



EKITI INTERNAL REVENUE SERVICE (EKIRS)

CORPORATE TAXPAYERS USER GUIDE

TABLE OF CONTENTS

| | |
|--|-----------|
| Table of Contents..... | 2 |
| 1 Introduction..... | 3 |
| 1.1 Purpose..... | 3 |
| 1.2 How the User Guide Is Organized..... | 3 |
| Your Comments are Welcome..... | 4 |
| 2 Navigation and Access..... | 5 |
| 3 TAXPAYER'S REGISTRATION..... | 5 |
| 3.1 Taxpayer Account Activation..... | 6 |
| 4 TAXPAYER'S ACCESS..... | 7 |
| 4.1 Unsuccessful Login..... | 8. |
| 4.2 Logout | 9 |
| 4.3 FAQ | 10 |
| 4.4 Make Payment..... | 11 |
| 4.5 Homepage..... | 12 |
| 5 STAFF MANAGEMENT..... | 13 |
| 5.1 Manage Staff..... | 13 |
| 5.2 Add Staff..... | 13 |
| 6 TAX PAYER ASSESSMENT..... | 15 |
| 6.1 Upload Payroll..... | 15 |
| 6.2 ETCC..... | 17 |
| 6.3 View Assessment..... | 18 |
| 6.4 TaxLiability..... | 19 |
| 6.5 Statement..... | 20 |
| 6.6 Make Payment | 20 |
| 6.7 View Payment History..... | 21 |

1 INTRODUCTION

1.1 Purpose

This user guide will help the application user achieve usage of the Tax Administration System. This documentation shows screen shots to aid the navigation of the user category (Corporate Taxpayer) to achieve the required objective.

SoftTax provides a secure and easy way to calculate, file and pay your taxes. With detailed history of filings, liabilities and Payments, you are able to track your tax remittances and due payments.

1.2 How the User Guide Is Organized

This User Guide and Reference Manual handles specifically, activities within SoftTAX. The instructions on how to navigate and perform the various operations below are documented in this document:

- Taxpayer's Registration**
- Taxpayer's/ Tax Agent Login**
- Staff Management**
- Salary Projection Upload**
- Payroll Actual Upload e.t.c**

YOUR COMMENTS ARE WELCOME

SoftAlliance and Resources Limited values and appreciates your comments as a user and reader of this manual. As we write, revise, and evaluate our documentation, your comments are the most valuable input we receive. If you would like to contact us regarding comments and suggestions on future releases of SoftTAX, kindly do so through the following addresses or telephone numbers:

SoftAlliance and Resources Limited

Ojuolape House

9, NERDC Road,

Central Business District,

Alausa Ikeja

Phone: +2347019999339, +2348129937210

Email: helpdesk@softalliance.com

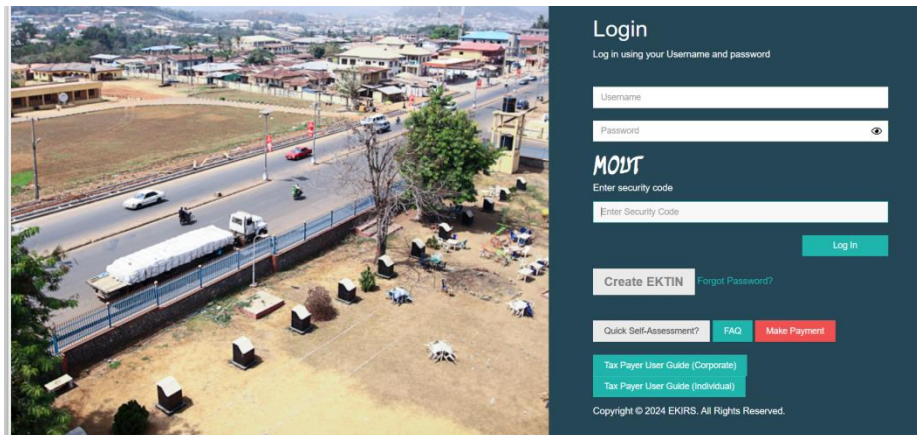
2 NAVIGATION AND ACCESS

SoftTAX is a secured web-based application. To access the application, you would require:

1. An internet enabled device such as Laptops, Desktops, Tablets or Phones.
2. A browser of your choice on any of these devices.
3. Office Suite of applications (Word, Excel and PDF Reader) installed on any of the devices.

If all of the above requirements have been met, start the browser and enter the URL in the address bar to connect.

You will be redirected to the login page in the image below.



3 TAXPAYER'S REGISTRATION

This Section describes the process for registering users on the Tax Administration System as a Corporate Taxpayer as well as a Tax Agent. For a Tax Agent to carry out activities on the application, they need to register as a Taxpayer.

