

**PAYE
SELF ASSESSMENT
USER GUIDE**

PAYE SELF-ASSESSMENT MANUAL

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The new PAYE portal has features to enable employers carry out self-assessment of tax payable from the gross emoluments of their employees. Each employer should ensure that all staff have the relevant tax ID/ANSSID.

The portal has the following features;

- **Dashboard**
- **Company Self Service**
- **View Action History, and**
- **Change Password**

1. Dashboard:

Displayed here is a list of all employees of the company as contained in the employer's PAYE schedule and imported into the company's profile.

2. Company Self Service

This is where all the self-services activities are conducted ranging from assessments to filing of annual returns. The following sub features are included;

2.1 Add Employee to a Branch;

The portal allows a company to add as many branches as exists for that company. Click on this option to add an employee to the particular branch of the company, fill all indicated fields as available, phone numbers, tax IDs/ANSSID and emails are compulsory.

Provided here is also a box you are to tick to indicate if the PAYE values filled are annual gross instead of monthly gross. When done, click on *create* to complete the process.

2.2 Import Employees;

Create an excel spreadsheet of all employees as added to branches above. The *import employees* option enables you to upload the already created payee schedule of the company's employees. This schedule must be in the standard form, in excel, as shown below indicating the full name of each employee, their designation, email, TIN, mobile number, number of months the employee has worked in the company, monthly and annual gross salaries, pension, NHF, NHIS,

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life assurance, monthly and annual tax and tax paid. Ensure the excel schedule is formatted in such a way that the first line bears the headers as listed above.

Note that the system uses the phone numbers of each employee and their TIN or ANSSID to extract the records of the taxpayer from the database, so they are compulsory.

	A	B	C	D	E	F	G	H	I	J	K
	Full Name	Designation	Email	Tax Identification Number	Mobile Number	Months Worked	Monthly Gross	Annual Gross	Pension	NHF	NHIS
1	Aanuoluwakitan Ayeni	Associate Pharmacy Officer	ayanismaillbox@gmail.com	1904725785-0001	08185741915	7	348,254.25	2,437,779.72	-	60,944.49	-
2	Anugha Ekene Pauline	Associate Pharmacy Officer	kenykarilistens@gmail.com	1902996217-0001	08185539799	1	218,081.01	218,081.01	-	5,452.03	-
3	Blessing Asuquo	Associate Pharmacy Officer	blessingasuquo01@gmail.com	1904226312-0001	07036755573	7	468,819.89	3,281,739.23	-	82,043.50	-
4	Duru Ogechi Miriam	Technical Assistant	ogeiafiwara@gmail.com	1904747340-0001	08065324887	7	269,876.62	1,889,136.36	-	47,228.41	-
5	Essien Affiong Charles	Technical Assistant	affiongessien2@gmail.com	1909369894-0001	1909369894-0001	7	299,000.00	2,093,000.00	-	52,325.00	-
6	Eze Chinyonye Yvonne	Technical Assistant	yvonnechinyonye@gmail.com	1904749534-0001	08066833811	5	299,000.00	1,495,000.00	-	37,375.00	-
7	Idung Otobong Sunday	Technical Assistant	klasicat07@gmail.com	1904730213-0001	07035913936	7	269,876.62	1,889,136.36	-	47,228.41	-
8	Imoh Rukewee Blessing	Technical Assistant	rukkiyimoh@gmail.com	1903765076-0001	1903765076-0001	5	299,000.00	1,495,000.00	-	37,375.00	-
9	Isang Etemana Akanimo	Associate Pharmacy Officer	etiemanaisang@gmail.com	1904527092-0001	08039660849	8	561,899.43	4,495,195.41	-	#####	-
10	Joseph Opeyemi Tosin	Associate Pharmacy Officer	yemmydunme@gmail.com	1904747129-0001	08065504131	7	385,835.64	2,700,849.48	-	67,521.23	-
11	Joseph Teryima Ashivor	Pharmacy Specialist 11	josephashivor@yahoo.com	1904226410-0001	08063481461	12	723,080.17	8,676,962.07	-	#####	-
12	Lilian Okechie	Associate Pharmacy Officer	lilianokechie@gmail.com	1902138483-0001	08033544089	7	348,254.25	2,437,779.72	-	60,944.49	-
13	Ochapa Onah Sunday	Pharmacy Specialist 11	chapsun7@gmail.com	1902413107-0001	08036810143	7	665,233.98	4,656,637.86	-	#####	-
14	Ogaraku Lilian Chimezie	Technical Assistant	lilianogaraku@gmail.com	1902415413-0001	08033544089	5	275,600.00	1,378,000.00	-	34,450.00	-
15	Ogundipe Oyepeju Nkem	Technical Assistant	oyepeju.ogundipe@gmail.com	1904747101-0001	07039013321	7	299,000.00	2,093,000.00	-	52,325.00	-
16	Peter Agada	Senior Pharmacy Specialist	pagada09@gmail.com	190412423-0001	08060363449	12	859,244.84	10,310,938.07	-	#####	-
17	Usang Sifon Akedor	Technical Assistant	sifonake4rill@gmail.com	1904746239-0001	07036302480	7	299,000.00	2,093,000.00	-	52,325.00	-
18	Vambe Moses Tavershima	Associate Pharmacy Officer	shimavambe@gmail.com	1904730151-0001	07038184543	1	184,530.09	184,530.09	-	4,613.25	-
19	Edidong Victor Ekong	Associate Pharmacy Officer	edikemini@gmail.com	1904725703-0001	07038184543	7	461,632.85	3,231,429.95	-	4,613.25	-
20	Achille Donatien Biaga	Associate Pharmacy Officer	pagbiaga@yahoo.com	1904226296-0001	07038184543	1	385,835.64	385,835.64	-	4,613.25	-

