



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## View S45 Notices/ Letters

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# Viewing S45 Notices/ Letters

The screenshot shows the myTax Portal interface. At the top, there is a navigation bar with links for 'Email Us (myTax Mail)', 'Notices/Letters', 'Account', and 'Logout'. Below this, there is a secondary navigation bar with 'Overview', 'Corporate Tax', 'GST', 'Employee', 'More', and a 'Search' button. The 'Notices/Letters' dropdown menu is open, showing a list of categories: Corporate Tax, GST, PIC Scheme, Partnership, Property, Tax Clearance, AEOI, and S45. The 'S45' option is highlighted with a blue background and a black border. Below the navigation bar, there is a banner image of a modern building. Below the banner, there is a message: 'Last login on Wednesday, 26 Jun 2019 7:30 PM (Singapore time)'. Below this, there is a large white box with the text: '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.', and 'Use the navigation bar above to access a range of e-Services available to you.' At the bottom left, there is a star icon and the text 'RATE THIS E-SERVICE'.

Step	Action / Note
1	Select <b>Notices/Letters</b>
2	Select <b>S45</b>

# Viewing S45 Notices/ Letters

View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

Category **All** Notices Acknowledgement

**Filter Criteria**

Document Type\* Please select a Document Type

Date From\* dd/mm/yyyy To\* dd/mm/yyyy

Non-Resident Name or Acknowledgement No.

**FILTER**

Step	Action / Note
	<b>Note:</b> You may click on <b>IRAS Website</b> to find out the types of notices that are available in <b>View S45 Notices/Letters</b> .

# Viewing S45 Notices/ Letters

## View S45 Notices/ Letters

Please check IRAS website for the types of notices that are available for viewing.

Step	Action / Note
1	Select Category <b>Notices</b>
2	Select document type from the dropdown list
3	<p>Under Filter criteria, fill in</p> <ul style="list-style-type: none"> <li>- the date of the Notice/Letter, or search using a range of date if you do not know the date. (compulsory);</li> <li>- the first few character of the non-resident's name or your filing acknowledgement number to refine your search (optional)</li> <li>- Select <b>Filter</b></li> </ul>
	<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. The Confirmation of Payment letter will not be issued if you have made payment without e-Filing the Withholding Tax submission. If you have not e-File, please e-File by the due date.</li> <li>2. The total number of records found based on your filter criteria will be reflected at the bottom with 200 records displayed at one time.</li> </ol>

# Viewing S45 Notices/ Letters

[Email Us \(myTax Mail\)](#) | 
 [Notices/ Letters 6](#) | 
 [Account](#) | 
 [Logout](#)

[Overview](#) | 
 [GST](#) | 
 [Employers](#) | 
 [S45](#) |

## View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

**Category** All 4 Notices Acknowledgement 4

**Filter Criteria**

Document Type\*

Date From\*  To\*

Non-Resident Name or Acknowledgement No.

FILTER

129 records found

Download 200 records at a time (ZIP, estimated 50 MB)

Displaying  DOWNLOAD

Step	Action / Note
1	Select Category <b>Acknowledgement</b>
2	Select document type <ul style="list-style-type: none"> <li><b>S45 EFILING E-ACKNOWLEDGEMENT; or</b></li> <li><b>S45 ODE E-ACKNOWLEDGEMENT; or</b></li> <li><b>ACKNOWLEDGEMENT of NOTIFICATION PREFERENCE</b></li> </ul>
3	Under Filter criteria, fill in <ul style="list-style-type: none"> <li>- the date the S45 Withholding Tax record/document was submitted to IRAS, or search using a range of date if you do not know the date. (compulsory);</li> <li>- the filing acknowledgement number to refine your search (optional)</li> <li>- Select <b>Filter</b></li> </ul>
	<b>Note:</b> <ol style="list-style-type: none"> <li>1. Non-Resident Name cannot be used as a search criteria for Acknowledgement page.</li> <li>2. The total number of records found based on your filter criteria will be reflected at the bottom with 200 records displayed at one time.</li> <li>3. Only e-file records from 1 Jun 2020 onwards will be available.</li> </ol>


# Viewing S45 Notices/ Letters

13586 records found

Displaying Records 1 - 200 (Estimated 41.00KB per document) [DOWNLOAD](#)

[All Records](#) | [Read](#) | [Unread](#)

<input type="checkbox"/>	S/N	Document	n-Resident	Acknowledgement No.	Date
<input type="checkbox"/>	1	S45 CONFIR		391969	30 Jul 2019
<input type="checkbox"/>	2	S45 CONFIR		391985	25 Jul 2019
<input type="checkbox"/>	3	S45 CONFIR		391985	25 Jul 2019
<input type="checkbox"/>	4	S45 CONFIR		391985	25 Jul 2019
<input type="checkbox"/>	5	S45 CONFIR		391985	25 Jul 2019
<input type="checkbox"/>	6	S45 CONFIR		391985	25 Jul 2019
<input type="checkbox"/>	7	S45 CONFIR		391985	25 Jul 2019
<input type="checkbox"/>	8	S45 CONFIR		391985	25 Jul 2019

Step	Action / Note
1	To view the next 200 records, select the icon  at the <b>Displaying</b> box to select the range of records to be displayed.