To register as a corporate Taxpayer,

1. Click on "CREATE EKTIN" on the home page
2. Select Company Type.
3. Enter Company Name
4. Enter Contact Name
5. Enter Office Address.
6. Enter LGA
7. Enter a valid Email Address
8. Enter Phone Number
9. Select Business Type.
10. Select Sector
11. Select Industry.
12. Select Tax Office.
13. Click on "Register Organization

Office Address *

Town *

Lga * Select LGA

Office Email *

Office Phone *

Office Phone2

Office Phone3

RC Number

Business Type * --Select Business Type--

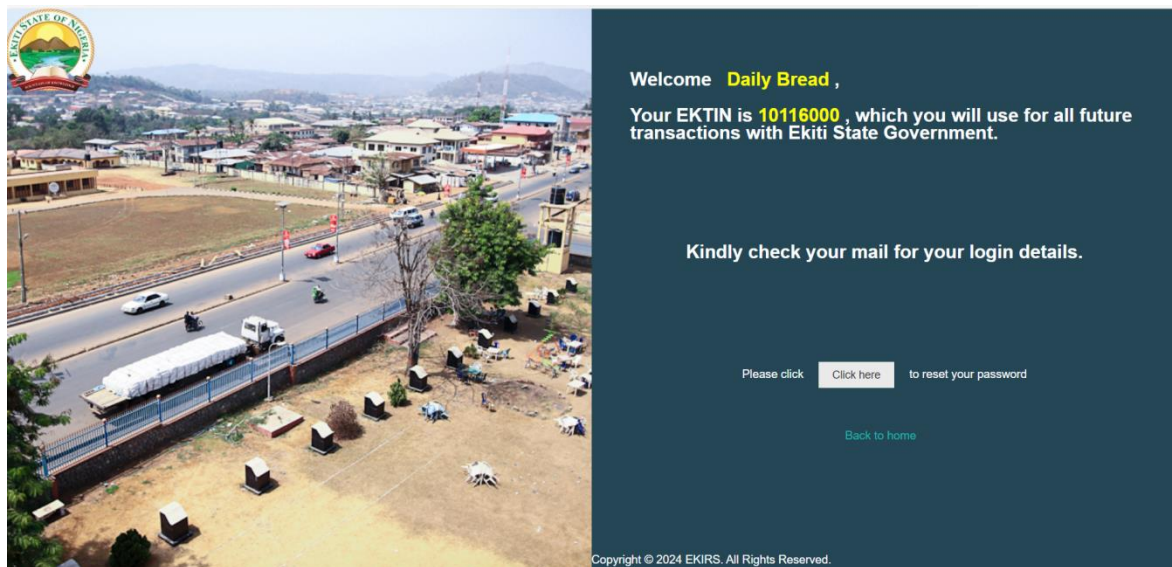
Sector * --Select Sector--

Industry * --Select Industry--

Preferred Tax Office * --Select Tax Office--

Register Organization

14. System displays notification “Registration successful” with the tax payer’s EKTIN



15. System sends an Account activation link to the registered email address provided when creating your account.

4 TAXPAYER’S ACCESS

On successful registration and account profiling, you would have access to the various menus assigned to the account type/ profile type you have selected. This section describes how to access the application, retrieve your password, change your password and so on.

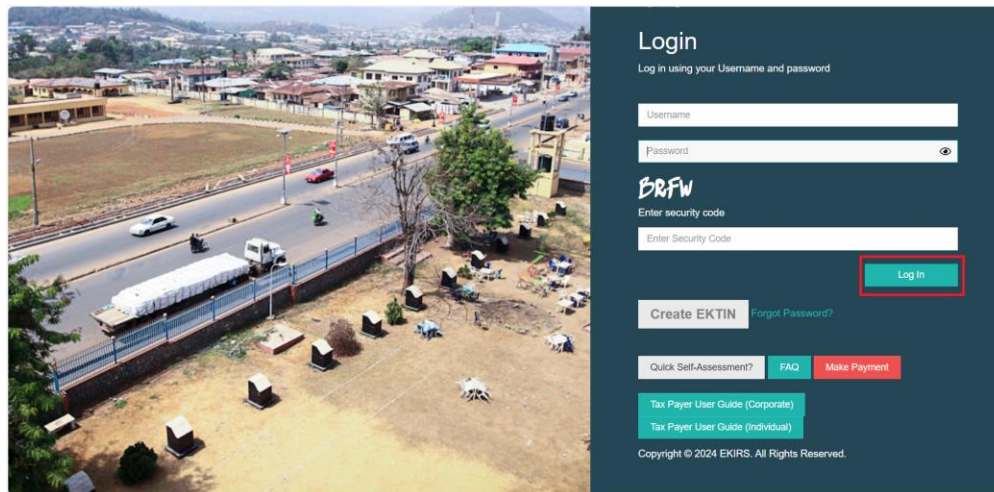
Only users who have been registered and have activated their accounts can have access to SoftTAX.

