



EKITI INTERNAL REVENUE SERVICE (EKIRS)

INDIVIDUAL TAXPAYERS USER GUIDE

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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 (Individual Taxpayer/ Tax Agent) 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

Tax agent Registration

Taxpayer's/ Tax Agent Login

Taxpayer's Self-Assessment

Annual Returns Filing

Taxpayer's Services 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

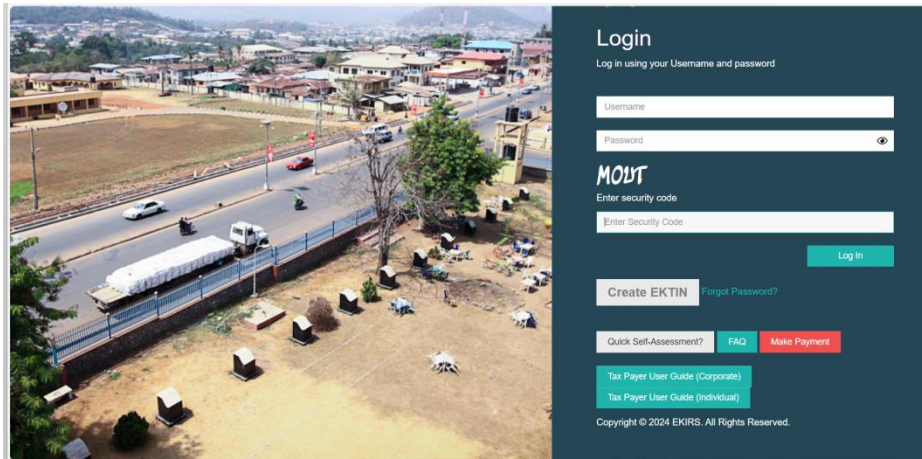
2 NAVIGATION AND ACCESS

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 an Individual 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 an individual Taxpayer,

1. Click on the "Create EKTIN" on the home page
2. Enter Surname
3. Enter First Name
4. Enter Other Names
5. Select Title.
6. Select Gender.
7. Select Date of Birth
8. Enter a valid Email Address
9. Select Nationality.
10. Select State Of Origin.
11. Select Local Government Of Origin.
12. Enter Phone Number.

13. Enter House Address.
14. Enter a valid NIN (National Identification Number).
15. Select Preferred Tax Station.
16. Click on the “Register Tax Payer” button to submit.

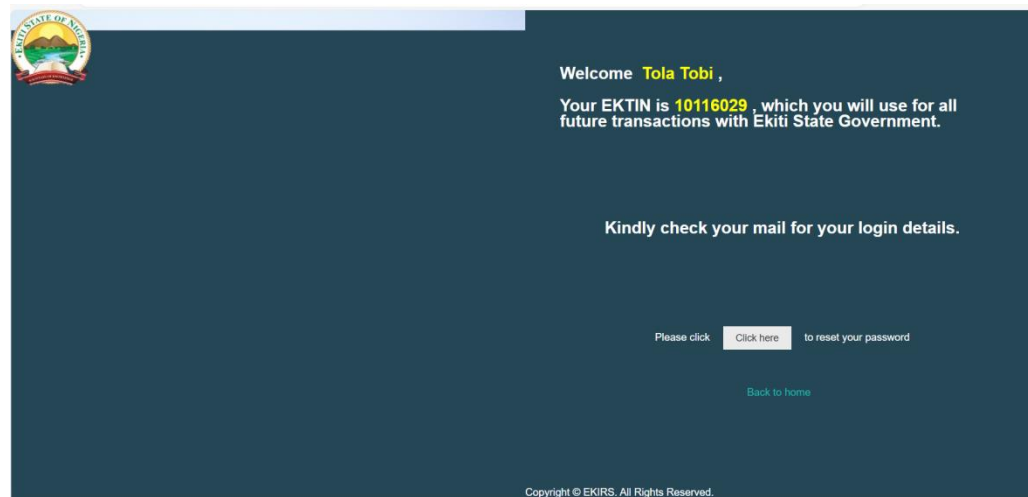


The form contains the following fields:

- Email Address* (text input)
- Nationality* (dropdown menu: --Select Nationality--)
- State of Origin* (dropdown menu: --Select State--)
- LGA of Origin* (dropdown menu: Select LGA)
- Phone Number* (text input)
- Phone Number2 (text input)
- Phone Number3 (text input)
- Home Address* (text input)
- JTB TIN (text input)
- NIN* (text input)
- Select preferred tax office* (dropdown menu: --Select Tax Office--)

[Register Tax Payer](#)

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



18. 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, make use of the taxpayers' services and log out of the application.

