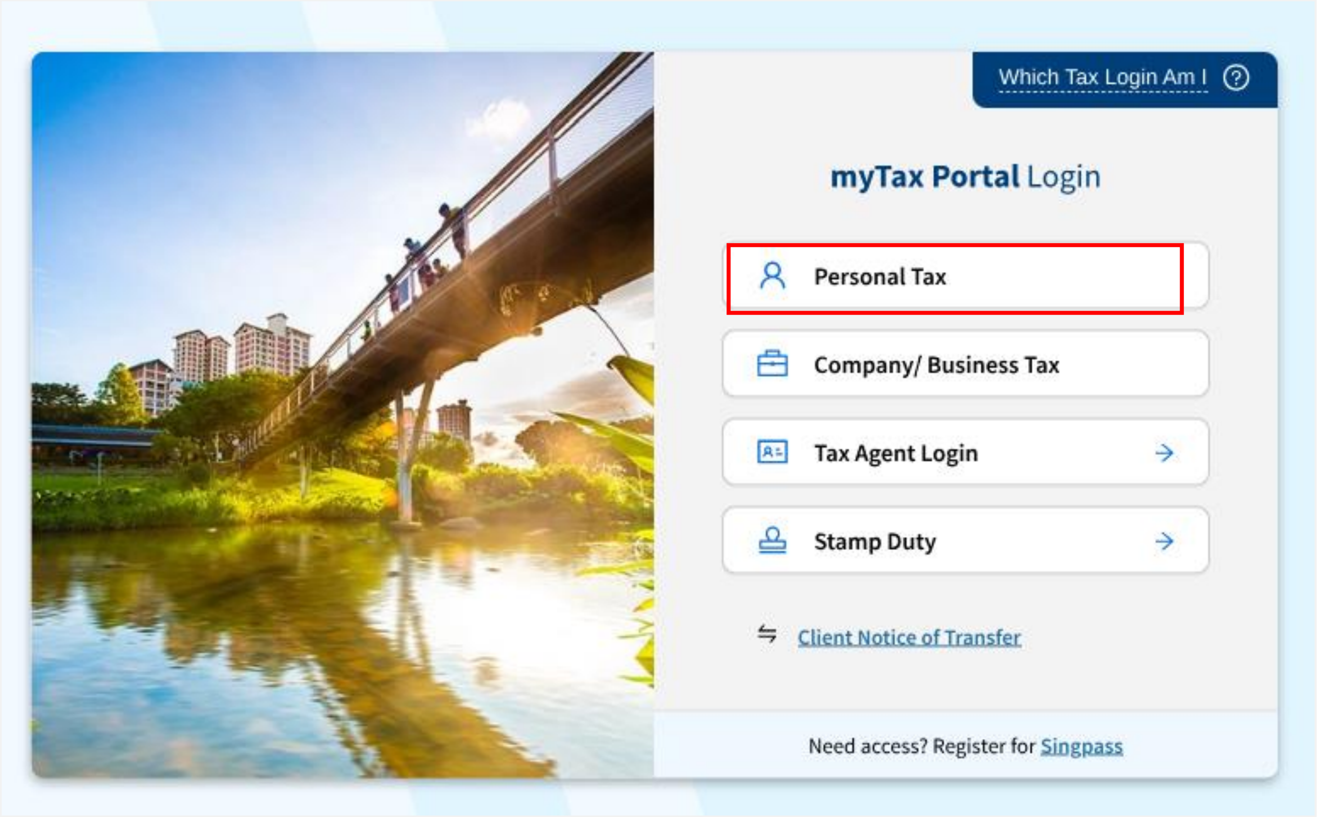
INLAND REVENUE AUTHORITY OF SINGAPORE

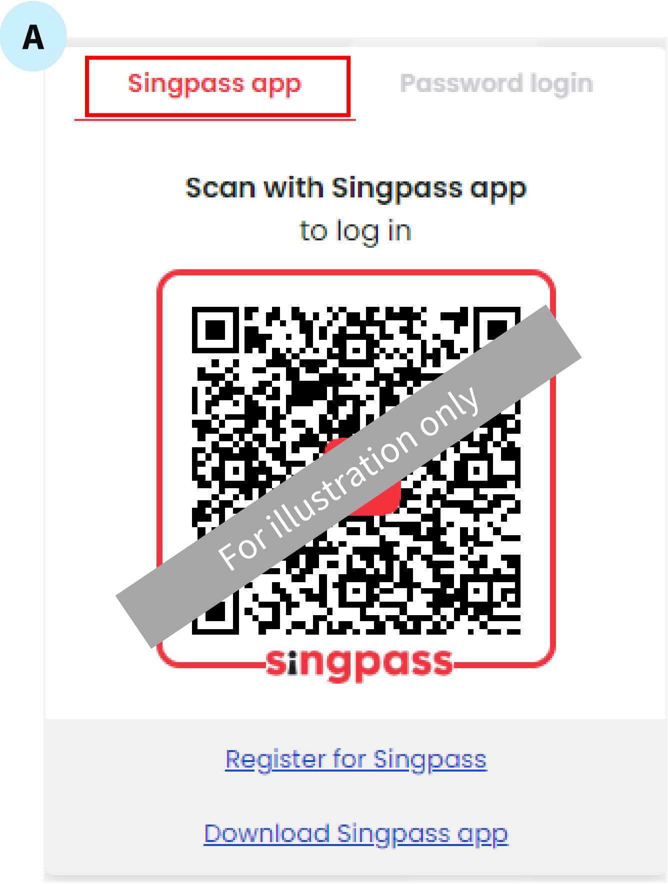
Tax Filing Overview

Introduction to Tax Return Form B/B1

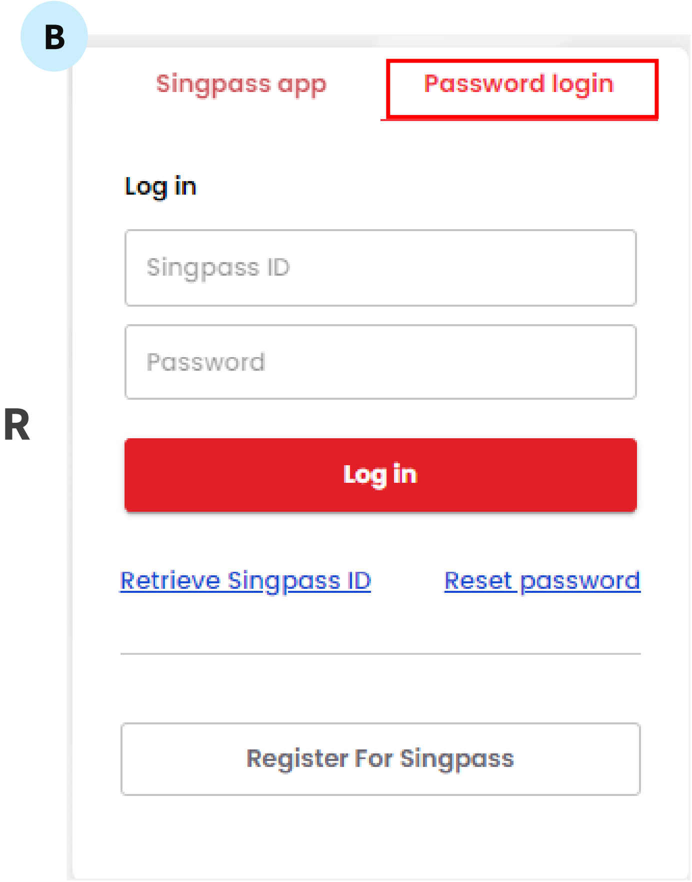


Accessing myTax Portal

- Access myTax Portal at *https://mytax.iras.gov.sg*.
- Click **‘Personal Tax’.**
- You will be redirected to the Singpass login page.



OR



A. Singpass App

- For '**Singpass app login'**, scan the QR code provided using your mobile Singpass application.