# Viewing S45 Notices/ Letters

## View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

Category **All 12** Notices 7 Acknowledgement 5

**Filter Criteria**

Document Type\* S45 CONFIRMATION OF PAYMENT, S45 ODE E-ACKNOWLEDGEMENT

Date From\* 01/01/2020 To\* 10/06/2020

Non-Resident Name or Acknowledgement No.

**FILTER**

**14 records found**

Download 200 records at a time (ZIP, estimated 50 MB)

Displaying Records 1 - 14 **DOWNLOAD**

1 - 14 of 14 Record(s)

[All Records](#) | Read | Unread

<input type="checkbox"/>	S/N	Document	Non-Resident Name	Acknowledgement No.	Date
<input type="checkbox"/>	1	S45 CONFIRMATION OF PAYMENT		399689	01 May 2020
<input type="checkbox"/>	2	S45 ODE E-Acknowledgement	-	397093	01 May 2020

Step	Action / Note
1	Select the <b>respective row</b> to view the documents
	<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>The Notices/Letters are sorted by the date of the notice while Acknowledgement page are sorted by the date of submission to IRAS.</li> <li>Unread document will be marked with a blue line on the left border.</li> </ol>



# Downloading of S45 Notices/ Letters in bulk

## View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

Category **All 12** Notices 7 Acknowledgement 5

### Filter Criteria

Document Type\* S45 CONFIRMATION OF PAYMENT, S45 ODE E-ACKNOWLEDGEMENT

Date From\* 01/01/2020 To\* 10/06/2020

Non-Resident Name or Acknowledgement No.

**FILTER**

**14 records found**



Download 200 records at a time (zip, estimated 50 MB)

Displaying Records 1 - 14

**DOWNLOAD**

1 - 14 of 14 Record(s)

[All Records](#) | Read | Unread

<input type="checkbox"/>	S/N	Document	Non-Resident Name	Acknowledgement No.	Date
<input type="checkbox"/>	1	S45 CONFIRMATION OF PAYMENT		399689	01 May 2020
<input type="checkbox"/>	2	S45 ODE E-Acknowledgement	-	397093	01 May 2020

**Step**

**Action / Note**

1

Select **Download** to bulk download the documents displayed.

2

To download the next 200 documents in bulk, select the range of records at the Displaying box, and select **Download**.

**Note:**

- The documents will be downloaded in a zipped PDF file format with file size 50MB.
- To download the documents, please disable the 'Pop-up' blocker.

# Downloading of S45 Notices/ Letters in bulk

## View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

Category **All 12** Notices 7 Acknowledgement 5

### Filter Criteria

Document Type\* S45 CONFIRMATION OF PAYMENT, S45 ODE E-ACKNOWLEDGEMENT

Date From\* 01/01/2020 To\* 10/06/2020

Non-Resident Name or Acknowledgement No.

**FILTER**

Do you want to open or save Downloads.zip from niesv10u.irasortbp.gov.sg?

Open

Save

Cancel

x

Step	Action / Note
1	Select <b>Save</b> to save the zipped file into your preferred location

# Downloading of selected S45 Notices/ Letters

**1035 records found**

Download 200 records at a time (ZIP, estimated 50 MB)

Displaying  [DOWNLOAD](#)

[All Records](#) | [Read](#) | [Unread](#)

<input type="checkbox"/>	S/N	Document	Non-Resident Name	Acknowledgement No.	Date
<input type="checkbox"/>	21	S45 eFiling E-Acknowledgement	-	397713	06 Mar 2020
<input type="checkbox"/>	22	S45 eFiling E-Acknowledgement	-	397711	06 Mar 2020
<input type="checkbox"/>	23	S45 ODE E-Acknowledgement	-	397630	02 Mar 2020
<input type="checkbox"/>	24	S45 ODE E-Acknowledgement	-	396995	28 Jan 2020
<input type="checkbox"/>	25	S45 CONFIRMATION OF PAYMENT		396995	20 Jan 2020
<input type="checkbox"/>	26	S45 CONFIRMATION OF PAYMENT		395984	20 Jan 2020
<input type="checkbox"/>	27	S45 CONFIRMATION OF PAYMENT		395216	20 Jan 2020

« First < 1 **2** 3 4 5 6 7 8 9 10 > Last »

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[DOWNLOAD SELECTED](#)

Step	Action / Note
1	Select the <b>Checkbox</b> of the documents you wish to download
2	Select <b>Download Selected</b> to download selected documents
	<b>Note:</b> The selected documents will be downloaded in a zipped PDF file size 50MB

# Downloading of selected S45 Notices/ Letters

## View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

Category **All 12** Notices 7 Acknowledgement 5

### Filter Criteria

Document Type\* S45 CONFIRMATION OF PAYMENT, S45 ODE E-ACKNOWLEDGEMENT

Date From\* 01/01/2020 To\* 10/06/2020

Non-Resident Name or Acknowledgement No.

**FILTER**

Step	Action / Note
1	Select <b>Save</b> to download and save the zipped file into your preferred location

Do you want to open or save Downloads.zip from niesv10u.irasortbp.gov.sg?

Open

Save

Cancel

x

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## Contact information

For enquiries on this user guide, please call (65) 63567012 (Withholding Tax) or email [myTax mail](#)

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