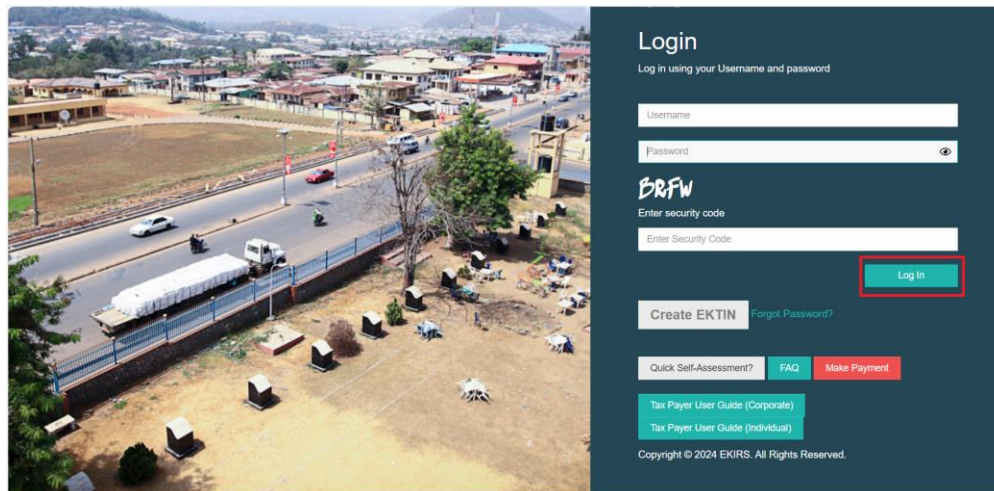
4.1 Login

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 (EKTIN)
2. Enter your Password (Phone Number)
3. Enter the security code displayed
4. Click the "Sign in" button

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

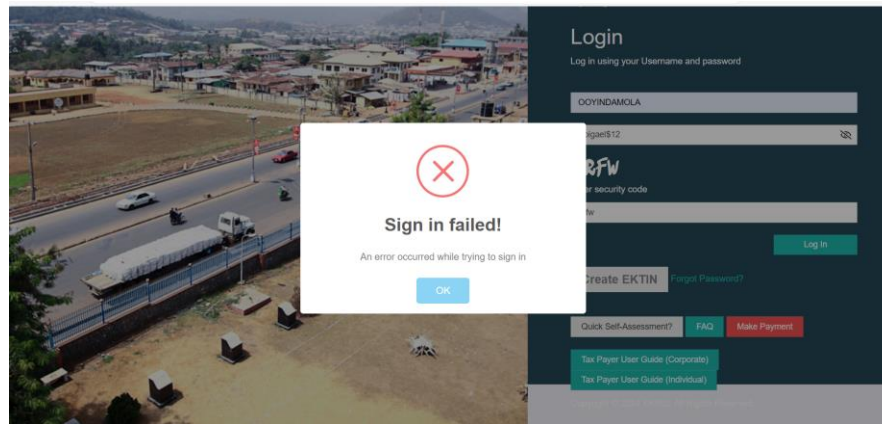
If you have forgotten either your Username and or Password, kindly make use of the forgot password link on the login page.



4.2 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".

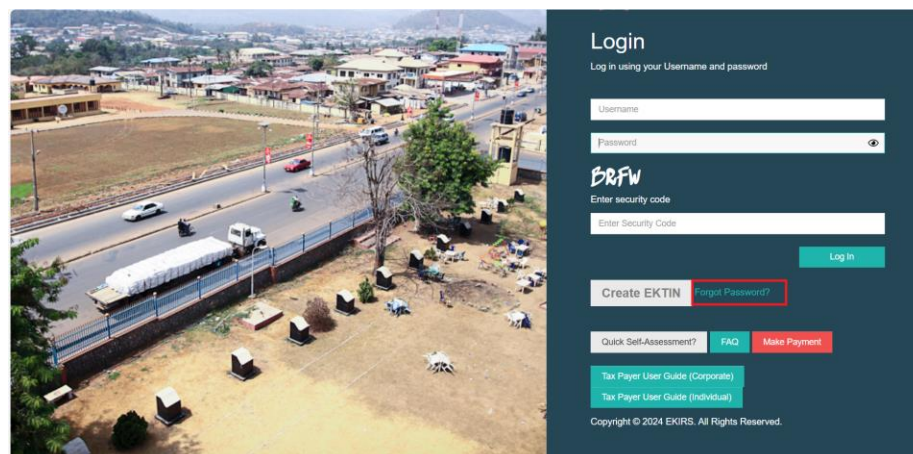
In such situations, enter the correct username and password, or use the 'Forgot Password?' option.