- You will be directed to Singpass for authentication. Thereafter, you will be directed to myTax Portal.

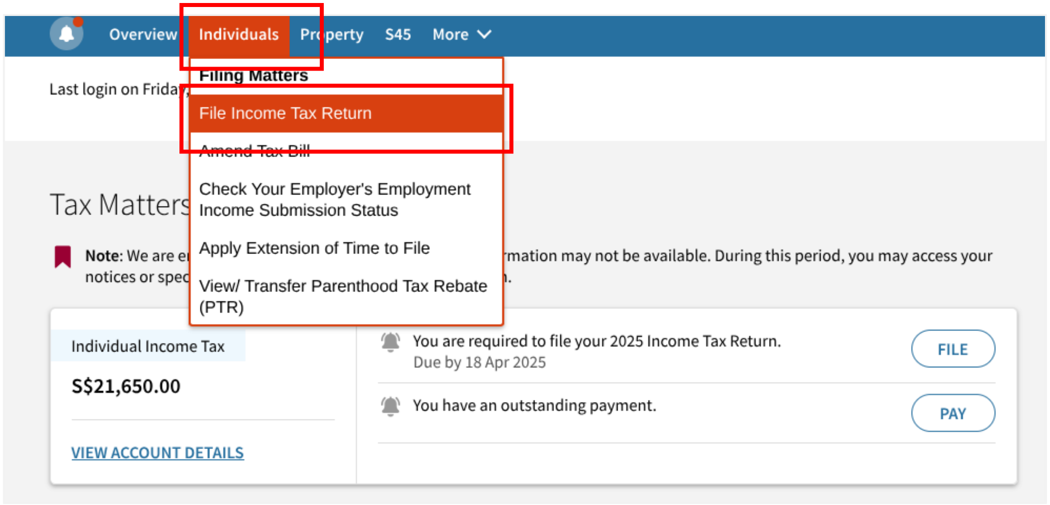
B. Password Login

- For '**Password login**', key in your '**Singpass ID'** and '**Password'.**
- Click '**Log in**' and complete the 2-Factor Authentication. Thereafter, you will be directed to myTax Portal.

Accessing your income tax return

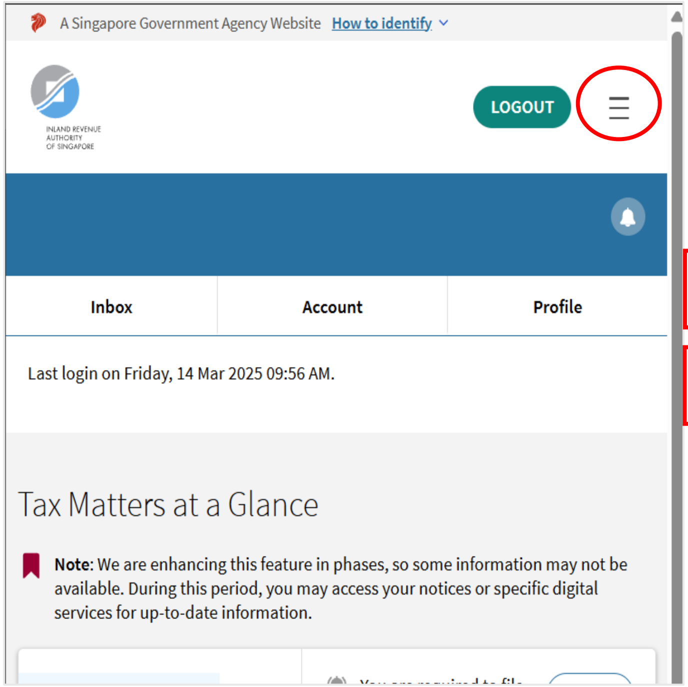
Desktop

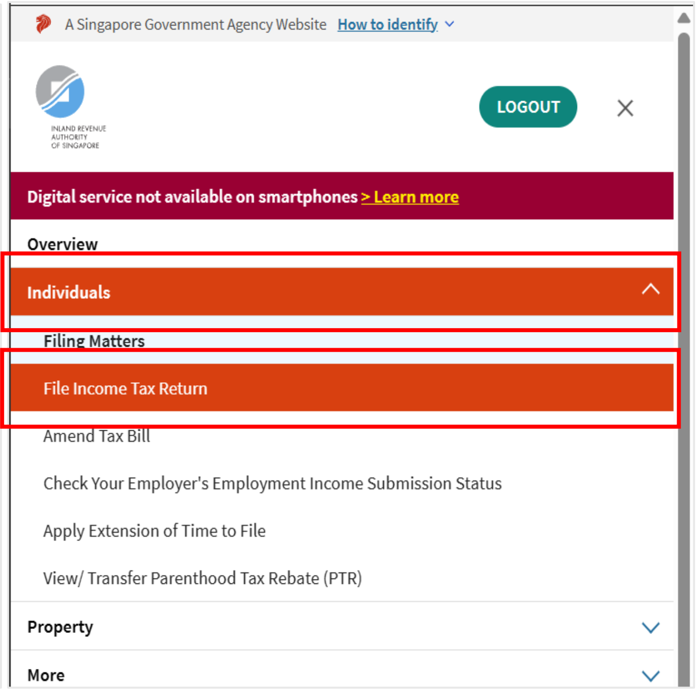
- Select '**Individuals**' > '**File Income Tax Return**' from the drop-down list.