To gain access to the application,

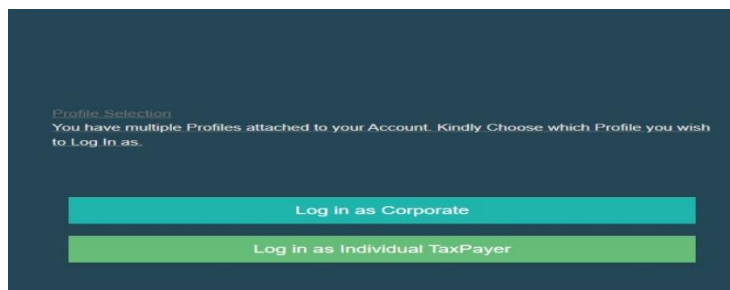
1. Enter your Username
2. Enter your Password
3. Enter the security code displayed
4. Click the “Sign in” button

On Successful Login, you will be redirected to the application dashboard.

If you have forgotten either your Username and or Password, kindly make use of the forgot password link on the login page.



5. Click on log in as individual taxpayer to login to access your own account
6. Or Click on log in as Tax Agent to access a clients account

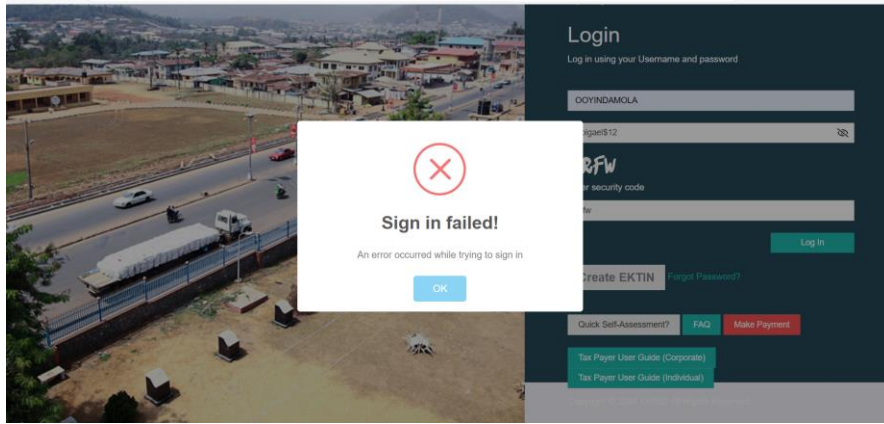


7. System redirects you to the Clients account.

4.1 Unsuccessful Login

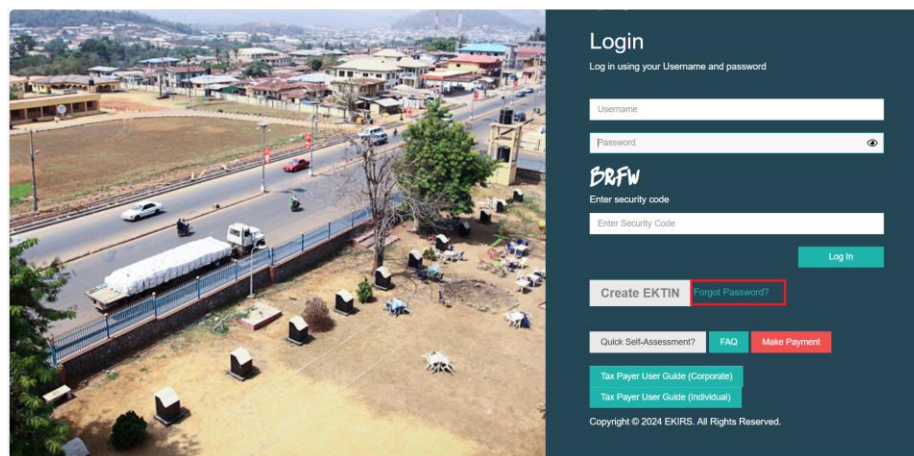
If any of the login credentials provided are invalid, you will not be granted access. You will be notified with the message “Sign in failed”.

In such situation, enter the correct username and password, or use the ‘Forgot Password?’ option.