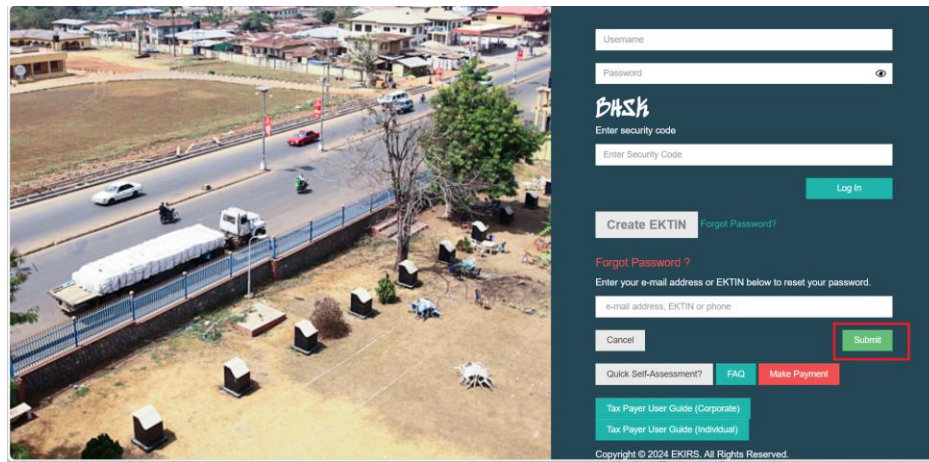
4.3 Forgot Password

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



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

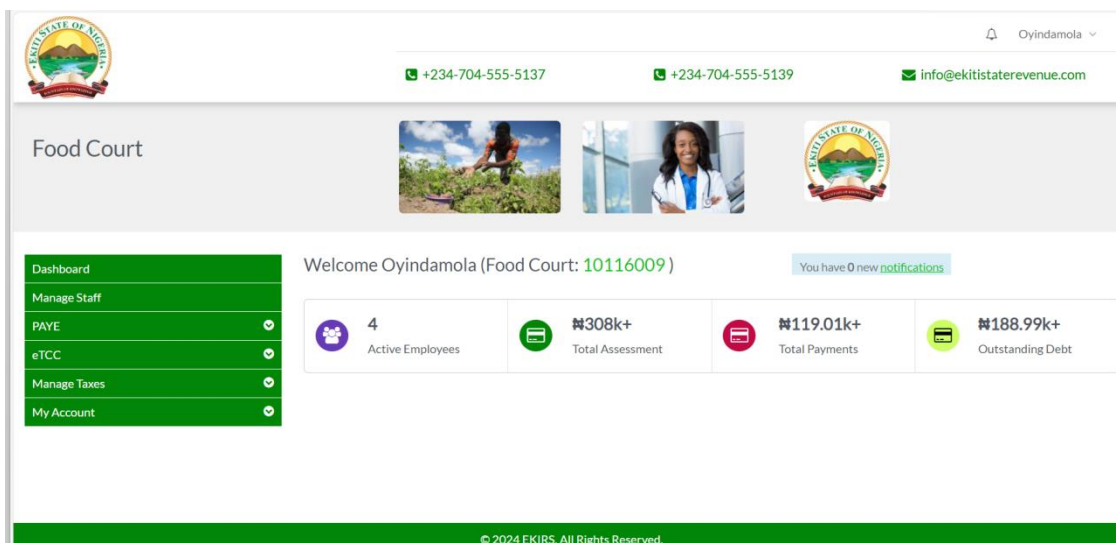


- Click on Ok button. You will receive further instructions to reset your password

4.4 Homepage

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

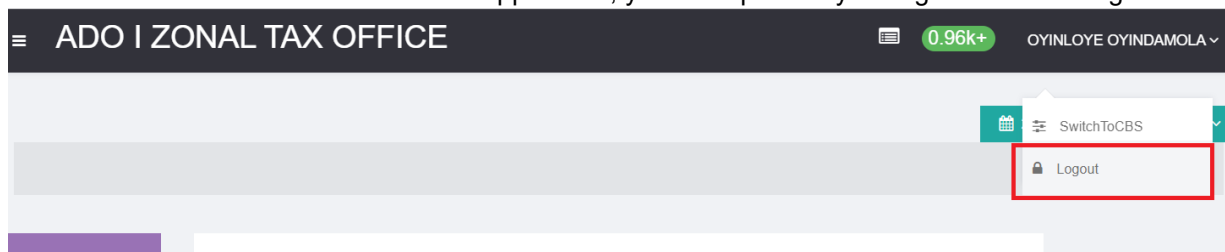
At the center of the dashboard are cards which serves as shortcuts to various biodata pages for update.