	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Email	Tax Identification Number	Mobile Number	Months Worked	Monthly Gross	Annual Gross	Pension	NHF	NHIS	Life Assurance	Annual Tax	Monthly Tax	Tax Paid	
1	ayanismaillbox@gmail.com	1904725785-0001	08185741915	7	348,254.25	2,437,779.72	-	60,944.49	-	-	311,364.13	44,480.59	311,364.13	
2	kenykarilistens@gmail.com	1902996217-0001	08185539799	1	218,081.01	218,081.01	-	5,452.03	-	-	22,659.35	22,659.35	22,659.35	
3	blessingasuquo01@gmail.com	1904226312-0001	07036755573	7	468,819.89	3,281,739.23	-	82,043.50	-	-	461,070.19	65,867.17	461,070.19	
4	ogeiafiwara@gmail.com	1904747340-0001	08065324887	7	269,876.62	1,889,136.36	-	47,228.41	-	-	220,533.12	31,504.73	220,533.12	
5	affiongessien2@gmail.com	1909369894-0001	1909369894-0001	7	299,000.00	2,093,000.00	-	52,325.00	-	-	250,802.44	35,828.92	250,802.44	
6	yvonnechinyonye@gmail.com	1904749534-0001	08066833811	5	299,000.00	1,495,000.00	-	37,375.00	-	-	179,144.60	35,828.92	179,144.60	
7	klasicat07@gmail.com	1904730213-0001	07035913936	7	269,876.62	1,889,136.36	-	47,228.41	-	-	220,533.12	31,504.73	220,533.12	
8	rukkiyimoh@gmail.com	1903765076-0001	1903765076-0001	5	299,000.00	1,495,000.00	-	37,375.00	-	-	179,144.60	35,828.92	179,144.60	
9	etiemanaisang@gmail.com	1904527092-0001	08039660849	8	561,899.43	4,495,195.41	-	#####	-	-	668,559.99	83,570.00	668,559.99	
10	yemmydunme@gmail.com	1904747129-0001	08065504131	7	385,835.64	2,700,849.48	-	67,521.23	-	-	353,024.70	50,432.10	353,024.70	
11	josephashivor@yahoo.com	1904226410-0001	08063481461	12	723,080.17	8,676,962.07	-	#####	-	-	#####	113,506.66	#####	
12	lilianokechie@gmail.com	1902138483-0001	08033544089	7	348,254.25	2,437,779.72	-	60,944.49	-	-	311,364.13	44,480.59	311,364.13	
13	chapsun7@gmail.com	1902413107-0001	08036810143	7	665,233.98	4,656,637.86	-	#####	-	-	716,801.33	102,400.19	716,801.33	
14	lilianogaraku@gmail.com	1902415413-0001	08033544089	5	275,600.00	1,378,000.00	-	34,450.00	-	-	160,281.85	32,056.37	160,281.85	
15	oyepeju.ogundipe@gmail.com	1904747101-0001	07039013321	7	299,000.00	2,093,000.00	-	52,325.00	-	-	250,802.44	35,828.92	250,802.44	
16	pagada09@gmail.com	190412423-0001	08060363449	12	859,244.84	10,310,938.07	-	#####	-	-	#####	138,898.65	#####	
17	sifonake4rill@gmail.com	1904746239-0001	07036302480	7	299,000.00	2,093,000.00	-	52,325.00	-	-	250,802.44	35,828.92	250,802.44	
18	shimavambe@gmail.com	1904730151-0001	07038184543	1	184,530.09	184,530.09	-	4,613.25	-	-	17,338.72	17,338.72	17,338.72	
19	edikemini@gmail.com	1904725703-0001	07038184543	7	461,632.85	3,231,429.95	-	4,613.25	-	-	447,788.22	63,969.75	447,788.22	
20	pagbiaga@yahoo.com	1904226296-0001	07038184543	1	385,835.64	385,835.64	-	4,613.25	-	-	52,168.36	52,168.36	52,168.36	

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After importing the file as above, it takes you to the page below;

The screenshot shows the 'Import employees' page in the CRIRS system. The page title is 'Import employees'. Below the title, there is a checkbox labeled 'Select if amounts are annual instead of monthly'. A red warning message states: 'Rows with invalid email address or phone number will be ignored'. The main form consists of several fields with dropdown menus and checkboxes:

Field	Header name
Title	[Dropdown]
Surname *	Full Name [X] <input checked="" type="checkbox"/> Surname, First Name, Middle Name
First Name	[Dropdown]
Middle Name	[Dropdown]
Gender	[Dropdown]
Date Of Birth (DD/MM/YYYY)	[Dropdown]
Marital Status	[Dropdown]
Occupation *	[Dropdown] EMPLOYEE [X]
Phone Number *	Mobile Number [X]

The screenshot shows the 'Import employees' page with advanced configuration options. The 'Occupation' is set to 'EMPLOYEE'. The 'Phone Number' is set to 'Mobile Number'. The 'Email Address' is set to 'Email'. The 'TIN' is set to 'Tax Identification Number'. The 'Grade' is set to an empty dropdown. The 'Designation' is set to 'Designation'. The 'Gross Salary' is set to 'Monthly Gross'. The 'Basic Salary' is set to an empty dropdown. The 'NHF deduction' is set to 'NHF'. The 'NHIS deduction' is set to 'NHIS'. The 'NSITF/Life Assurance deduction' is set to 'Life Assurance'. The 'Pension deduction' is set to 'Pension'. The 'Gratuity' is set to an empty dropdown. At the bottom right, there are 'Exit' and 'Extract' buttons.