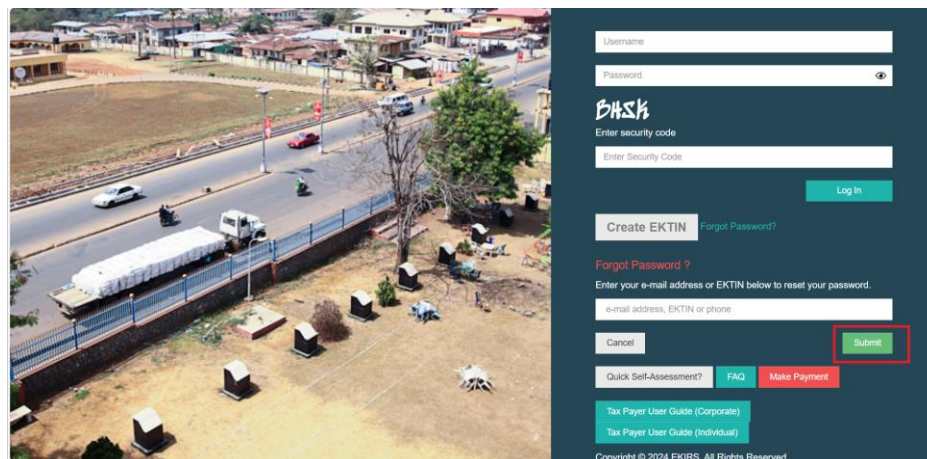


If you have forgotten your password, use the “forgot password” link on the homepage,

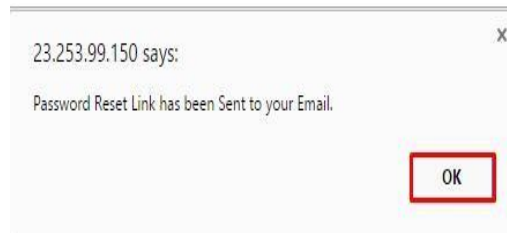
1. Click on “Forgot Password” link



2. Enter your registered email address
3. Click on the “Submit” button



4. System displays notification “Password Reset Link has been sent to your Email.”



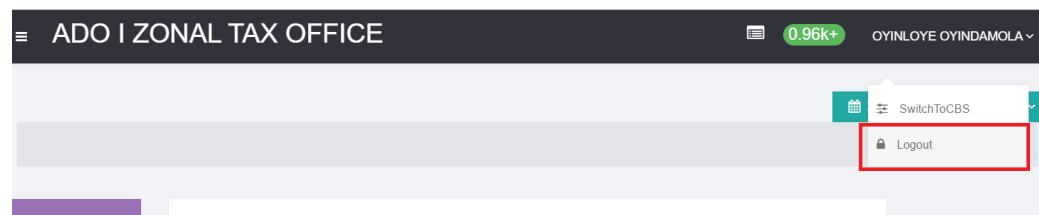
5. Click on Ok button. You will receive further instructions to reset your password

4.2 Logout

Always ensure to logout of the application when you are through with all activities or you want to briefly excuse yourself for a while. The application will although log you out automatically after **10 minutes** of inactivity. If such a scenario occurs, you are required to login back into the system to continue your activities.

To logout of the application,

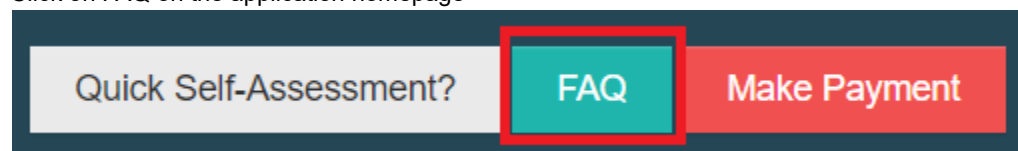
1. Click on the user name on the top right corner of the page as highlighted in the picture below
2. Click on the "Logout" button
3. You will be logged out of the application
4. To return to the application, you must provide your login credentials again.



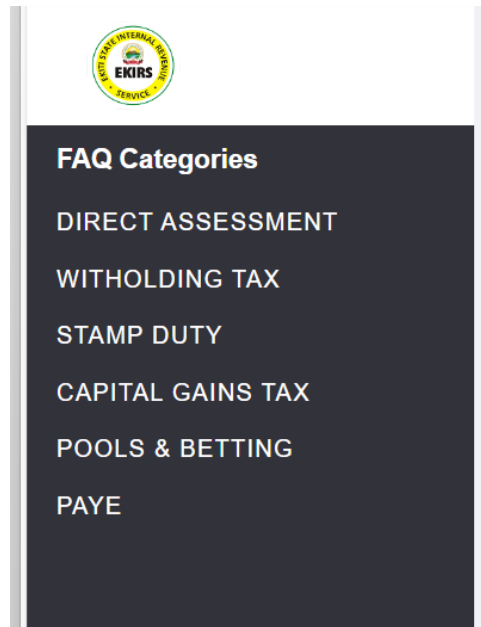
4.3 FAQ

In case you need answers to questions, kindly use the FAQ feature on the application. To view frequently asked question,