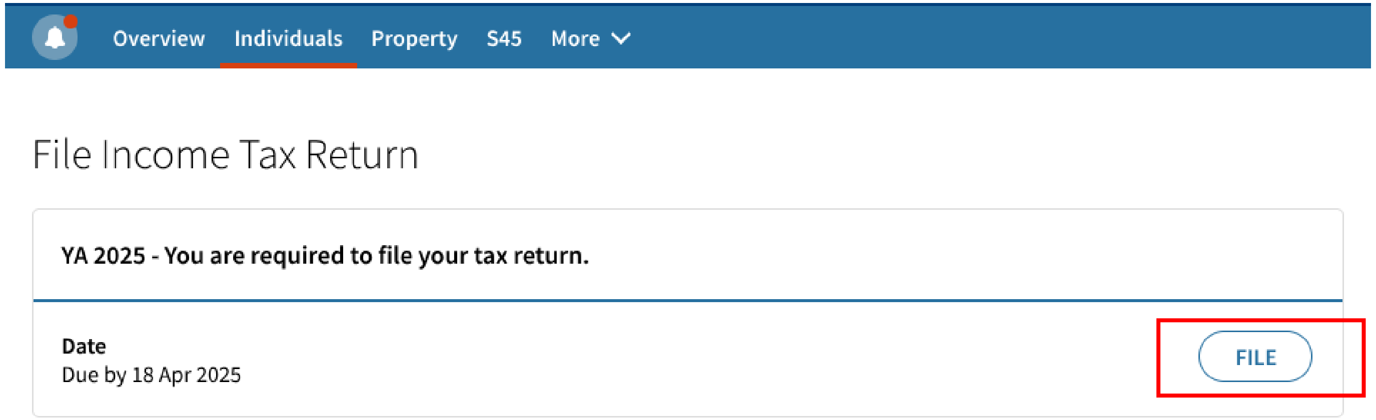


Mobile

- Click the '**Menu**'
- Select '**Individuals**' > '**File Income Tax Return**' from the drop-down list.

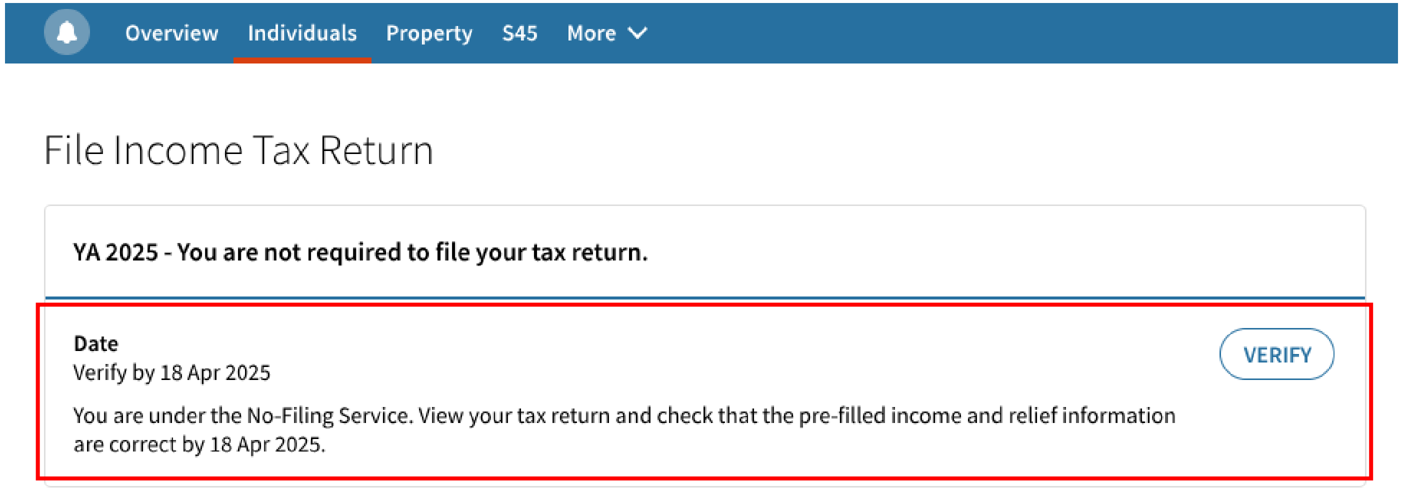






You are required to file:

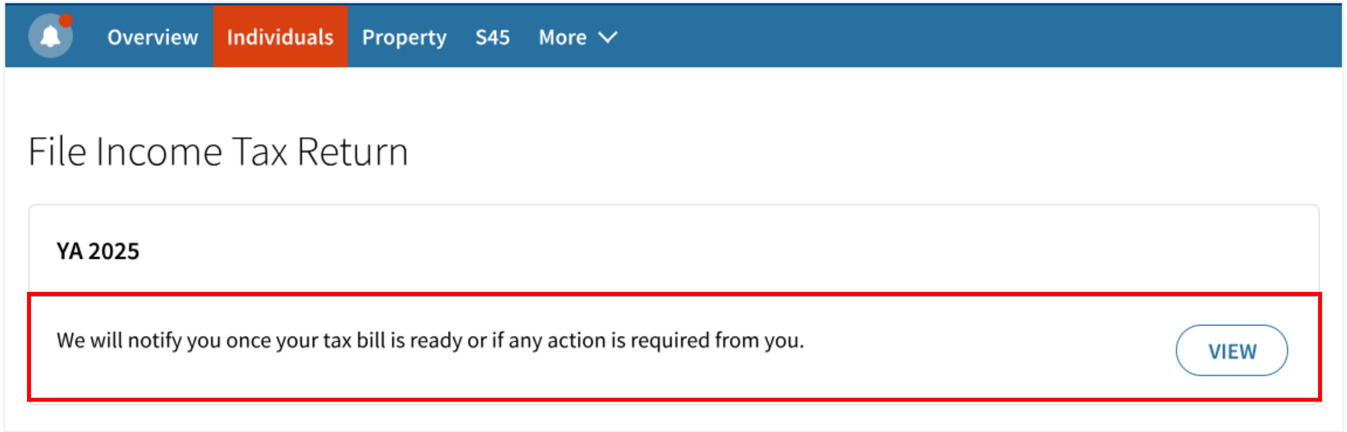
- Click '**FILE’** and you will be directed to the income tax return.



