

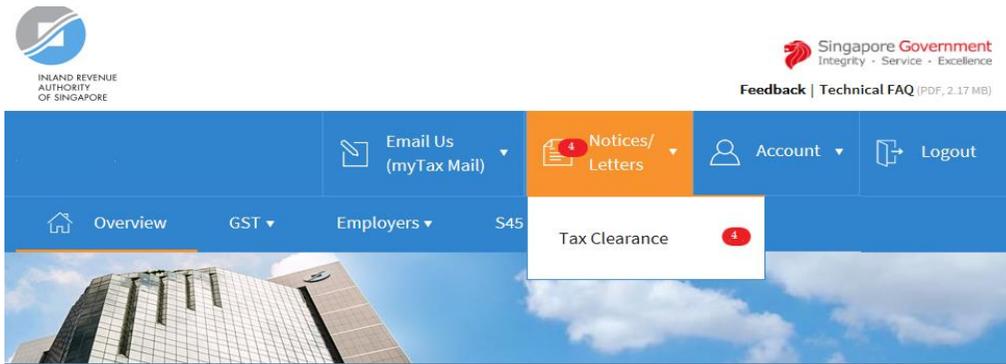


INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

View Tax Clearance Notices/ Letters

User Guide - View Tax Clearance Notices/ Letters



Last login on Thursday, 16 Nov 2017 2:36 PM (Singapore time).

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.

☆ RATE THIS E-SERVICE

Popular e-Services



View/ Edit/
Submit Form
IR21



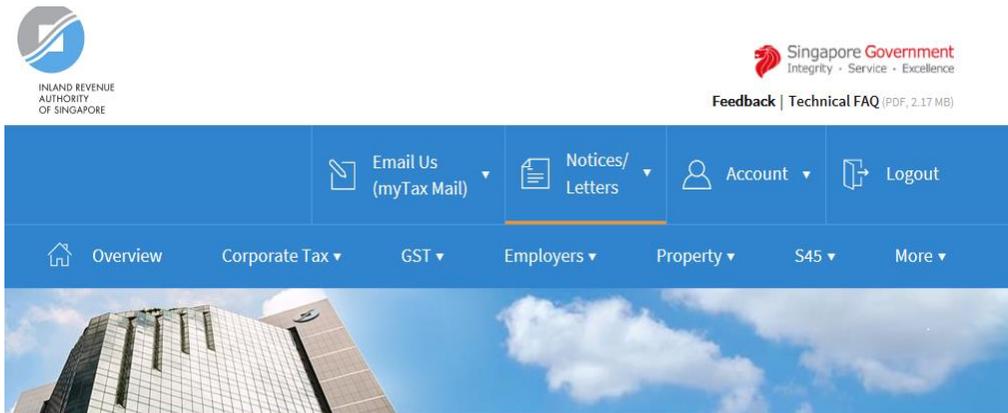
File Form IR21



View Tax
Clearance
Notices/ Letters

Step	Action/ Note
	Overview (View Tax Clearance Notices/ Letters eService)
1	Upon successfully login to myTax Portal , select the e-Service from the mega menu bar: Notices/ Letters > Tax Clearance .

View Tax Clearance Notices/ Letters



Client Selection for View Notices

Continue with

Client Tax Ref No. ⓘ

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NEXT

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

1 - 4 of 4 Record(s)

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

Document	Employee ID	Date
Directive To Pay Tax	G1234567A	29/11/2016
Notification To Release Monies Withheld	F1234567B	29/11/2016
Directive To Pay Tax	F1234567B	29/09/2016
Directive To Pay Tax	G2345647C	24/11/2016

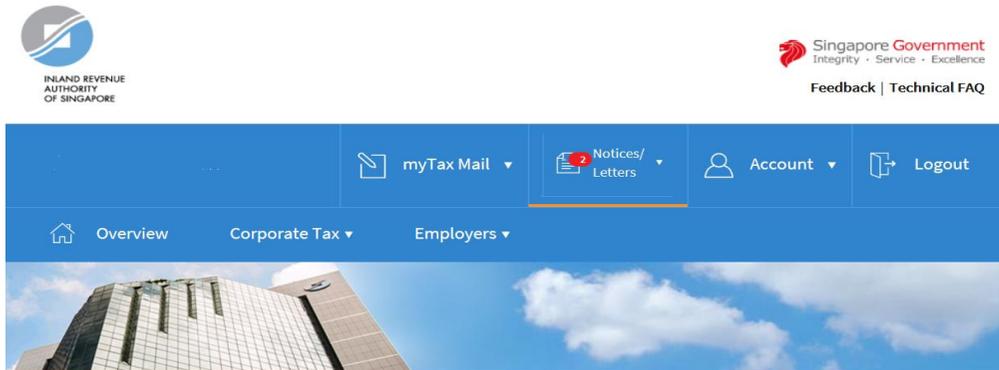
☆ [RATE THIS E-SERVICE](#)

Related e-Services

[> File Form IR21](#)

[> View/ Edit/ Submit IR21](#)

Step	Action/ Note
	View Tax Clearance Notices/ Letters
1	Click on the respective row to open the Notices.
	<p><u>Note:</u> 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 to retrieve all the unread notices.</p>



View Tax Clearance Notices/ Letters

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

Search by* Employee ID*

1 - 20 of 118 Record(s)

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

Document	Employee ID	Date
Directive To Pay Tax	G1234567A	29/11/2016
Notification To Release Monies Withheld	F1234567B	29/11/2016
Directive To Pay Tax	F1234567B	29/09/2016
Directive To Pay Tax	G2345647C	24/11/2016

« First < 1 2 3 4 5 6 > Last »

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. You can search Tax Clearance Notices by: - Employee's ID; or - Date
1a	<u>Search by employee's ID</u> Enter the employee's ID and click on Search .



View Tax Clearance Notices/ Letters

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

Search by* From* To

Date dd/mm/yyyy dd/mm/yyyy

RESET SEARCH

1 - 20 of 118 Record(s)

[All Records](#) | Read | Unread

Document	Employee ID	Date
Directive To Pay Tax	G1234567A	29/11/2016
Notification To Release Monies Withheld	F1234567B	29/11/2016
Directive To Pay Tax	F1234567B	29/09/2016
Directive To Pay Tax	G2345647C	24/11/2016

« First < 1 2 3 4 5 6 > Last »

Step	Action/ Note
	View Tax Clearance Notices/ Letters
1b	<p><u>Search by Date</u> Enter a date range and click on Search.</p> <p><u>Note:</u> If the “To” date is entered – system would fetch only the relevant Tax Clearance Notices within the specified period.</p> <p>If the “To” date is not entered – system would fetch all the available Tax Clearance Notices that were issued from the “From” date.</p>

Contact Information

For enquiries on this user guide, please call 1800-3568300 or email taxclear@iras.gov.sg

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