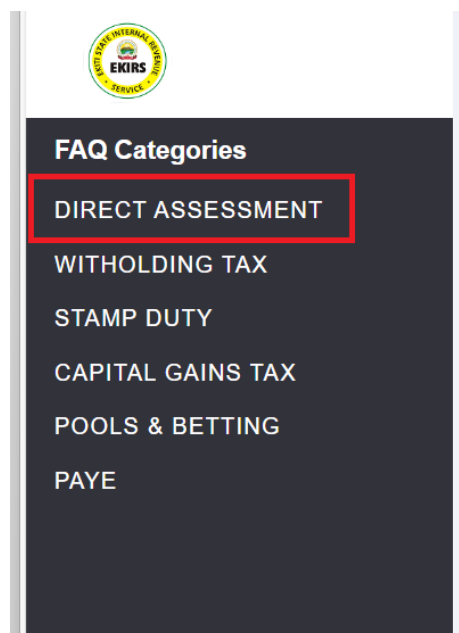
1. Click on FAQ on the application homepage



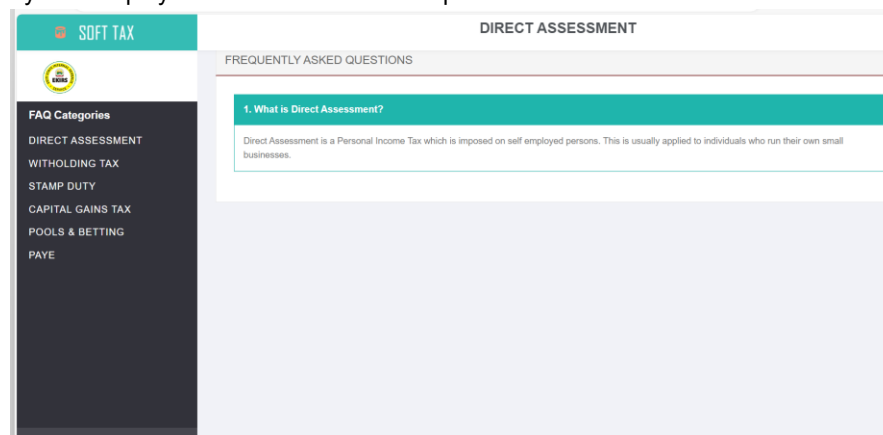
2. Select any of the FAQ categories to view questions and answers based on the selected category



3. System displays FAQ under the selected category
4. Click on the question you intend to view an answer to.



5. System displays answer to the selected question.

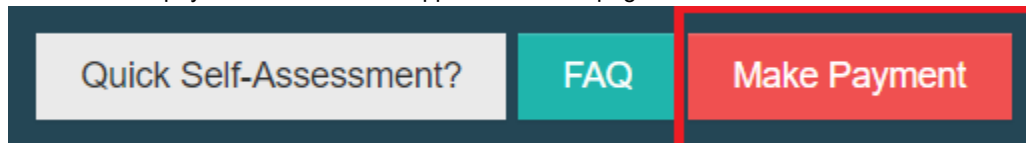


4.4 Make Payment

This feature allows you to make payments against raised assessment on the Tax administration system. Once you click on the make payment button, the system requests for your assessment number and redirects you to payment gateway page where your payments will be processed.

To make payments on the Tax administration system,

1. Click on make payment button on the application home page

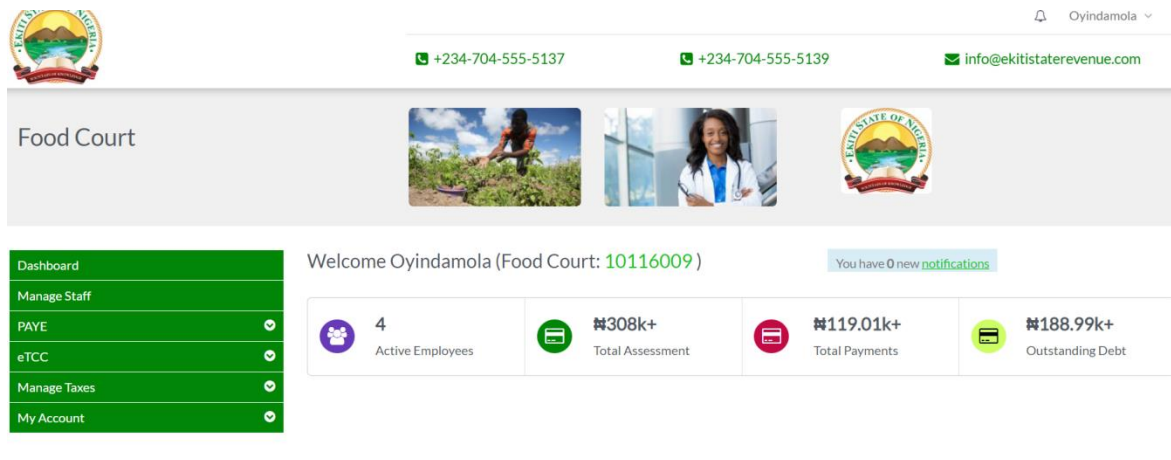


2. Enter your assessment number
3. System redirects you to payment gateway page for payment processing 4. Follow the instructions to complete the payment process.