4.5 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,

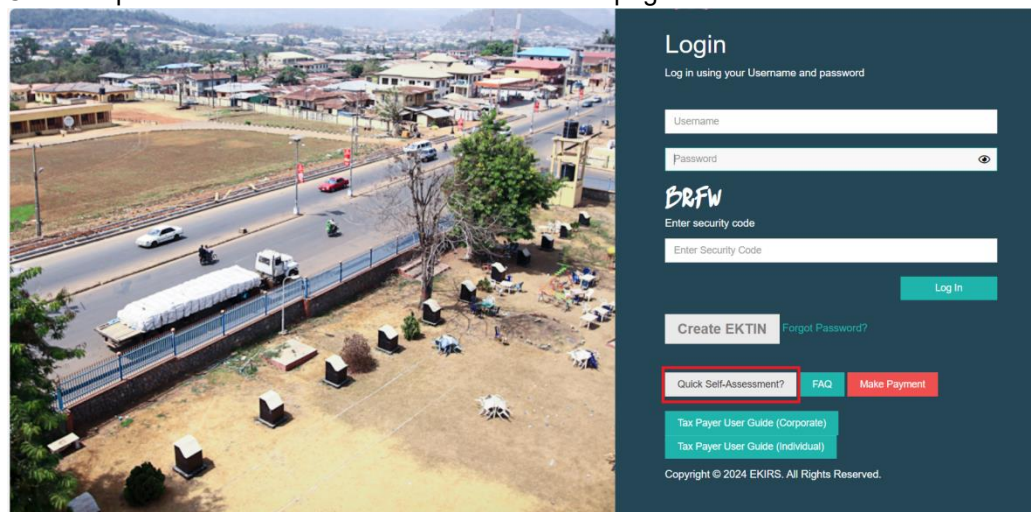
1. Click on the user name on the top right corner of the page as highlighted in the picture below
2. Click on the “Logout” button
3. You will be logged out of the application
4. To return to the application, you must provide your login credentials again.



4.6 Quick Self-Assessment

This feature enables you carry out the calculation of your tax liability. To perform self-assessment on the tax administration system,

1. Click on quick self-assessment button on the home page

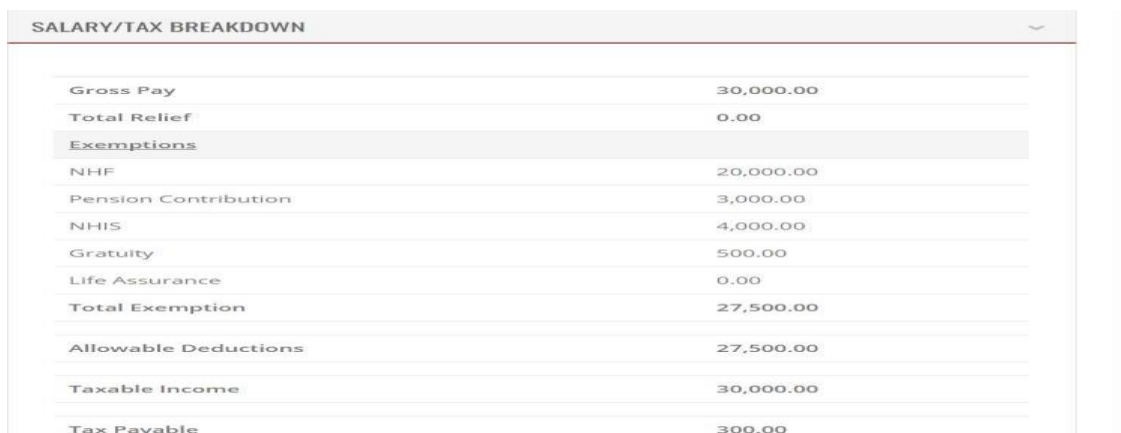


2. Select salary breakdown
3. Enter gross income

4. Enter NHF paid
5. Enter gratuity paid
6. Enter life assurance paid
7. Click on perform Assessment button to submit



8. System displays a breakdown of your Gross Pay, Total relief , Total exemptions, Allowable deduction, Taxable income and Tax payable.