You are on No-Filing Service (NFS):

- You are **not required** to file a tax return. However, we encourage you to verify your auto-included information (income and pre-filled reliefs) to ensure the information is accurate. To do so, click **'VERIFY'**.
- If there are changes made, submit your income tax return by 18 Apr.
- If you have no changes to make, no further action is required.

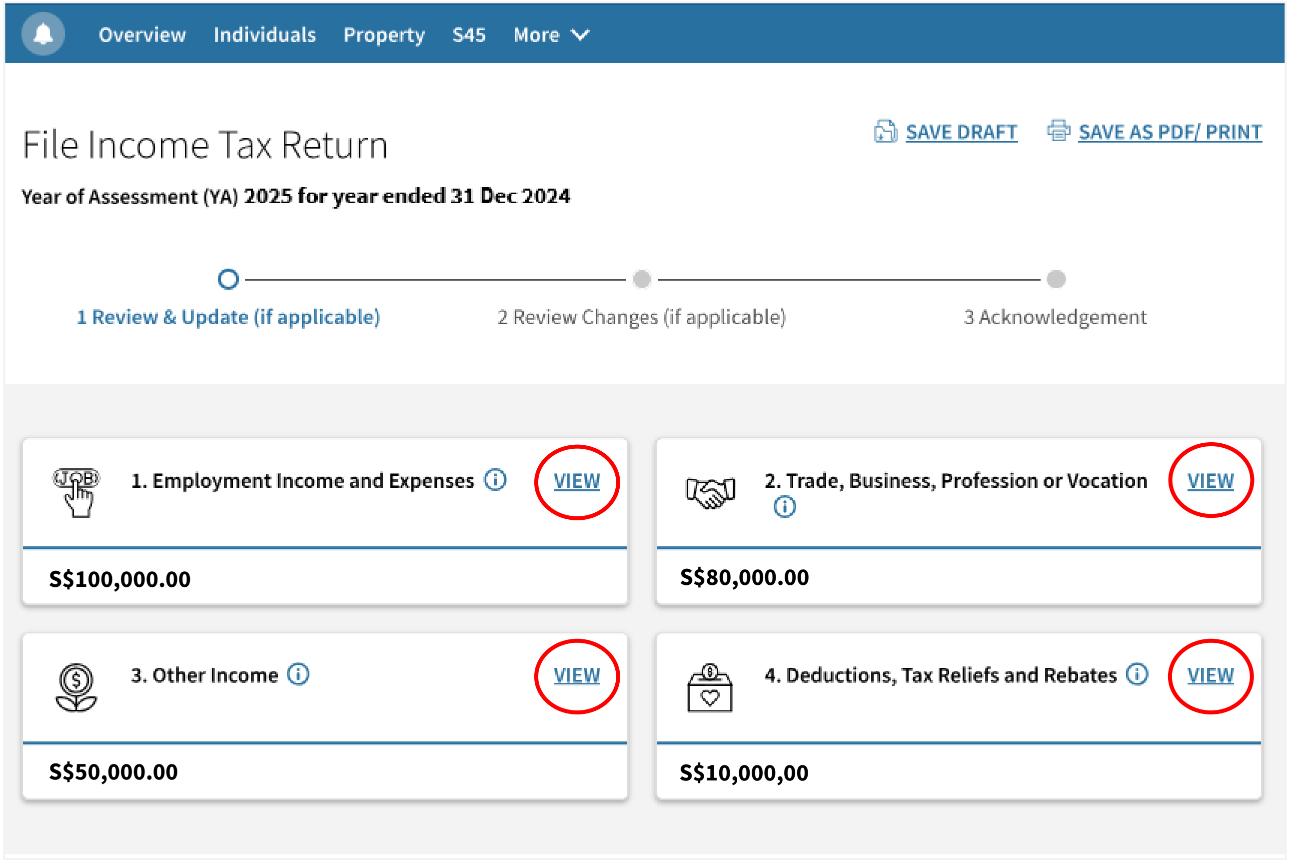
Tax Filing Overview



You may be in DNOA initiative:

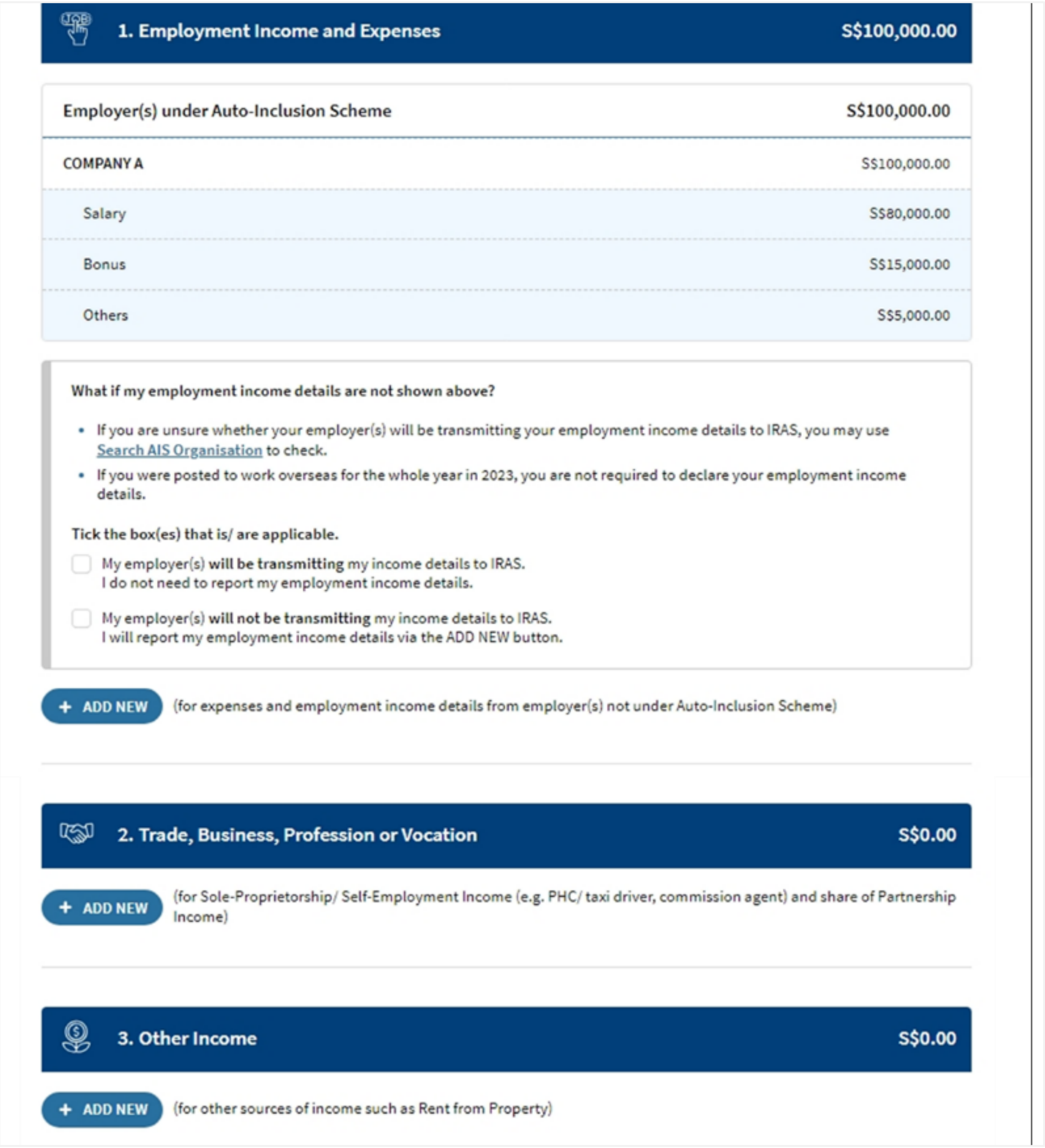
- If you see the message on the left, you are potentially under the **Direct Notice of Assessment (D-NOA)** initiative.
- No action is required from you.
- Your tax bill will be finalised from mid-March based on your income reported by your employer/organisation and your previous year's relief claims.
- You will be notified when your tax bill is ready or if there is any action is required from you subsequently.
- If you want to view the pre-filled information and make changes, you may click **'VIEW'** to proceed.