4.5 Homepage

On successful Login and profile registration, you will be redirected to the homepage, where you will be able to navigate to various menus within the application.

At the center of the homepage are cards which serves as shortcuts to various pages within the application.



The Dashboard shows the following:

1. Number of Active Employees
 - a. Shortcut- Click on the number of active employees to see all active employees
2. Payments to date
 - a. Shortcut- Click on the number of Payments to date to see all the Payments to date
3. Outstanding Debts
 - a. Shortcut- Click on the amount of outstanding debt to see all the outstanding debt

5 STAFF MANAGEMENT

This section describes the details of how staffs within a corporate entity are being managed.

5.1 Manage Staff

To navigate to Manage Staff Menu,

1. Ensure you are logged in
2. Click on “Manage Staff” from the menus

This leads to the Employee management, Staff List page, which displays all registered employees that are active.

5.2 Add Staff

To add Employees to your organization, do the following:

1. Select the Manage Staff menu

2. Click on the “Add New Staff” button
3. Enter Employee Number
4. Click on the “Yes” radio button if the employee has a PayerID then enter the employer’s PayerID else Click on the “No” radio button.
5. Select Title
6. Select Gender
7. Enter Phone number
8. Enter Voters ID
9. Enter Email address
10. Enter BVN
11. Select Residence State
12. Enter Address
13. Click on “Save”

Add New Employee

| | | |
|---|---|------------------------------------|
| Employee No. <input type="text"/> | Does Staff have an existing Payer ID? <input type="radio"/> Yes <input type="radio"/> No <input type="text" value="Enter TIN"/> | |
| Surname <input type="text"/> | First Name <input type="text"/> | |
| Middle Name <input type="text"/> | Title <input type="text" value="--Select Title--"/> | |
| Gender <input type="text" value="--Select Gender--"/> | Phone No. <input type="text"/> | |
| Voters Id <input type="text"/> | Email Address <input type="text"/> | BVN <input type="text"/> |
| Residence State <input type="text" value="Select State"/> | Residence LGA <input type="text" value="Select LGA"/> | |
| Address <input type="text"/> | | |

Save

6 TAX PAYER ASSESSMENT

This section describes the details on how you can file your assessments.

6.1 Upload Payroll

This section describes how you can upload your payroll for the particular month and assessment is been filed.

To upload your payroll actual, do the following:

1. Select "PAYE"



Food Court

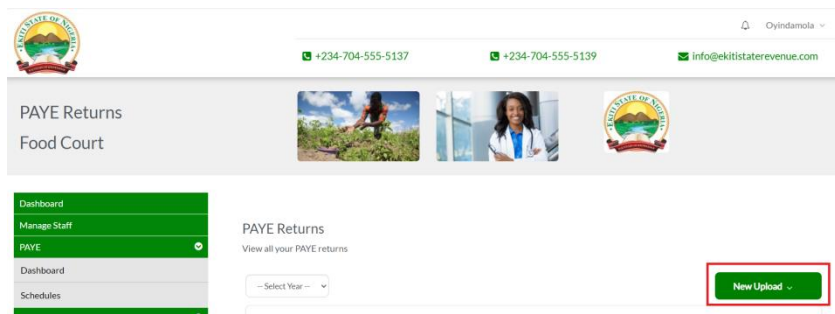
| | |
|--------------|---|
| Dashboard | |
| Manage Staff | |
| PAYE | ▼ |
| eTCC | ▼ |
| Manage Taxes | ▼ |
| My Account | ▼ |

2. Click on "Dashboard"

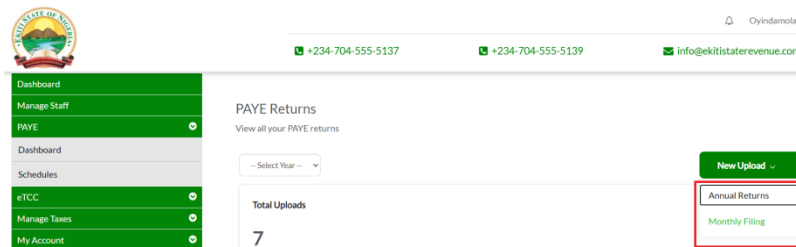


| | |
|--------------|---|
| Dashboard | |
| Manage Staff | |
| PAYE | ▼ |
| Dashboard | |
| Schedules | |
| eTCC | ▼ |
| Manage Taxes | ▼ |
| My Account | ▼ |