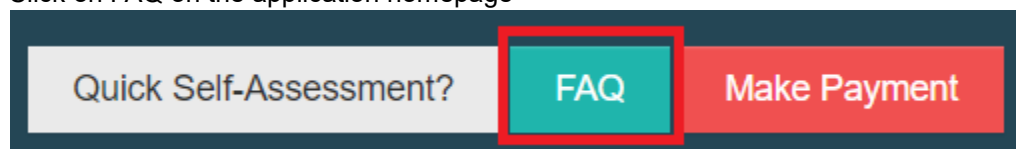


SALARY/TAX BREAKDOWN	
Gross Pay	30,000.00
Total Relief	0.00
Exemptions	
NHF	20,000.00
Pension Contribution	3,000.00
NHIS	4,000.00
Gratuity	500.00
Life Assurance	0.00
Total Exemption	27,500.00
Allowable Deductions	27,500.00
Taxable Income	30,000.00
Tax Payable	300.00

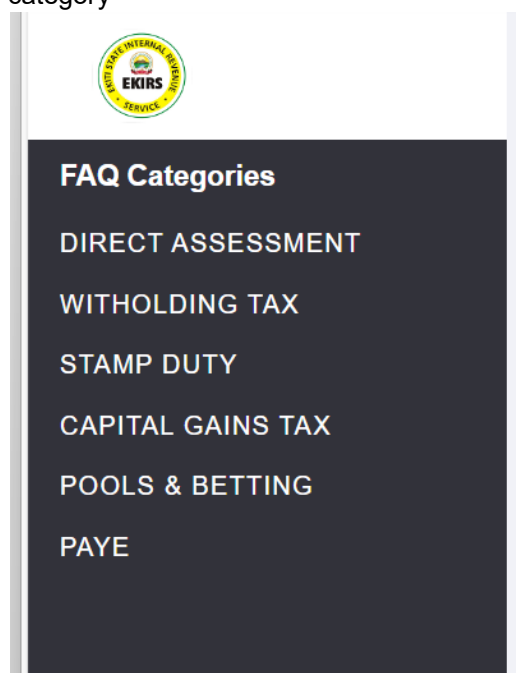
4.7 FAQ

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

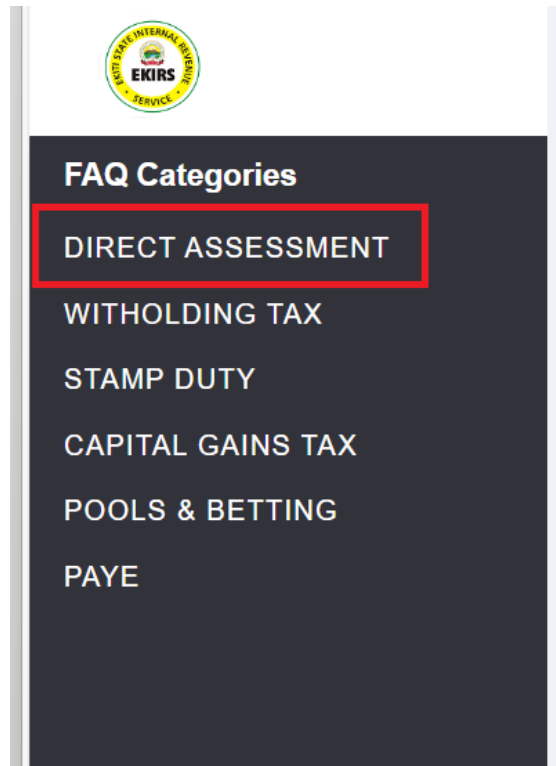
1. Click on FAQ on the application homepage



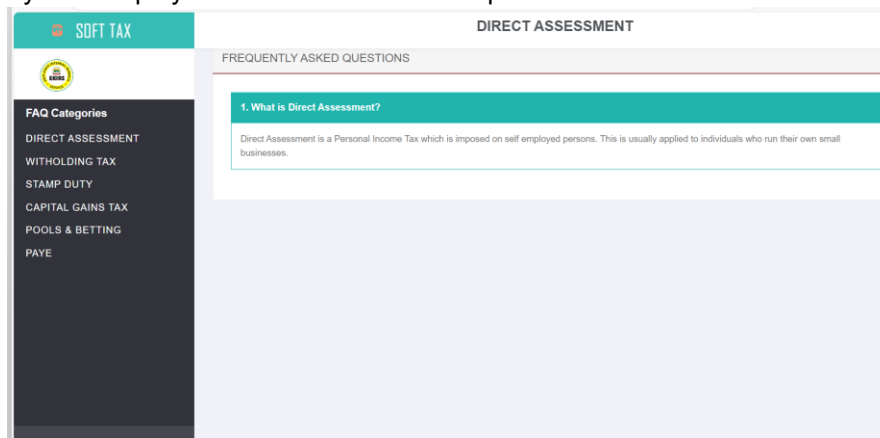
2. Select any of the FAQ categories to view questions and answers based on the selected category



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.