Tax Filing Overview



Reviewing your pre-filled information

- At the main tax form, there may be pre-filled information.
- These information were transmitted to IRAS by the relevant organisations, or based on previous tax filing, to convenience taxpayers with their tax filing.
- To view the pre-filled information, click '**VIEW**' in the specific segment or scroll down the page to view.
- Review the pre-filled information to ensure the accuracy before submission.



1. Employment Income and Expenses S$100,000.00

Employer(s) under Auto-Inclusion Scheme	S$100,000.00
COMPANY A	S$100,000.00
Salary	S$80,000.00
Bonus	S$15,000.00
Others	S$5,000.00

What if my employment income details are not shown above?

- If you are unsure whether your employer(s) will be transmitting your employment income details to IRAS, you may use Search AIS Organisation to check.
- If you were posted to work overseas for the whole year in 2023, you are not required to declare your employment income details.

Tick the box(es) that is/ are applicable.

- [ ] My employer(s) **will be transmitting** my income details to IRAS. I do not need to report my employment income details.
- [ ] My employer(s) **will not be transmitting** my income details to IRAS. I will report my employment income details via the ADD NEW button.

+ ADD NEW (for expenses and employment income details from employer(s) not under Auto-Inclusion Scheme)

2. Trade, Business, Profession or Vocation S$0.00

+ ADD NEW (for Sole-Proprietorship/ Self-Employment Income (e.g. PHC/ taxi driver, commission agent) and share of Partnership Income)

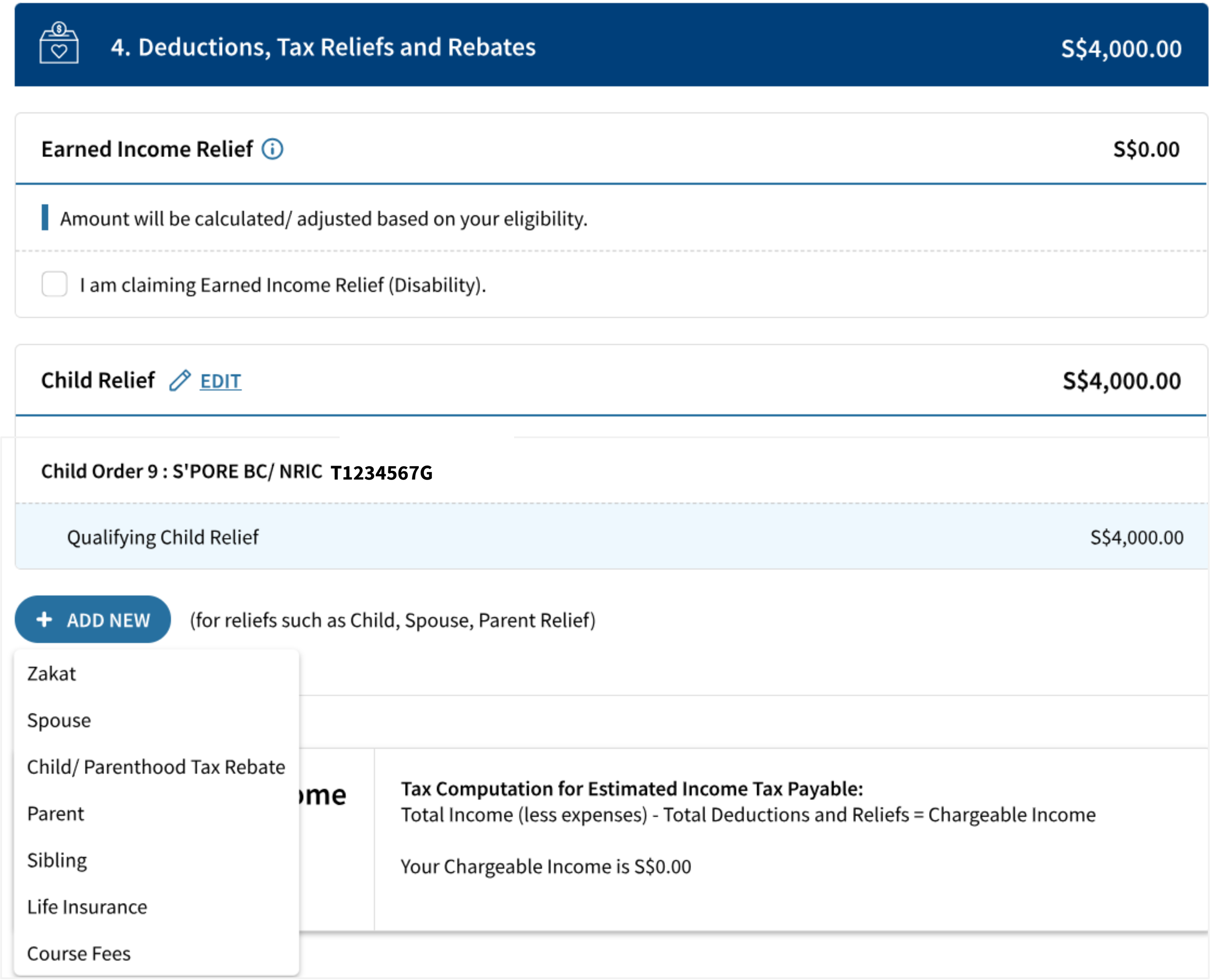
3. Other Income S$0.00

+ ADD NEW (for other sources of income such as Rent from Property)

