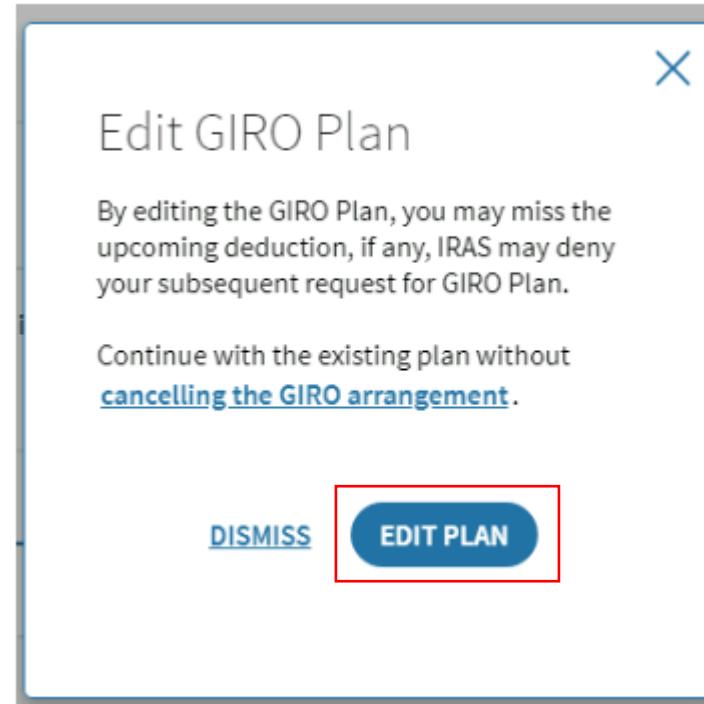
Payment Month	Amount (\$\$)	Amount Paid (\$\$)	Balance (\$\$)	Status	Remarks
Apr 2024	478.33	0.00	478.33	Pending	
May 2024	478.33	0.00	478.33		
Jun 2024	478.33	0.00	478.33		
Jul 2024	478.33	0.00	478.33		
Aug 2024	478.33	0.00	478.33		
Sep 2024	478.33	0.00	478.33		
Oct 2024	478.33	0.00	478.33		
Nov 2024	478.33	0.00	478.33		
Dec 2024	478.37	0.00	478.37		

Step 23

System will prompt a popup window based on your selection.

For **Edit GIRO Plan**, click on **Edit Plan** and you will be directed to page in Step 17. Follow the steps accordingly to select GIRO Plan Option between 'Monthly' and 'One-time Yearly' or edit the duration of your GIRO plan.

For **Edit Bank Account**, click on **Edit Bank Account** and you will be directed to page in Step 16. Select the bank account that you wish to change to and follow the steps accordingly.





INLAND REVENUE
AUTHORITY
OF SINGAPORE

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The information presented in the slides aims to provide a better general understanding of taxpayers' tax obligations and is not intended to comprehensively address all possible tax issues that may arise. This information is correct as at the date of presentation. While every effort has been made to ensure that this information is consistent with existing law and practice, should there be any changes, IRAS reserves the right to vary its position accordingly.