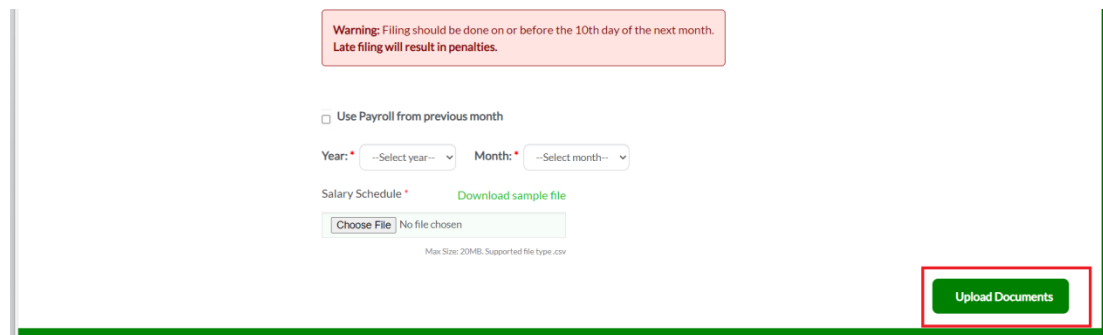
3. Click on “New Upload”



4. Click on either “Annual Returns” or “Monthly Filing”



5. Select the “Year”
6. Select the “Month”
7. Download sample file.
8. Upload Payroll
9. Click on “Upload Document”



10. The system would calculate the total payroll gross, allowable deductions using its computation engine to come up with the tax payable for that period.

11. You can see the list of the file that has been uploaded every month.

Upload History
Last Upload: 25 July 2024

Show entries Search:

| File name | Date uploaded | Upload Year | Upload Month | Uploaded by | Action |
|----------------------------------|----------------------|-------------|--------------|-------------|--------------------------|
| MONTHLYSCHEDULE_TEMPLATE (4).csv | 7/25/2024 4:11:57 PM | 2022 | July | Food Court | Download |
| June Schedule.csv | 7/18/2024 2:27:04 PM | 2022 | June | Food Court | Download |
| May Schedule.csv | 7/11/2024 1:50:36 PM | 2022 | May | Food Court | Download |
| April Schedule.csv | 7/11/2024 1:48:58 PM | 2022 | April | Food Court | Download |
| March Schedule.csv | 7/11/2024 1:47:17 PM | 2022 | March | Food Court | Download |

Showing 1 to 5 of 7 entries Previous 2 Next

6.2 ETTC

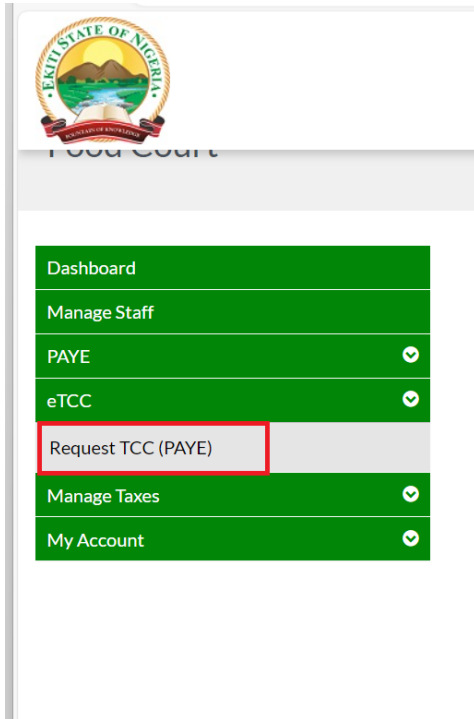
Electronic Tax Clearance Certificate is a certificate that shows the amount of tax paid by a tax payer for the year.



Food Court

- Dashboard
- Manage Staff
- PAYE
- eTCC**
- Manage Taxes
- My Account

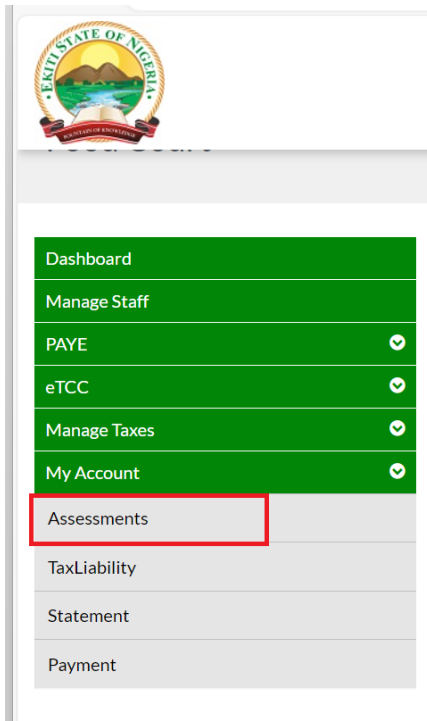
1. Click on "Request TCC" to print Tax Payer's clearance certificate.