Occupation *	[Dropdown] EMPLOYEE [X]
Phone Number *	Mobile Number [X]
Email Address	Email [X]
TIN	Tax Identification Number [X]
Grade	[Dropdown]
Designation	Designation [X]
Gross Salary *	Monthly Gross [X]
Basic Salary	[Dropdown]
NHF deduction	NHF [X]
NHIS deduction	NHIS [X]
NSITF/Life Assurance deduction	Life Assurance [X]
Pension deduction	Pension [X]
Gratuity	[Dropdown]

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Ensure to tick the box above the page to indicate if the amounts inputed are for annual gross instead of monthly gross. Select the header to match each field accordingly, also tick the box showing *surname, firstname, middlename* at the right hand side if the employees' full names are provided in one cell instead of having to fill the different headers for names separately. For the field named *occupation* move to the box on the left hand side and choose *employee*. Ensure to fill all fields marked * which indicates that these fields are compulsory, this action highlights the *extract* button, click on extract and it automatically uploads the data into the system and takes you to the following page;

ID	Surname	Firstname	Middlename	ID Number	Sex	Occupation	Marital Status
3	Anugha	Ekene	Pauline	1902996217	MALE		SINGLE
4	Blessing	Asuquo		1904226312	MALE		SINGLE
5	Duru	Ogechi	Miriam	1904747340	MALE		SINGLE
6	Eze	Chinonye	Yvonne	1904749534	MALE		SINGLE
7	Idung	Otobong	Sunday	1904730213	MALE		SINGLE
8	Isang	Etiemana	Akanimo	1904527092	MALE		SINGLE
9	Joseph	Opeyemi	Tosin	1904747129	MALE		SINGLE
10	Joseph	Teryima	Ashivor	1904226410	MALE		SINGLE
11	Lilian	Okehie		1902138483	MALE		SINGLE
12	Ochapa	Onah	Sunday	1902413107	MALE		SINGLE
13	Ogaraku	Lilian	Chimezie	1902415413	MALE		SINGLE

Note from the above that the system assigns same sex and marital status to all employee, this can be manually changed to the appropriate status, this does not, however, affect computation of the PAYE.

Then proceed to *upload* the above file;

ID	Surname	Firstname	Middlename	ID Number	Sex	Occupation	Marital Status
12	Ogaraku	Lilian	Chimezie	1902415413	MALE		SINGLE
13	Ogundipe	Oyepeju	Nkem	1904747101	MALE		SINGLE
14	Peter	Agada		1904124230	MALE		SINGLE
15	Usang	Sifon	Akedor	1904746239	MALE		SINGLE
16	Vambe	Moses	Tavershima	1904730151	MALE		SINGLE
17	Edidong	Victor	Ekong	1904725703	MALE		SINGLE
18	Achille	Donatien	Biaga	1904226296	MALE		SINGLE

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Note that during the upload, the system picks only the employees with correct data viz numbers, correct tax ID etc. For those with incorrect IDs and phone numbers it leaves them out giving you the option to manually input the correct data and subsequently upload. When this is done, the data automatically saves in the system and is ready to be used for assessment.

2.3 PAYE Assessment;

Click on this option on the menu bar to perform assessment of the employee data already uploaded. Choose the month and year of assessment, click *fetch employees*.

Note that if assessment has already been performed for a particular month, this option will no longer work for that month, you can only go to the *mandates* option to view the mandate for that month.

The screenshot shows the CRIRS PAYE Assessment web application. The browser address bar displays 'crs-staging.revotax.com/Company/payeeAssessment'. The application header includes the CRIRS logo and the company name 'AFRICAN CIRCLE POLLUTION MGMT LTD'. A dark sidebar on the left contains navigation options: Dashboard, Company Self Service, View Action History, and Change Password. The main content area is titled 'PAYE Assessment' and features two dropdown menus for 'Year' (set to 2019) and 'Month' (set to April). Below these is a 'Fetch employees' button. A table with 15 columns is displayed, including 'Select', 'TIN', 'Surname', 'First name', 'Middle name', 'Actions', 'Gross salary', 'Basic salary', 'NHIS', 'NHF', 'NSITF', 'Pension', 'Gratuity', 'Tax relief', 'Projected annual taxable income', and 'Tax payable'. A 'Total PAYE payable' field is located at the bottom of the table.

A list of all already extracted employees uploads, this gives you the options to update employee bio-data and PAYE details, gives you the option to remove any employee from the list by unchecking the box against that employee's name and also shows details of gross salary, NHIS etc.

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The screenshot shows the CRIS PAYE Assessment interface. The top navigation bar includes the CRIS logo and the company name 'AFRICAN CIRCLE POLLUTION MGMT LTD'. The main content area is titled 'PAYE Assessment' and displays the following information:

- Year:** 2019
- Month:** April
- Show:** 50 entries
- Search:** [Empty search box]

Select All	TIN	Surname	First name	Middle name	Actions	Gross salary	Basic salary	NHIS	NHF	NSITF	Pens
<input checked="" type="checkbox"/>	1904725785-0001	AYENI	AANUOLUWAKIITAN		Update biodata Update PAYE details	N348,254.25	N0.00	N0.00	N0.00	N0.00	N0.0
<input checked="" type="checkbox"/>	1904226312-0001	ASUQUO	BLESSING		Update biodata Update PAYE details	N468,819.89	N0.00	N0.00	N0.00	N0.00	N0.0
<input checked="" type="checkbox"/>	1904747370-0001	DURU	OGECHI		Update biodata Update PAYE details	N269,876.62	N0.00	N0.00	N0.00	N0.00	N0.0
<input checked="" type="checkbox"/>	1904747129-0001	JOSEPH	OPEYEMI		Update biodata Update PAYE details	N385,835.64	N0.00	N0.00	N0.00	N0.00	N0.0