Filing Your Income

This section shows your pre-filled income and where you report additional sources of income:

1. Employment Income and Expenses
2. Trade, Business, Profession or Vocation
3. Other Income (e.g., rental income)

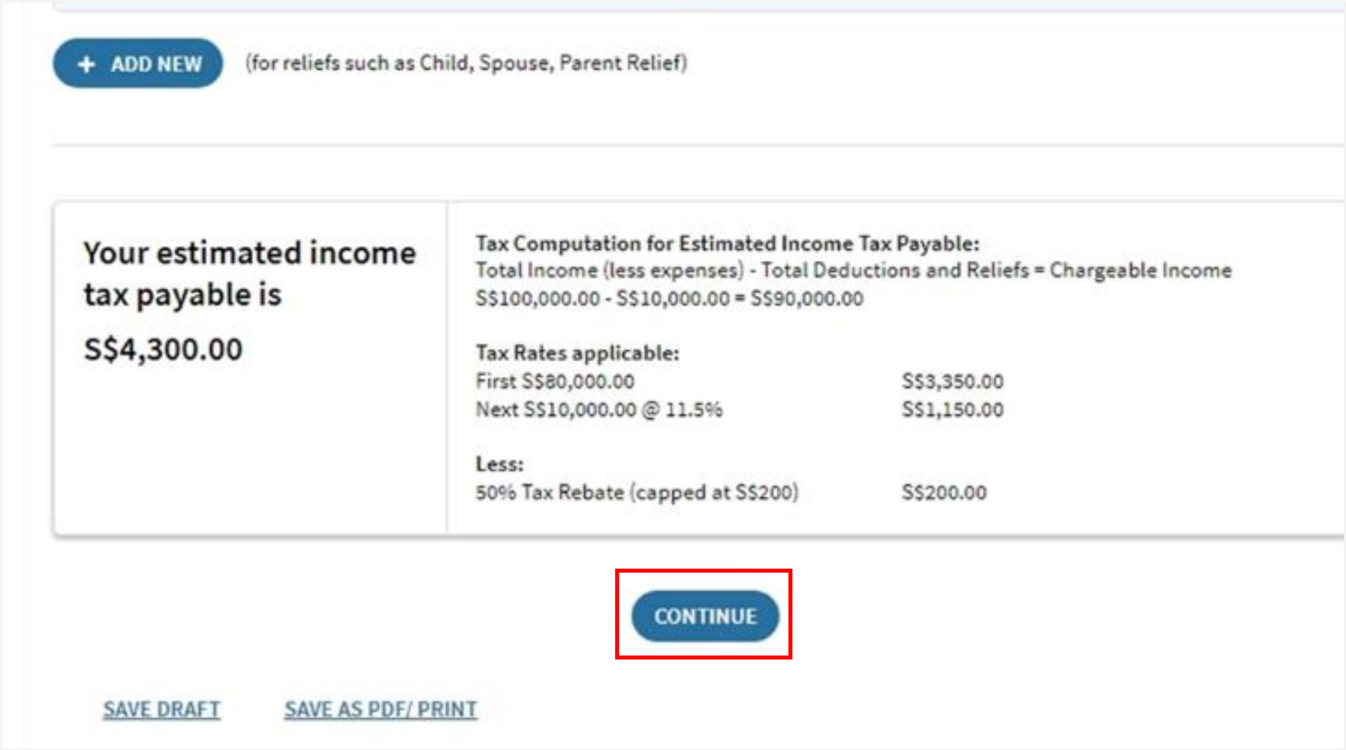


Claiming Deductions, Tax Reliefs and Rebates

This section shows your pre-filled reliefs and allows you to claim any personal reliefs for which you are eligible.

