User Guide

View Tax Clearance Notices/ Letters

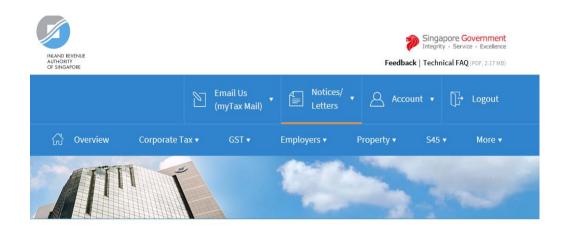Last login on Thursday, 16 Nov 2017 2:36 PM (Singapore time).

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

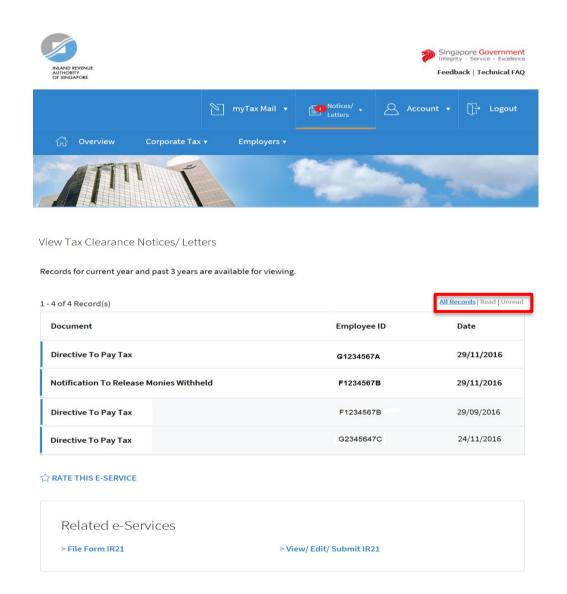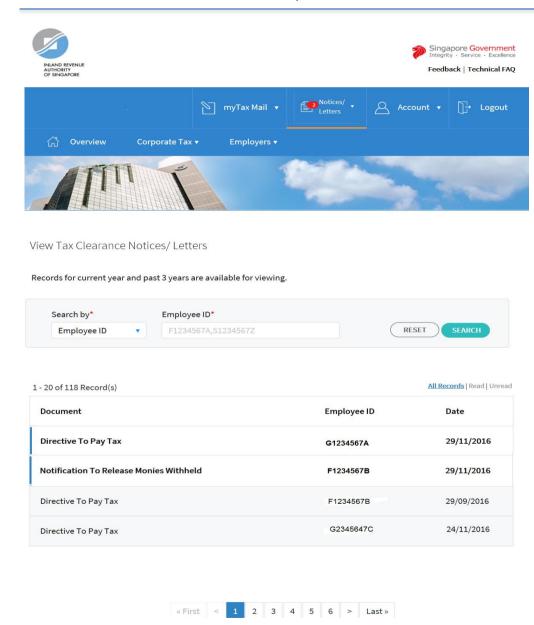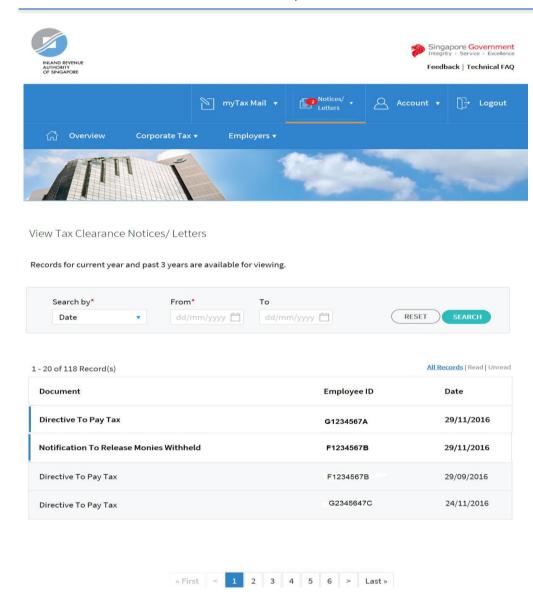| Step	Action/ Note
	Overview **(View Tax Clearance Notices/ Letters eService)**
1	Upon successfully login to **myTax Porta**l, select the e-Service from the mega menu bar: Notices/ Letters > **Tax Clearance**.

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**.

Step	Action/ Note
	View Tax Clearance Notices/ Letters
1	Click on the respective row to open the Notices.
	<u>Note</u>: You may sort the notices by clicking on the following subject headers: • **Document** – sort by alphabetical order • **Employee ID** – sort by alpha-numeric order • **Date** – sort by chronological order 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.

View Tax Clearance Notices/ Letters

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

Search by*	Employee ID*		
Employee ID ▼	F1234567A,S1234567Z	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
	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**.

Step	Action/ Note
	View Tax Clearance Notices/ Letters
1b	Search by Date Enter a date range and click on **Search**. Note: 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.

Contact Information

For enquiries on this user guide, please call 1800-3568300 or email
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