The screenshot shows the CRIS PAYE Assessment interface, displaying a list of employees and a summary section. The top navigation bar includes the CRIS logo and the company name 'AFRICAN CIRCLE POLLUTION MGMT LTD'. The main content area is titled 'PAYE Assessment' and displays the following information:

- Year:** 2019
- Month:** April
- Show:** 50 entries
- Search:** [Empty search box]

Select All	TIN	Surname	First name	Middle name	Actions	Gross salary	Basic salary	NHIS	NHF	NSITF	Pens
<input checked="" type="checkbox"/>	1904746239-0001	USANG	SIFON		Update biodata Update PAYE details	N299,000.00	N0.00	N0.00	N0.00	N0.00	N0.0
<input checked="" type="checkbox"/>	1904730151-0001	VAMBE	TAVERSHIMA		Update biodata Update PAYE details	N184,530.09	N0.00	N0.00	N0.00	N0.00	N0.0
<input checked="" type="checkbox"/>	1904226410-0001	ASHIVOR	KUFRE	UDOH	Update biodata Update PAYE details	N723,080.17	N0.00	N0.00	N0.00	N0.00	N0.0
<input checked="" type="checkbox"/>	1902424210-0001	ANUGHA	EKENE	PAULINE	Update biodata Update PAYE details	N218,081.01	N0.00	N0.00	N0.00	N0.00	N0.0
<input checked="" type="checkbox"/>	1902582435-0001	EZE	CHINONYE	YVONNE	Update biodata Update PAYE details	N299,000.00	N0.00	N0.00	N0.00	N0.00	N0.0
<input checked="" type="checkbox"/>	1902074886-0001	OCHAPA	ONAH	SUNDAY	Update biodata Update PAYE details	N665,233.98	N0.00	N0.00	N0.00	N0.00	N0.0
<input checked="" type="checkbox"/>	1902601759-0001	OGARAKU	LILIAN	CHIMEZIE	Update biodata Update PAYE details	N348,254.25	N0.00	N0.00	N0.00	N0.00	N0.0

Total PAYE payable

Showing 1 to 13 of 13 entries

[Previous](#) [1](#) [Next](#)

[Generate assessment](#)

After making all necessary adjustment/updates, if any, proceed to *generate assessment*, the system automatically carries out the assessment and when the assessment is complete, the system prompts you to confirm same, click *ok* and

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proceed to click on ***finish***

The screenshot shows the CRIRS PAYE Assessment interface. On the left is a navigation menu for 'AFRICAN CIRCLE POLLUTION MGMT LTD' with options: Dashboard, Company Self Service, View Action History, and Change Password. The main area displays a table with 12 entries, each with a checked checkbox. The table columns include a checkbox, a 15-digit ID, company name, employee name, and various monetary values. Below the table, the text 'Total PAYE payable' is shown. At the bottom, it says 'Showing 1 to 12 of 12 entries' and has 'Previous', '1', and 'Next' buttons. A 'Finish' button is highlighted in the bottom left corner.

<input checked="" type="checkbox"/>	1904747101-0001	OGUNOIKE	OYEPEJU			N299,000.00	N0.00	N0.00	N0.00	N0.00	N0.00
<input checked="" type="checkbox"/>	1904746239-0001	USANG	SIFON			N299,000.00	N0.00	N0.00	N0.00	N0.00	N0.00
<input checked="" type="checkbox"/>	1904730151-0001	VAMBE	TAVERSHIMA			N184,530.09	N0.00	N0.00	N0.00	N0.00	N0.00
<input checked="" type="checkbox"/>	1904226410-0001	ASHIVOR	KUFRE	UDOH		N723,080.17	N0.00	N0.00	N0.00	N0.00	N0.00
<input checked="" type="checkbox"/>	1902424210-0001	ANUGHA	EKENE	PAULINE		N218,081.01	N0.00	N0.00	N0.00	N0.00	N0.00
<input checked="" type="checkbox"/>	1902582435-0001	EZE	CHINONYE	YVONNE		N299,000.00	N0.00	N0.00	N0.00	N0.00	N0.00
<input checked="" type="checkbox"/>	1902074886-0001	OCHAPA	ONAH	SUNDAY		N665,233.98	N0.00	N0.00	N0.00	N0.00	N0.00

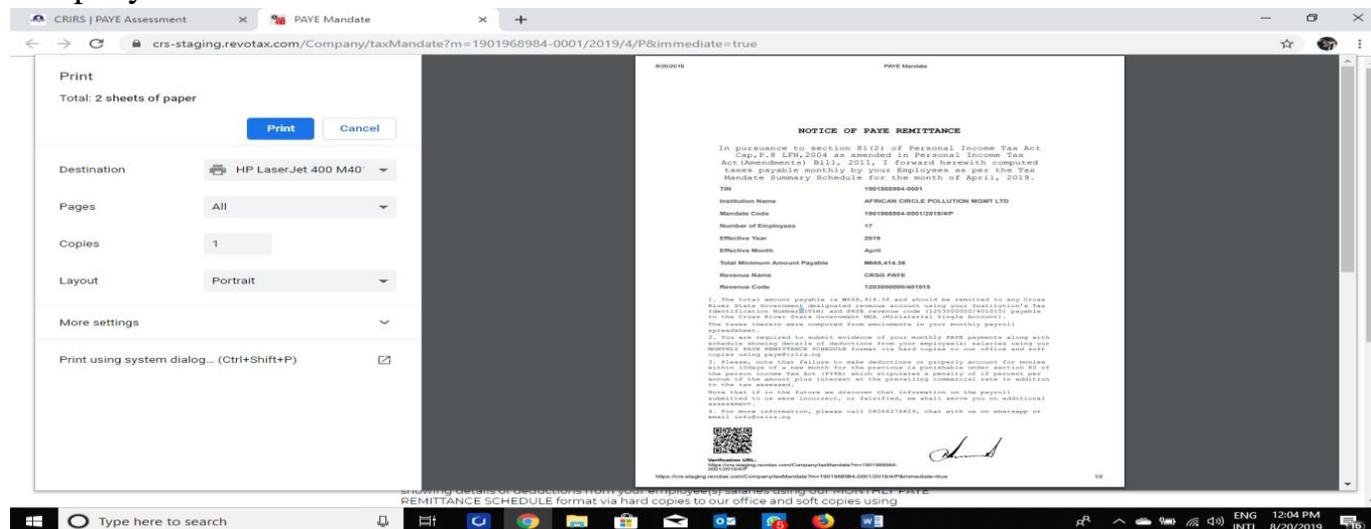
An option to either ***Export mandate to excel*** or ***Print notice*** is highlighted.