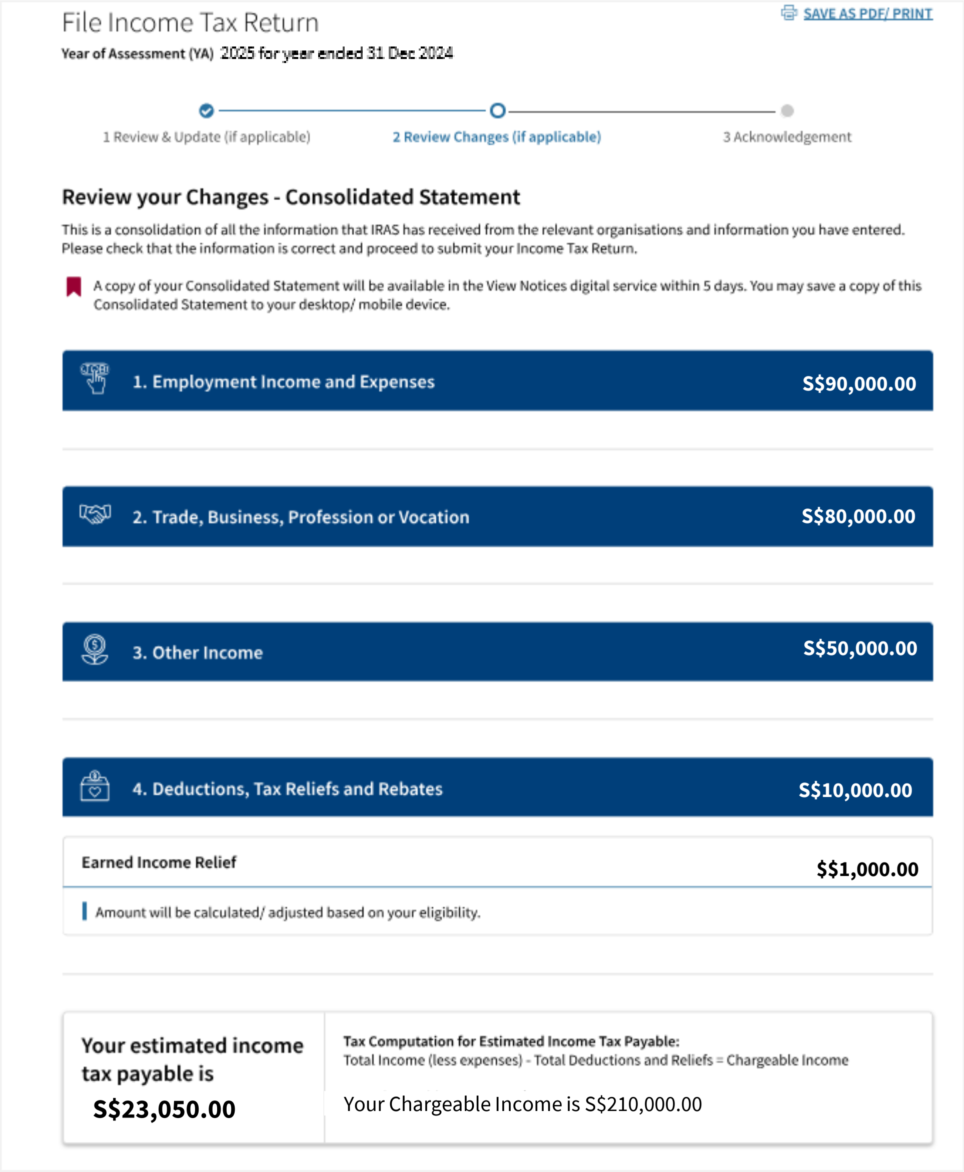
4. Deductions, Tax Reliefs and Rebates

Tax Filing Overview



- Click '**CONTINUE**' to be directed to the Consolidated Statement.
- You may click '**SAVE DRAFT**' to continue filing later or click '**SAVE AS PDF/PRINT**' to save the filing records that you have updated up to this point.

Note: Complete your tax filing within 7 days, otherwise the saved drafts will be deleted.



File Income Tax Return

SAVE AS PDF/ PRINT

Year of Assessment (YA) 2025 for year ended 31 Dec 2024

1 Review & Update (if applicable) — 2 Review Changes (if applicable) — 3 Acknowledgement

Review your Changes - Consolidated Statement

This is a consolidation of all the information that IRAS has received from the relevant organisations and information you have entered. Please check that the information is correct and proceed to submit your Income Tax Return.

A copy of your Consolidated Statement will be available in the View Notices digital service within 5 days. You may save a copy of this Consolidated Statement to your desktop/ mobile device.

1. Employment Income and Expenses	S$90,000.00
2. Trade, Business, Profession or Vocation	S$80,000.00
3. Other Income	S$50,000.00
4. Deductions, Tax Reliefs and Rebates	S$10,000.00
Earned Income Relief	S$1,000.00

Amount will be calculated/ adjusted based on your eligibility.

Your estimated income tax payable is **S$23,050.00**

Tax Computation for Estimated Income Tax Payable:
Total Income (less expenses) - Total Deductions and Reliefs = Chargeable Income

Your Chargeable Income is S$210,000.00

Reviewing your Consolidated Statement

- This page displays the summary of your tax filing before submission, including any changes you have made.
- Check and ensure all information is in order before you submit your tax filing.

Note: You may save a copy of the Consolidated Statement by clicking the '**SAVE AS PDF/PRINT**' button, located at the right corner on top of the page.

Document Submission

Select file(s) to upload that are applicable to your submission.

Supported File Type(s) MSG, PDF, TIFF, TIF, JPEG, JPG, PNG, DOC, DOCX, XLS, XLSX

Maximum File Size 10.00 MB per file

Important Note System may remove or modify the file after scanning for malicious and unacceptable content.

You can attach up to 25 files with a total file size not exceeding 50.00 MB.

The file name must be in English and must not exceed 50 characters.

Type of Document	Uploaded File(s)
Application for Claim of Disability-Related Tax Reliefs	UPLOAD FILE(S)
Certified Accounts & Computation of Adj Profit/Loss for Sole-Proprietorship/Self-Employment Income 1	UPLOAD FILE(S)

Your estimated income tax payable

S$23,050.00

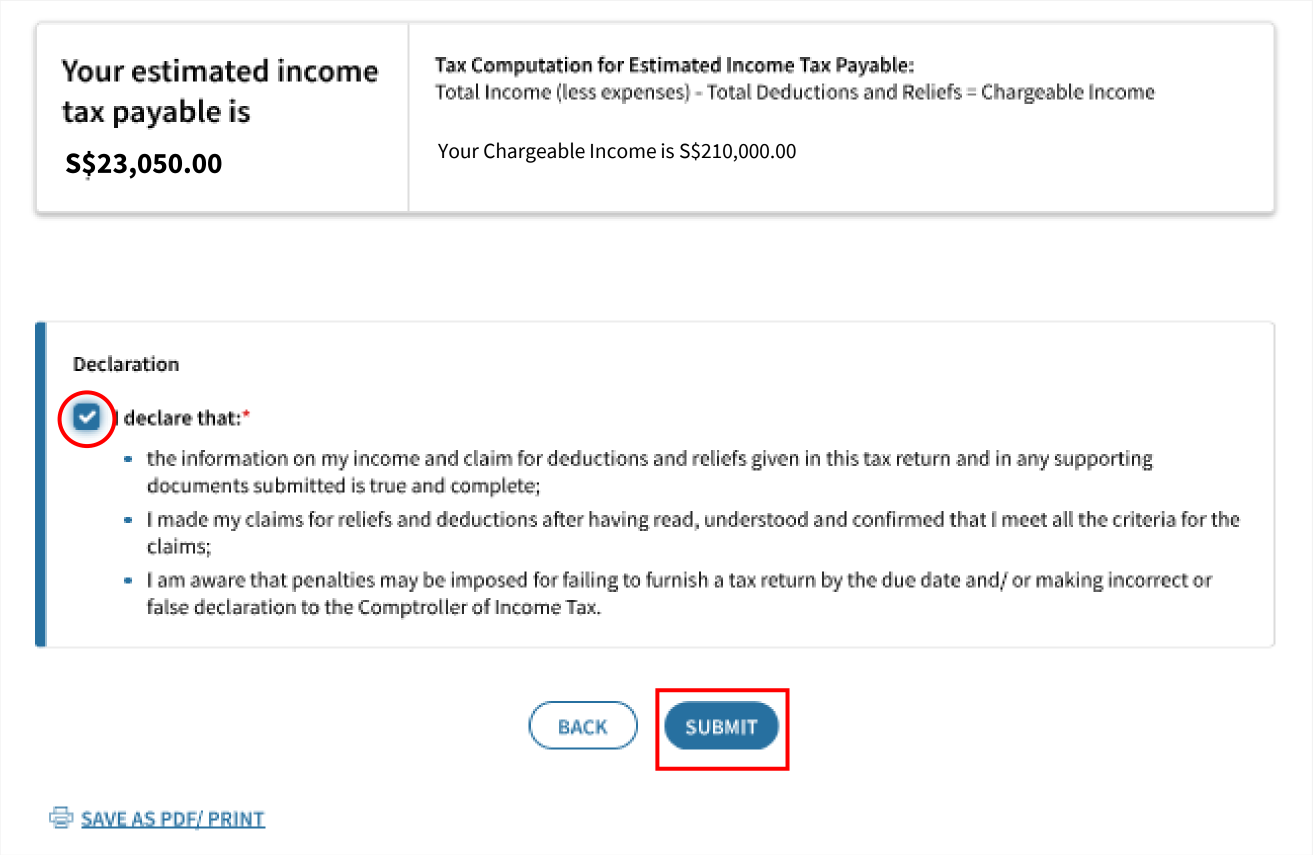
You may refer to your tax bill for the computation of your tax payable.

