

Guide to update tax residency information via My Income customer portal

Step 1: Login to https://me.income.com.sg/

Step 2: Under Quick actions, click My profile

| (I Income Policy ~ Claim ~ Payment ~ Document ~ Others ~ | Dashboard Treats Contact us 🙆 Log out |
|--|---|
| Hi Welcome back! | |
| News & Announcements | Quick actions |
| Update(s) ^ Change in Income hotlines Please note that the following hotline numbers will be discontinued from 1 May 2024: 67881122, 67886616, 63321133. Instead, you may reach us at 67881777 (Mon-Fri, 9am-6pm, excl. PH). | Submit claims View Letters/Documents |
| Update(s) ^ Please note that the "Request for Policy Loan" function will be temporarily unavailable on 18 Feb from 6.30 am to 11 am due to maintenance. We apologize for any inconvenience caused. | Manage GIRO arrangement My profile |

Step 3: Click on the pen icon

| UINCOME Policy ~ Claim ~ | Payment 🗸 Document y | ∽ Others ∽ | Dashboard Treats | Contact us 💧 Log out |
|---|----------------------|------------|------------------|----------------------------------|
| Account details | | | | |
| singpass Speed up the process and fill it | up with MyInfo | | | Retrieve Myinfo with singposs |
| My profile | | | | 0 |
| My personal details | | | | |
| Name as per NRIC/FIN/Passport | Date of birth | | Gender | |



Step 4: Scroll down to Tax declaration section. Click on the arrow to expand the content.

Tax declaration

| Complete the Tax declaration information | (Either option (a) OR (b)) |
|--|----------------------------|
|--|----------------------------|

(a) If you are solely a tax resident of Singapore and do not have a foreign tax residency. <AND>

| Tax declaration | | , |
|--|--|---|
| Are you solely a tax resident of Singapore? Yes I am solely a tax resident of Singapore and do not have a foreign tax residency. My Singapore Tax Identification Number (TIN) is my NRIC or FIN. | No I am currently a tax resident in the following list of countries/jurisdictions. (Include Singapore if applicable) | |

if your TIN is your NRIC or FIN. <OR>

| Ves No |
|--------|

if your TIN is not your NRIC or FIN, pls update your TIN number

| Is your TIN the same as | your NRIC or Fin? | | |
|-------------------------|-------------------|--|--|
| O Yes | No No | | |
| Enter your TIN number | | | |
| | | | |
| | | | |

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(b) If you are **not** solely a tax resident of Singapore.

| Tax declaration | ^ |
|---|---|
| Are you solely a tax resident of Singapore? Yes I am solely a tax resident of Singapore and do not have a foreign tax residency. My Singapore Tax Identification Number (TIN) is my NRIC or FIN. No I am currently a tax resident in the following list of countries/jurisdictions. (Include Singapore if applicable) | |

Choose the Country of Residency from the drop-down list. <AND>

| Country of Residency | |
|----------------------|---|
| Country of Residency | |
| SINGAPORE | ۵ |
| AFGHANISTAN | î |
| ALAND ISLANDS | |
| ALBANIA | |
| ALGERIA | |
| AMERICAN SAMOA | |

if your TIN is your NRIC or FIN. <OR>





if your TIN is not your NRIC or FIN, pls update your TIN number

| Is your TIN the same as | your NRIC or Fin? | - | |
|-------------------------|-------------------|---|--|
| O Yes | No No | | |
| Enter your TIN number | | | |
| | | | |
| | | | |

Click this **Only** if you have <u>more</u> than 1 **Country of Residency.** You may then declare another Country of Residency and it's respective TIN accordingly.

| ADD ADDITIONAL COUNTRY | |
|---|---|
| 2. Country of Residency Select Country of Residency. | |
| Do you have a TIN number? | |
| Remove | |
| ADD ADDITIONAL COUNTRY | • |

Step 5: Acknowledged the declaration and click Submit.

| I have read and agree to the terms in the <u>Privacy Policy</u> . | |
|--|-------------|
| I acknowledge that by updating my account details here, Income will apply the changes across all my Income policies, unless otherw | ise stated. |
| | |
| ВАСК | SUBMIT |
| | |