This screenshot is identical to the one above, but the 'Export mandate to Excel' and 'Print notice' buttons are highlighted in the bottom left corner of the table area. The 'Finish' button is no longer visible.

Click on ***Print notice*** to view and print out notice of PAYE remittance, the receipt shows evidence of the total amount of PAYE payable by the particular

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company as shown below.



2.4 Employees;

Click on this option to view the list of all employee database already imported into the system. There is also an option to update employee biodata and PAYE details by clicking on the + sign against each employees' name, and to download the excel/CSV and or print the list.

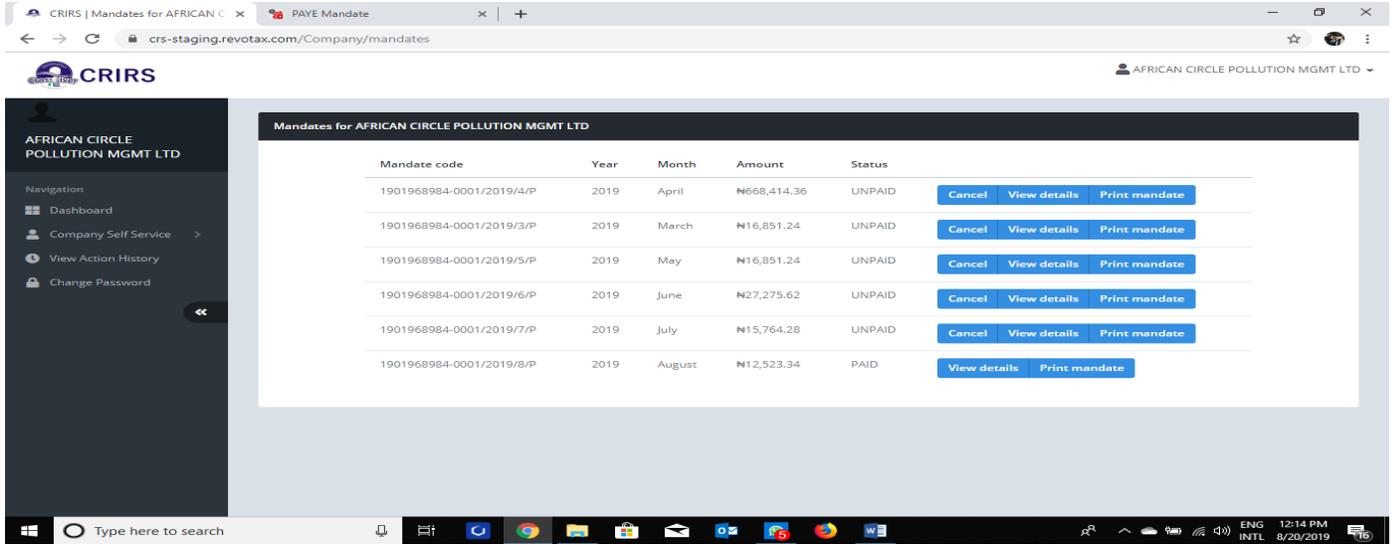
To search for any employee from this list, click on the search box on the top left and key in the employee's name, email, tax ID or any other parameter unique to that employee. Group searches can also be conducted by keying in any parameter unique to the group you wish to search for eg *male, female, or search by state etc.

2.5 Mandates;

Click on this option to view a list of all mandates currently and previously raised for the particular company for each month of assessment. For every unpaid mandate, the system allows the company to cancel, view details of and/or print the

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mandate. The option to *cancel* does not exist for every paid mandates.