Document Submission

This section will be displayed if you are required to submit documents for your tax filing.

- Click **'UPLOAD FILE(S)'** to upload the required document(s).

Note: If you do not have the required document during filing, you may proceed to submit your tax return first and then separately send the document using the MyTax Mail digital service as soon as you obtain it, or by the filing due date of 18 Apr, whichever is earlier.



Your estimated income tax payable is

S$23,050.00

Tax Computation for Estimated Income Tax Payable:
Total Income (less expenses) - Total Deductions and Reliefs = Chargeable Income

Your Chargeable Income is S$210,000.00

Declaration

I declare that:*

- the information on my income and claim for deductions and reliefs given in this tax return and in any supporting documents submitted is true and complete;
- I made my claims for reliefs and deductions after having read, understood and confirmed that I meet all the criteria for the claims;
- I am aware that penalties may be imposed for failing to furnish a tax return by the due date and/ or making incorrect or false declaration to the Comptroller of Income Tax.

BACK SUBMIT

SAVE AS PDF/ PRINT

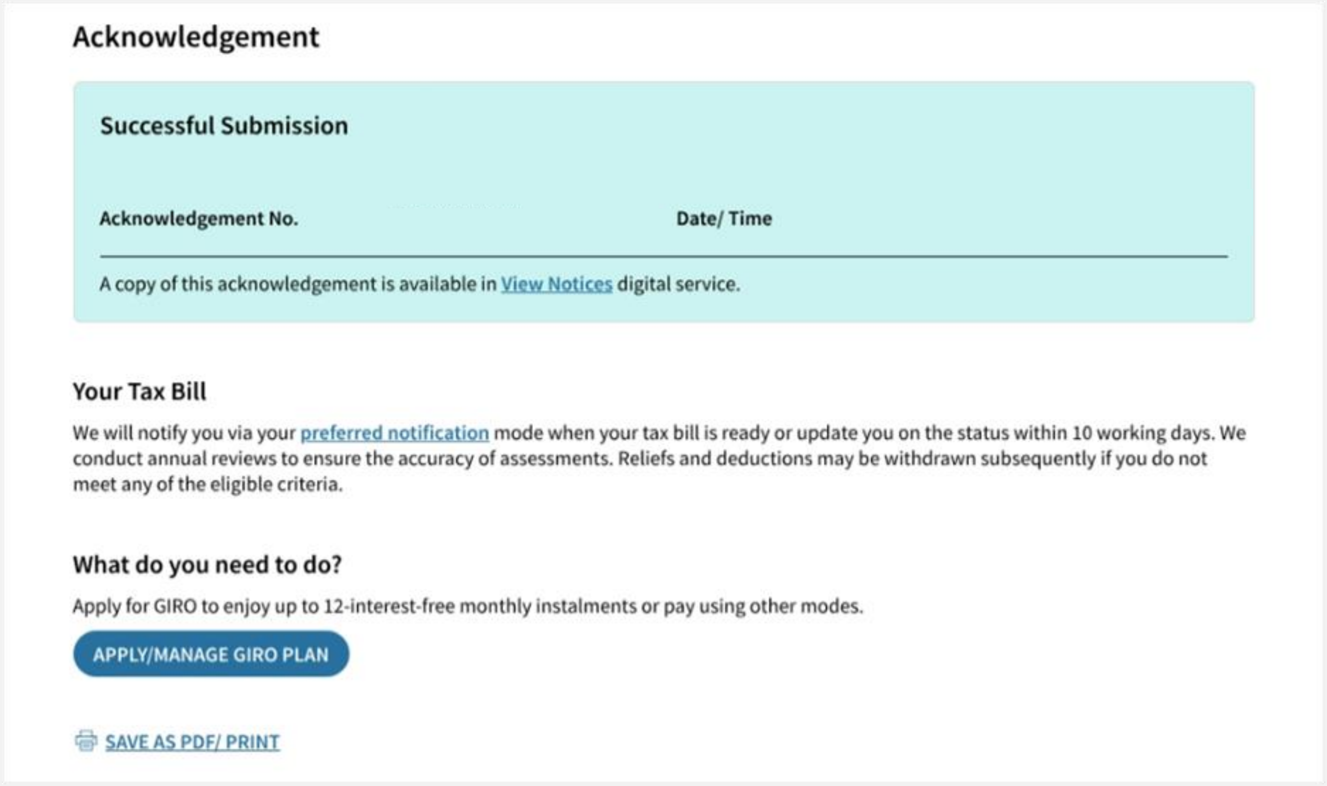
Submitting your Tax Return

- Tick the Declaration box.
- If there is changes to be made, click ‘**BACK**’.
- Otherwise, click ‘**SUBMIT**’ to complete your tax filing.

Note: An estimated income tax payable will be computed for your information.

This is not the final tax liability.

You will only be required to make payment arrangement when your tax bill (Notice of Assessment) is ready.



Acknowledgment of successful submission

- This page will be displayed once your filing is submitted successfully.
- Click '**SAVE AS PDF/PRINT**' if you would like to save the acknowledgement page.

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Inland Revenue Authority of Singapore
www.iras.gov.sg