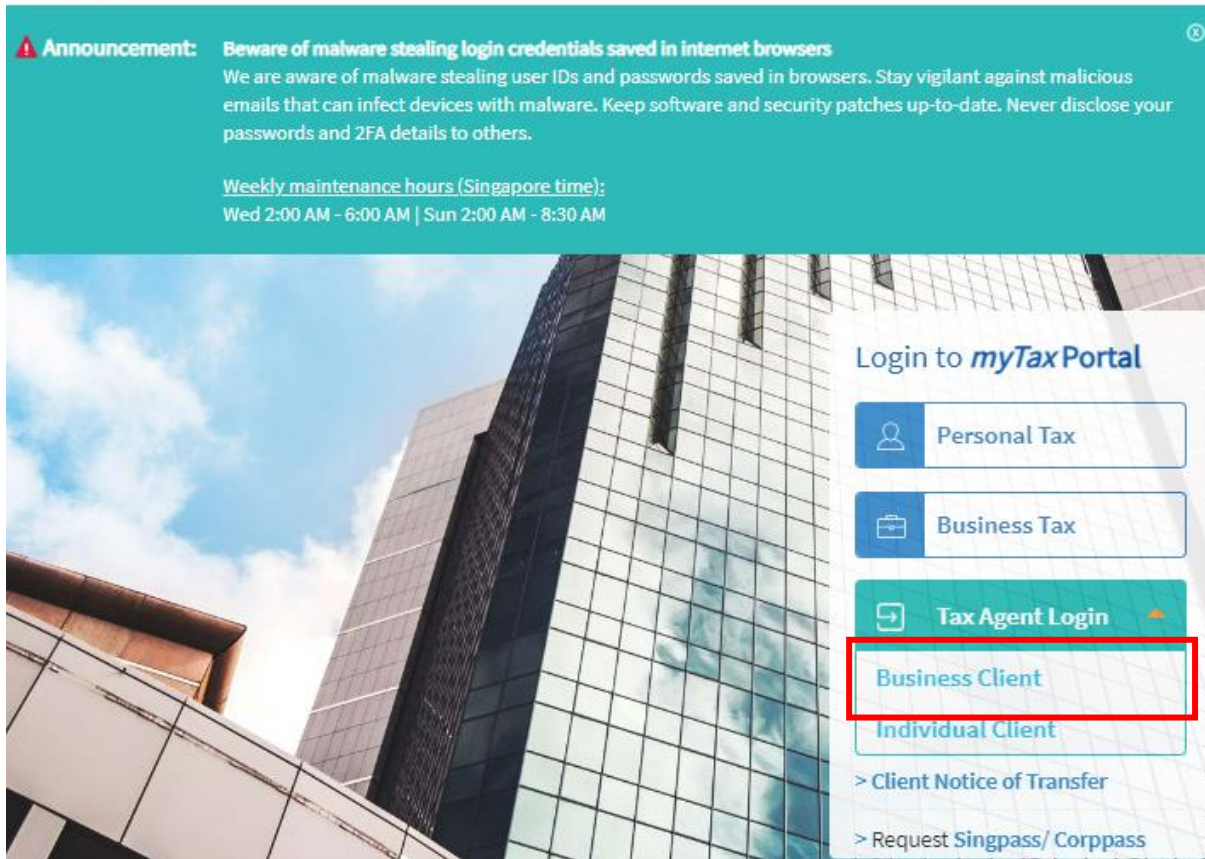# User Guide –
# Apply for EIS Cash Payout Digital Service
# Tax Agent Login
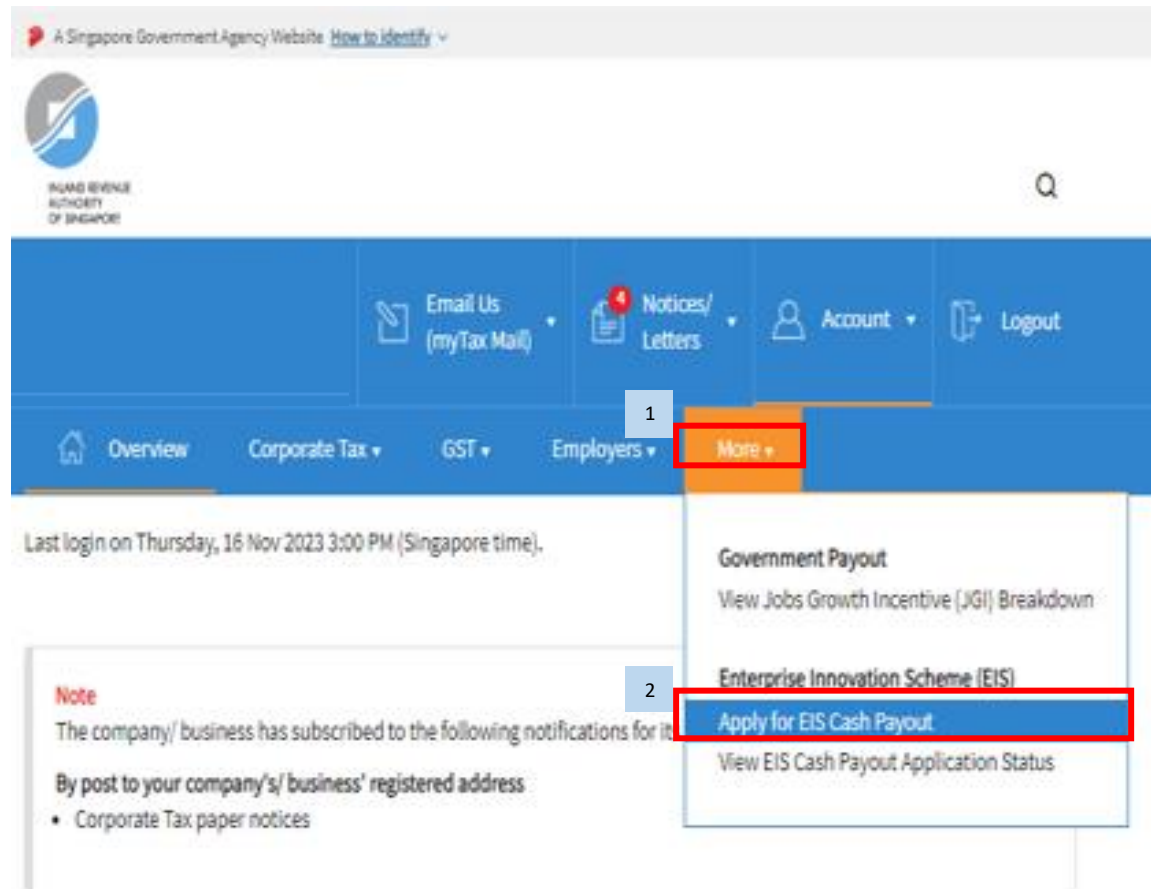
INLAND REVENUE
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OF SINGAPORE