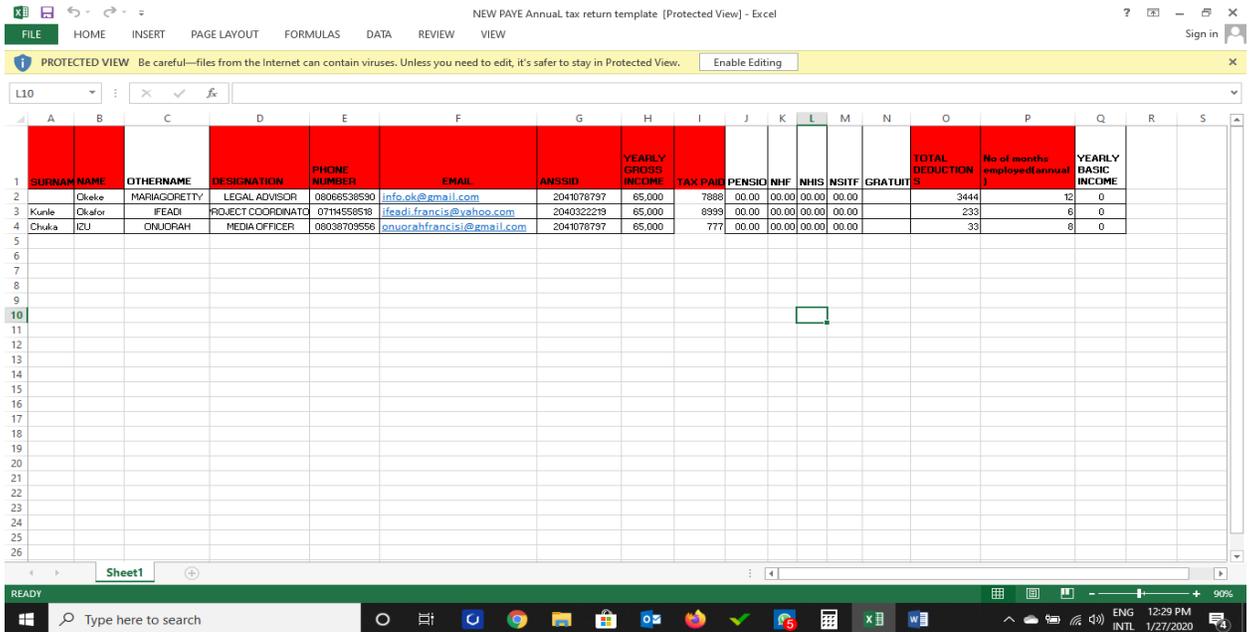


2.6 E-tax Filing;

This menu enables employers to file their annual returns which is now compulsorily filed online through this site.

There are three documents which the company needs to prepare and upload online in order to successfully file their annual returns which are the following;

(a) Schedule of all persons employed by the company in the year of assessment



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relevant year. Click on “E-tax filing” menu and “choose file” to upload the already created schedule (spreadsheet) of the company’s employees, indicating the full names of each employee, their designation, email, TIN/ANSSID, mobile number, number of months the employee has worked in the company, monthly and annual gross salaries, pension, NHF, NHIS, life assurance, monthly and annual tax and tax paid. Ensure the excel schedule is formatted in such a way that the first line bears the headers as listed above

A list of all employees as updated on the spreadsheet is displayed, check through to ensure every data provided is correct, you can click “Reset Data” to make any necessary corrections or click on ‘Next’ to proceed. Then input the following data as requested by the system;

- Year filling for
- No of expatriats
- No of Nigerians

The next step is to click on “Upload Valid Data to Verify Anssid”

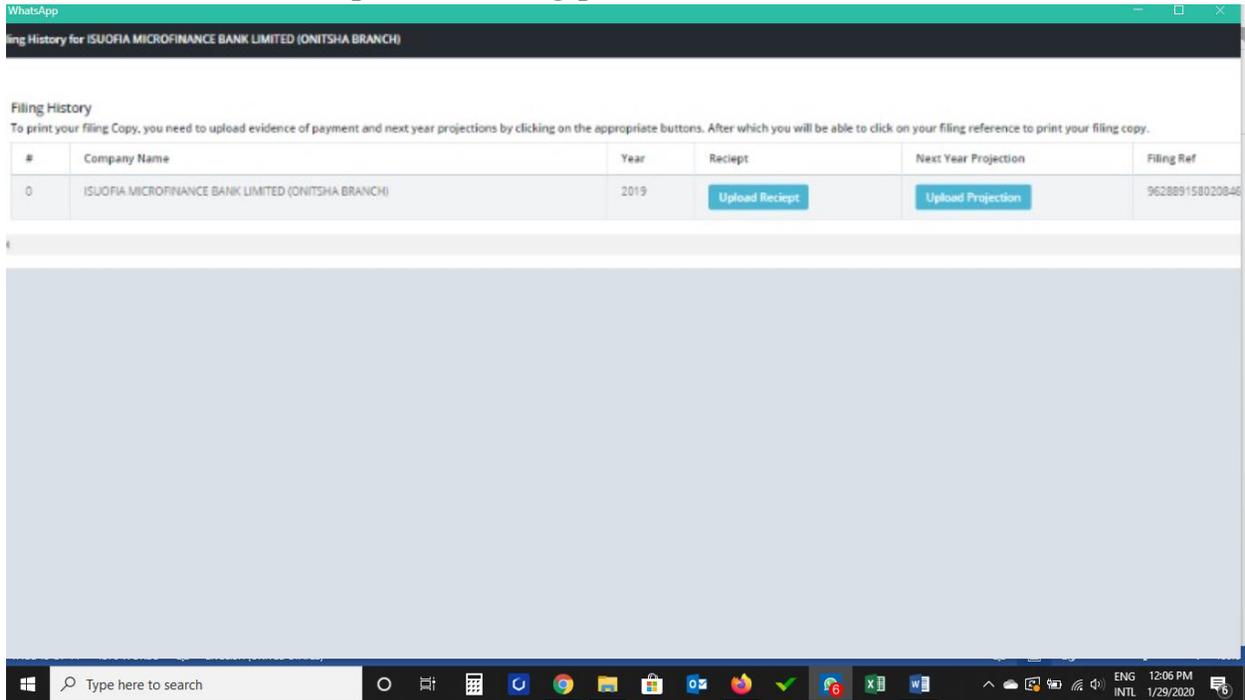
The system automatically runs a verification of all provided employee Anssid, after the verification you proceed to click on the “File returns” button to finalize your upload, you will have to click the “File Return” button again after this prompt below to successfully complete the upload process.

#	Surname	Name	PHONE NUMBER	EMAIL	ANSSID	YEARLY GROSS INCOME	TAX PAID	YEARLY BASIC INCOME	PENSION	NHF	NHIS	NSITF	GRATUITY	TOTAL DEDUCTIONS
1														15624
2														94068.4
3												00.00		19434
4														10788
														10788
5														10788

Note that if any provided Anssid is incorrect the system will not recognise the affected employee for the purposes of filing this return.