6.3 View Assessment

To view generated assessments on the application,

1. Click on my account menu
2. Click on assessment sub-menu



3. The system will show a list of assessments starting from the latest

4. Use the search field to search for assessment .

Assessments

| ✘ Due | | ✔ Fully Paid | | | | | | | | |
|-------------------|---|--------------|-----------|--------|---------|-------------|-----------|--|---------|----------------------|
| Show | 10 | entries | | | | | | | Search: | <input type="text"/> |
| Assessment Number | Date | Amount | Interest | Rebate | Payment | Outstanding | Actions | | | |
| 1 | LRP-PAYE-46882-7001447-2022(2022) | 18-Jul-2024 | 50,000.00 | 0.00 | 0.00 | 0.00 | 50,000.00 | | | |
| 2 | PAYE-1107134858-0061411(2022) | 11-Jul-2024 | 38,316.67 | 0.00 | 0.00 | 0.00 | 38,316.67 | | | |
| 3 | PAYE-1107134534-0061411(2022) | 11-Jul-2024 | 47,806.01 | 0.00 | 0.00 | 0.00 | 47,806.01 | | | |
| 4 | PAYE-1107134233-0061411(2022) | 11-Jul-2024 | 52,866.01 | 0.00 | 0.00 | 0.00 | 52,866.01 | | | |

Showing 1 to 4 of 4 entries

Previous 1 Next

5. Click on the assessment number to view the assessment summary, assessment details and assessment timeline

| | | | | | | | | | |
|---|-----------------------------------|-------------|------------|------|------|------|------|------------|--|
| 1 | PIT-8594146(2009) | 01-Mar-2010 | 308,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 308,000.00 | |
|---|-----------------------------------|-------------|------------|------|------|------|------|------------|--|

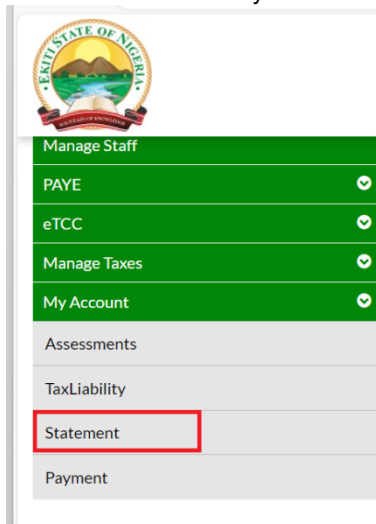
6.4 TaxLiability

| | | |
|--------------|-----------------------------|------------------------------|
| Dashboard | 0.00 | 0.00 |
| Manage Staff | Outstanding Payments | Payments to date |
| PAYE | Tax Liabilities | |
| eTCC | Show 10 entries | Search: <input type="text"/> |
| Manage Taxes | Filing Date | Item |
| My Account | Amount | Payment |
| Assessments | Status | No of Staff |
| TaxLiability | Assessment Number | |
| Statement | No data available in table | |
| Payment | Showing 0 to 0 of 0 entries | Previous Next |

6.5 Statement

To view your account statement on the application,

1. Click on my account menu



6.6 Make Payment

To make payment on the application for generated assessments when logged into the application,

1. Click on my account menu
2. Click on assessment sub-menu
3. Locate the assessment to make payment on
4. Click on make payment from the options

Tax Liabilities

| x Due | | Fully Paid | | | | | | |
|--|-------------|------------|---------|----------|--------|---------|-------------|--|
| Assesment Number | Due Date | Amount | Penalty | Interest | Rebate | Payment | Outstanding | |
| 1 PIT-8594146 (2009) | 01-Mar-2010 | 308,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 308,000.00 | |

Showing 1 to 1 of 1 entries

Previous 1 Next

Make Payment





5. The system will redirect you to the payment gateway page where your payment would be processed.
6. Enter the assessment number you want to make payment against in the bill number field
7. Click on make payment button to proceed.

6.7 View Payment History

This page displays all assessments that payment has been made on.

To view your payments records, follow the steps listed below:

1. Click on my account menu
2. Click on payments sub-menu

| |
|--|
| Dashboard |
| Manage Staff |
| PAYE  |
| eTCC  |
| Manage Taxes  |
| My Account  |
| Assessments |
| TaxLiability |
| Statement |
| Payment |

3. The system would display a listing of all assessment you have made payments on.