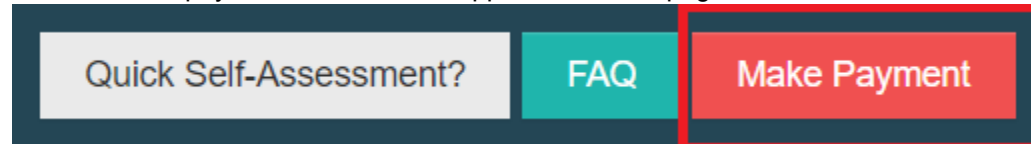


4.9 Make Payment

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.

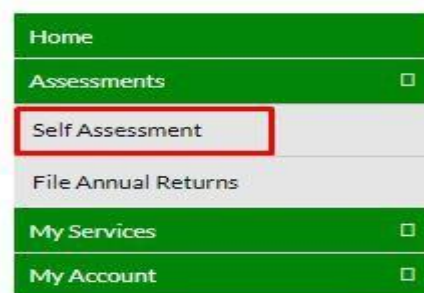
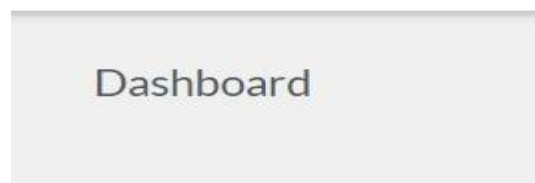
5 TAXPAYER'S ASSESSMENTS

5.1 Self Assessment

This feature gives you access to assess your self as an individual taxpayer.

To navigate to Self Assessment,

1. Ensure you are logged in
2. Click on "Self Assessment" from the menus



You can determine your Tax Liability before filing for payment by providing the necessary annual earnings/remittances information in the self-assessment form. To perform a self-assessment,

1. Select Year
2. Enter Annual Gross Income
3. Select Frequency
4. Enter NHF Paid
5. Enter Pension Contribution Paid
6. Enter NHIS Paid
7. Enter Gratuity Paid
8. Enter Life Assurance Paid

9. Click the “Perform Assessment” button
10. System would display the tax you are liable to pay

[Home](#)
[Assessments](#) ▾
[My Services](#) ▾
[My Account](#) ▾

You can determine the extent of your Tax Liability before filing for payment.
Supply the necessary information below to calculate.

Provide Annual Earnings/Remittances Details

Year
--Select Year-- ▾

Frequency
Annually ▾

NHF Paid

NHIS Paid

Life Assurance Paid

Annual Gross Income:

Pension Contribution Paid

Gratuity Paid

Perform Assessment

5.2 File Annual Returns

As an individual taxpayer, you are to file your annual returns on the tax administration system.

To file your annual returns,

1. Ensure you are logged in
2. Click on “File Annual Returns” from the menus

[Home](#)
[Assessments](#) ▾

File Annual Returns

[Development Levy](#)
[Credit Note](#)
[Other Taxes](#)
[My Services](#) ▾
[My Account](#) ▾
[Tax Clearance](#) ▾

You are to specify the Year(s) for which you want to file your annual returns. If you are filing for a Single year, pick that same year as your Start and End Year. Note that you can only file returns for a maximum of three(3) consecutive years at a time.

3. Select the “Start Year”
4. Select the “End Year”
5. Click on the “Proceed” button

File Annual Return



[Home](#)
[Assessments](#)
[My Services](#)
[My Account](#)
[Tax Clearance](#)

Customer Annual Returns Filing (Form A)

Specify the Year(s) for which you want to file your annual returns. If you are filing for a Single year, pick that same year as your Start and End Year. Note that you can only file returns for a maximum of three(3) consecutive years at a time.

Start Year:

End Year:

Proceed

11. 5.2.1

Personal Particulars
Income Statement
Accommodation Info
Allowances Paid

Income Statement - Year 2008
Income Statement - Year 2009

Earned Income

(i) Trade,Business,Profession,Vocation etc		Income from Trade
(ii) Employment		
Salary	Earned Salary	
Commissions,Bonuses etc	Earned Commision/Bonus	
Allowances	Earned Allowances	
(iii) Pension From		
Pension From	Pension Company	Income from Pension
Annuity From	Annuity Source	Annuity Income
Gratuity From	Gratuity Source	Income From Gratuity
(iv) Income received in or brought into Nigeria from all sources outside Nigeria		Foreign income