2.7 Filing History;

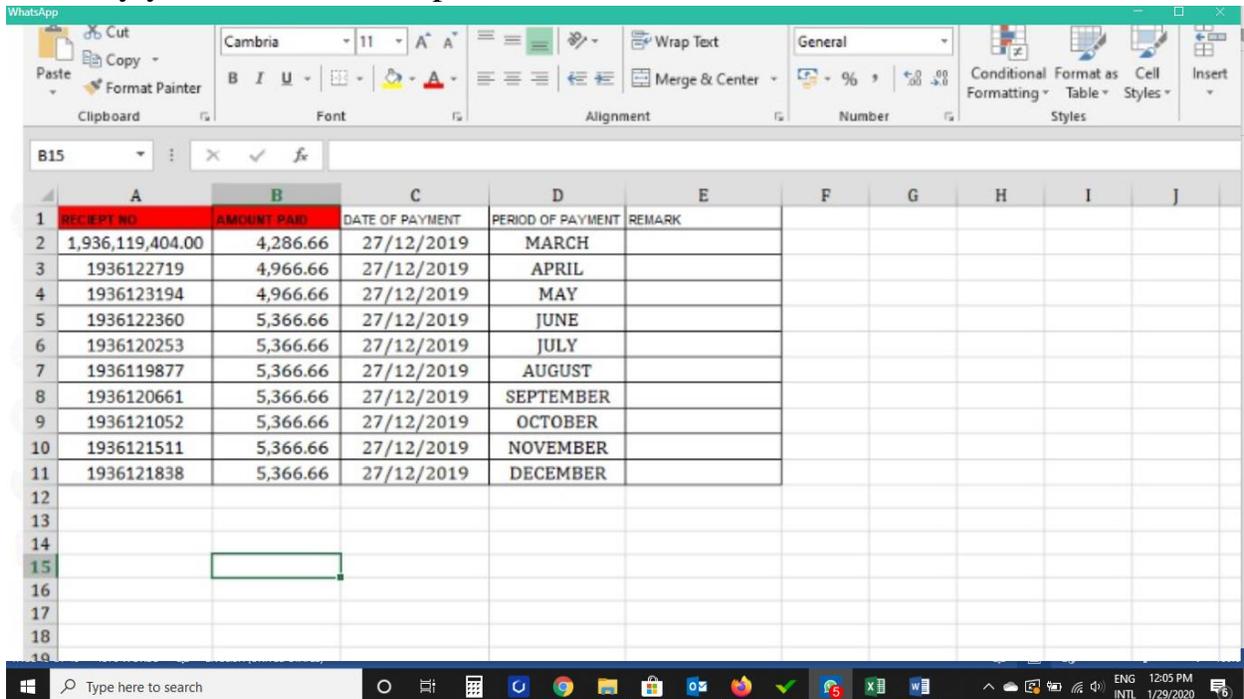
Click on this menu to view a history of all current and previously filed annual returns and to also complete the filing process.



Note that you must upload the schedule of receipts (PayDirect/IGR receipt numbers) and schedule of income projections under this menu and in the approved completed excel format as already shown in 2.6 (b) and (c) above to be able to successfully complete the filing process.

PAYE SELF-ASSESSMENT MANUAL

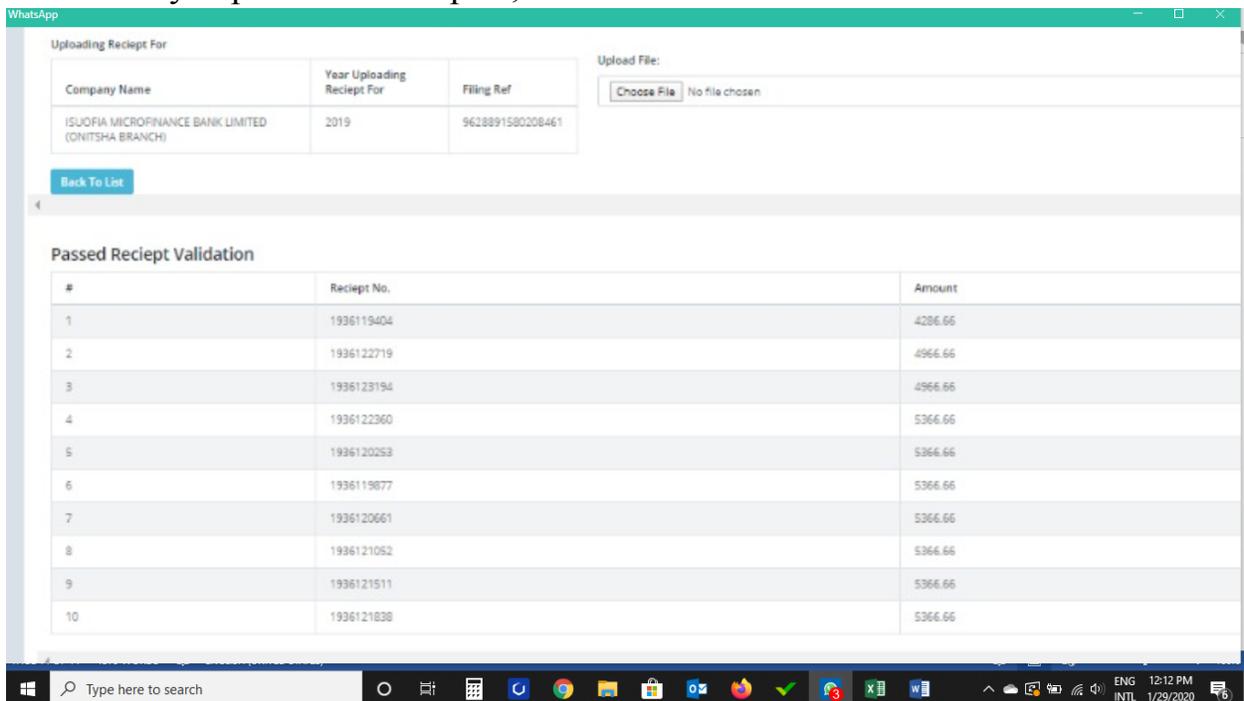
Click on 'upload receipts' to upload your schedule of receipts as already filled and saved by you as in this example;