# User Guide (Tax Agent): Apply for EIS Cash Payout



| Step | Action/Note |
|------|-------------|
| | **Logging in to myTax Portal** |
| 1 | Go to https://mytax.iras.gov.sg |
| 2 | Select **Tax Agent Login > Business Client** |
| | Note:<br>Tax agents will only be able to apply for EIS cash payout on behalf of their clients who are companies or partnerships.<br><br>Tax agents will <u>not</u> be able to apply for EIS cash payouts on behalf of their clients whom are individuals.<br><br>Please inform your clients whom are individiuals to login in using their Singpass to apply. |

# User Guide (Tax Agent): Apply for EIS Cash Payout



| Step | Action/Note |
|------|-------------|
| | **myTax Portal main menu** |
| 1 | Click <More> |
| 2 | Select "**Apply for EIS Cash Payout**" under Enterprise Innovation Scheme (EIS) |
| | <u>Note:</u><br>The option to Apply for EIS Cash Payout will be displayed only if you have been authorized to act for the company/ partnership business. |

# User Guide (Tax Agent): Apply for EIS Cash Payout



| Step | Action/Note |
|------|-------------|
| | **Client Selection** |
| 1 | Select the correct type of "Client Reference No." from the dropdown list provided. Enter your client's **Tax Reference No.** |
| 2 | Click <**Next**> to proceed |
| | Note: Please refer to the **User guide - Apply for EIS Cash Payout** for steps on how to proceed with the application. |