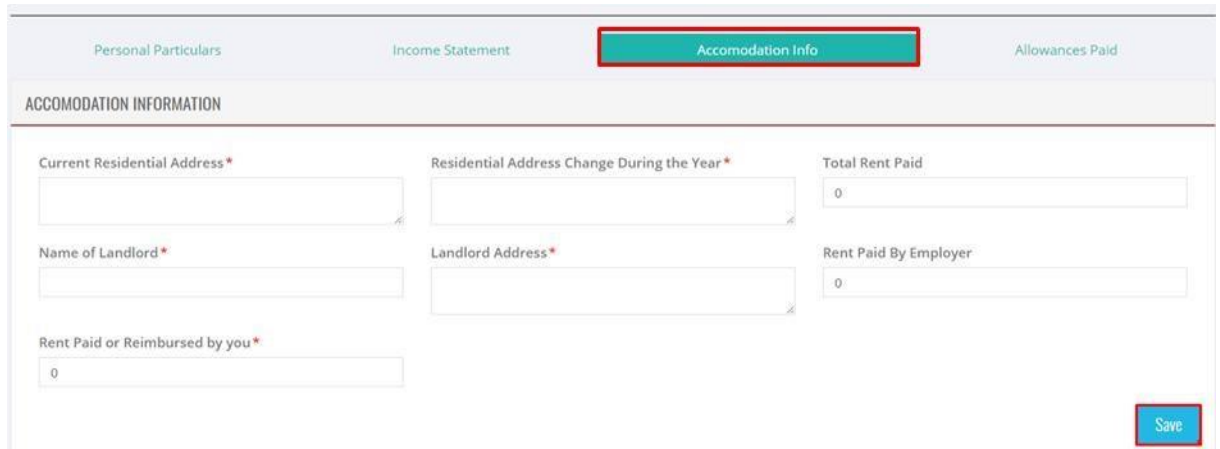
5.2.3 Fill in your Accommodation Information

The accommodation info form allows you to fill in details of your accommodation while filing your returns.

To fill in your accommodation information,

1. Enter Current Residential address
2. Select Accommodation category
3. Enter Residential Address change during the year

4. Enter Total rent paid if you selected accommodation category as “Rented”
5. Enter Name of Landlord if you selected accommodation category as “Rented”
6. Enter address of Landlord if you selected accommodation category as “Rented”
7. Enter Rent Paid by Employer
8. Enter Rent Paid by you
9. Click the “Save” button to proceed



5.2.4 Fill in your Allowance Details

The allowances form allows you fill in details of allowances paid.

To fill in your allowance’s details,

1. Select Name of Company (Insurance/ HMO/ PFA)
2. Select for Self or Spouse
3. Enter capital sum paid on death, excluding any bonus or additional benefit
4. Enter premium paid during the year ended 31st December
5. Attach evidence
6. Click on the “Add” button to add another Allowance paid info
7. Click on the “Proceed” button to continue

Personal Particulars Income Statement Accomodation Info **Allowances Paid**

☛ Allowances Paid - Year 2016

Year 2016

ALLOWANCES FOR LIFE ASSURANCE, GRATUITIES, NHIS AND PENSION CONTRIBUTION (100% OF SUM PAID)

Name of Company (Insurance/HMO/PFA) Self or Spouse(?)

Capital sum paid on death, excluding any bonus or additional benefit Premiums PAID during the year ended 31st December, 2016

Attach Evidence No file chosen

8. System displays a summary of the year(s) you filed for as shown in the image below:

☛ Filing Summary - Year 2011

Filings Summary (Year 2011)

Gross Pay	11,000.00
Withholding Tax Computed	0.00
Total Exemption	0.00
Allowable Deductions	0.00
Taxable Income	11,000.00
Tax Payable	770.00
Effective Tax Rate	18.44%

I, Ambode Emeka eee hereby declare that information supplied in this form to the best of my knowledge and belief.

Personal Information:

Surname: Ambode First Name: Ambode Other Names: eee

Statement of Income for the Year Ended 31st December 2011 :

Earned Income

(i) Trade, Business, Profession, Vocation etc	3,000.00
(ii) Employment	
Salary	3,000.00
Commissions, Bonuses etc.	0.00
Allowances	0.00
(iii) Pension From	
Annuity From	
Stanbic IBTC Pensi	3,000.00
Fidelity Pensions	2,000.00
Gratuity From	
Gratuity Source	0.00