The screenshot shows an Excel spreadsheet with the following data:

RECEIPT NO	AMOUNT PAID	DATE OF PAYMENT	PERIOD OF PAYMENT	REMARK
1,936,119,404.00	4,286.66	27/12/2019	MARCH	
1936122719	4,966.66	27/12/2019	APRIL	
1936123194	4,966.66	27/12/2019	MAY	
1936122360	5,366.66	27/12/2019	JUNE	
1936120253	5,366.66	27/12/2019	JULY	
1936119877	5,366.66	27/12/2019	AUGUST	
1936120661	5,366.66	27/12/2019	SEPTEMBER	
1936121052	5,366.66	27/12/2019	OCTOBER	
1936121511	5,366.66	27/12/2019	NOVEMBER	
1936121838	5,366.66	27/12/2019	DECEMBER	

The system validates the receipts as provided before you can proceed to successfully "upload the receipts";



The screenshot shows a web application interface with the following sections:

Uploading Receipt For

Company Name	Year Uploading Receipt For	Filing Ref
ISUOFIA MICROFINANCE BANK LIMITED (ONITSHA BRANCH)	2019	9628891580208461

Upload File: Choose File No file chosen

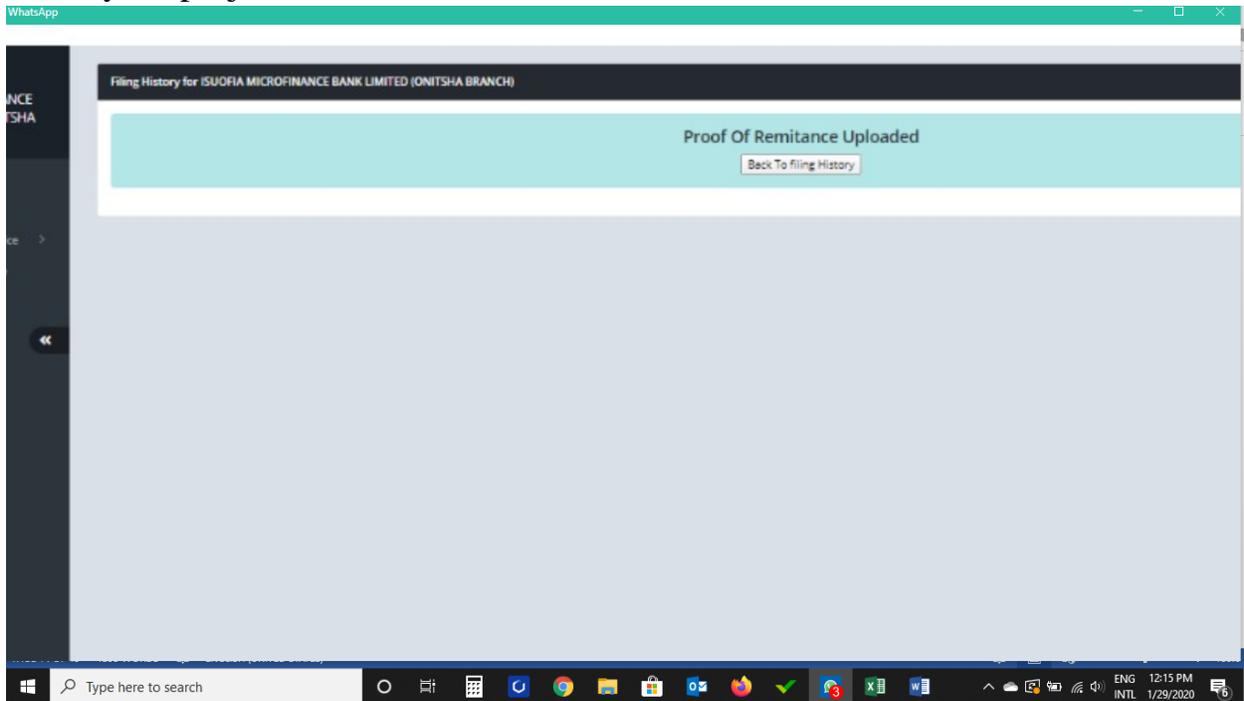
[Back To List](#)

Passed Receipt Validation

#	Receipt No.	Amount
1	1936119404	4286.66
2	1936122719	4966.66
3	1936123194	4966.66
4	1936122360	5366.66
5	1936120253	5366.66
6	1936119877	5366.66
7	1936120661	5366.66
8	1936121052	5366.66
9	1936121511	5366.66
10	1936121838	5366.66

PAYE SELF-ASSESSMENT MANUAL

The message below pops up after which you will click on “back to filing history” to file your projections.



To upload projections, click on the menu and upload already filled schedule of income projections as already shown above. At this stage you have successfully filed your annual returns online, the next step is to go to “filing history” click on the ‘filing ref’ number , this enables you view your ANNUAL PAYE RETURNS CERIFICATE which must be printed and completed by the underlisted tax officers/authority. A PDF copy of this certificate can also be saved.

3. View Action History

4. Change Password

This menu enables you to change your password as desired.