If you are satisfied with the summary of the filing,

9. Click on the check box

10. Click on submit button to submit filing.

11. System displays the Assessment

ASSESSMENT - PIT-8594146

Assessment Notice -



Customer Name: **Ogunniran Jumoke**

Assessment Number: **PIT-8594146**

Assessment Date: **01-Mar-2010**

Filing Period: **2009**

Customer Address: **soft Alliance**

Assessment Summary

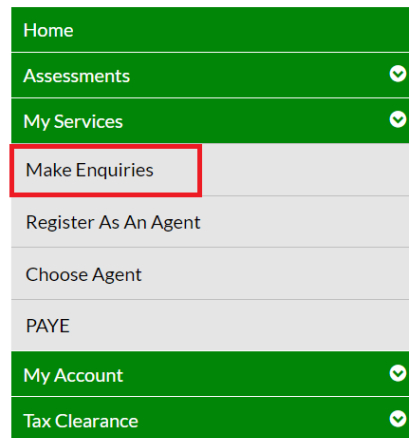
Gross Pay	2,000,000.00
Withholding Tax Computed	0

5.3 Make Inquiries

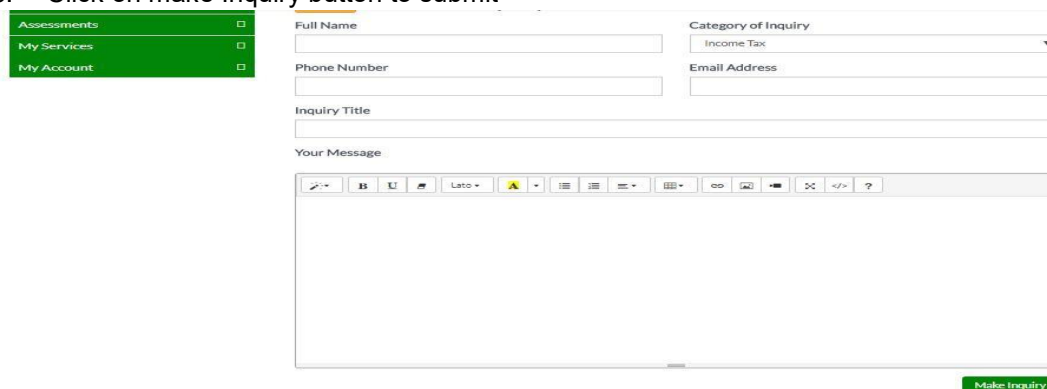
This feature allows you to make inquiries on the application.

To make inquiries on the application,

1. Click on make inquiries button



2. Enter your full name
3. Select the category of inquiry
4. Enter your phone number
5. Enter a valid email address
6. Enter your inquiry title
7. Enter your message
8. Click on make Inquiry button to submit







The form includes a sidebar menu on the left with 'Assessments', 'My Services', and 'My Account' items. The main form fields are: Full Name, Category of Inquiry (dropdown menu with 'Income Tax' selected), Phone Number, Email Address, Inquiry Title, and Your Message (a rich text editor with a toolbar). A green 'Make Inquiry' button is located at the bottom right of the form.

5.4 View Assessment

To view generated assessments on the application,

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

- Home
- Assessments 
- My Services 
- My Account 
- Assessments
- Statement
- Payment
- Tax Clearance 

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

4. Use the search field to search for assessment .



0
Outstanding Payments



0
Payments Till Date




Tax Liabilities


		x Due							✓ Fully Paid	
Show		10		entries		Search:				
Assessment 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

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	
---	--	-------------	------------	------	------	------	------	------------	---

-  Assessment Summary
-  Assessment Detail
-  Assessment Timeline

ASSESSMENT SUMMARY (OUTSTANDING: 308,000.00) 

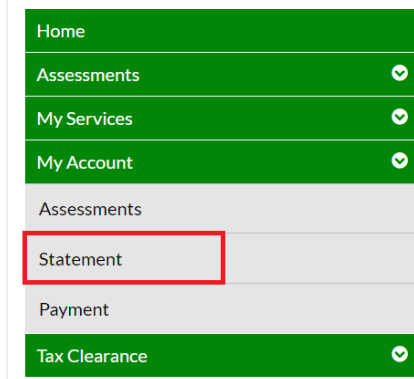
Assessment Number: PIT-8594146

5.5 View Statement

To view your account statement on the application,

1. Click on my account menu

2. Click on statement sub-menu
3. The system would display you account statement details



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



The screenshot shows a table titled 'Tax Liabilities' with a green header bar containing 'x Due' and 'Fully Paid'. Below the header, there is a 'Show 10 entries' dropdown and a search box. The table has columns for Assessment Number, Due Date, Amount, Penalty, Interest, Rebate, Payment, and Outstanding. One entry is visible with Assessment Number PIT-8594146 (2009), Due Date 01-Mar-2010, and Amount 308,000.00. A 'Make Payment' button is highlighted in a red box next to the entry.

Assessment 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





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.

5.7 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

Home
Assessments 
My Services 
My Account 
Assessments
Statement
Payment
Tax Clearance 

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