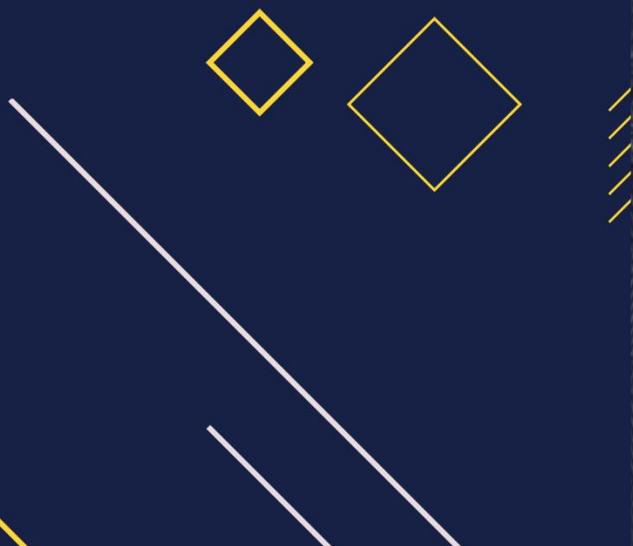


TAX SELFPORTAL MANUAL

www.selfportal.tms.tax



TAX SELFPORTAL MANUAL

.....(date)

1.1 Purpose of the Manual

This Manual is created for use by all taxpayers in Anambra State, to help them navigate the self-assessment portal, easily ascertain their tax liability status, pay their taxes and file their annual tax returns online.

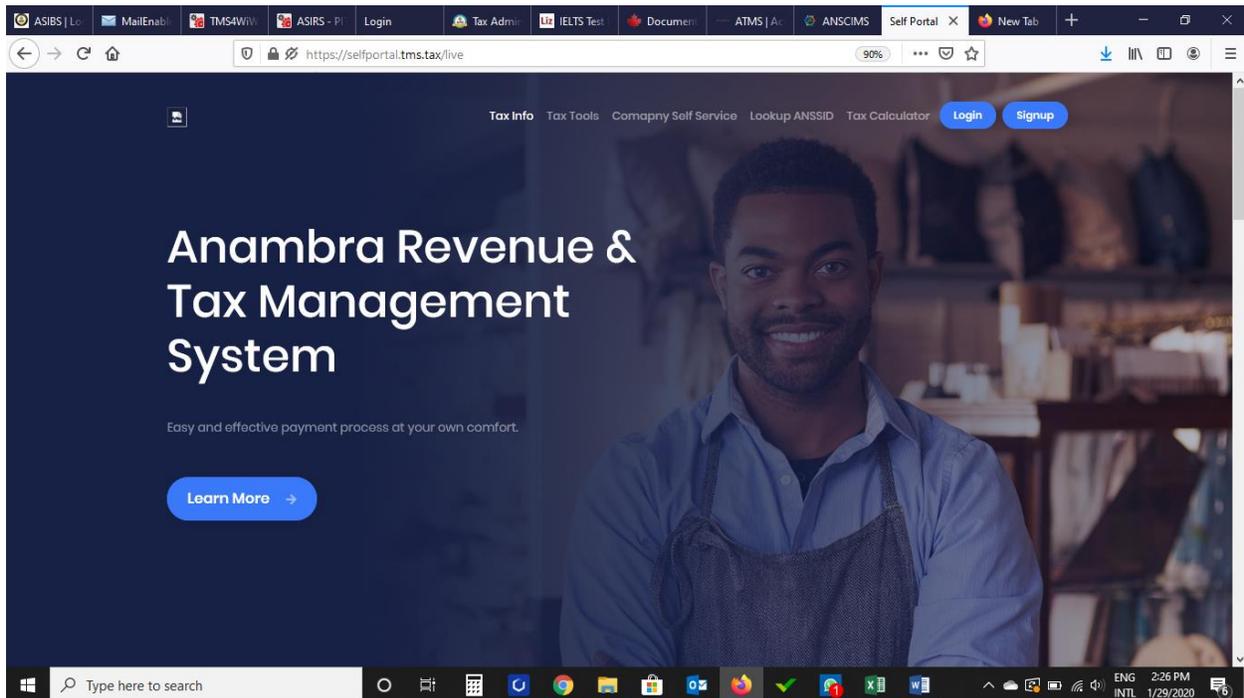
Steps

1.2 Register and get an ANSSID number

All taxpayers are expected to already have an ANSSID number. For taxpayers who don't already have one, they are expected to register before they can proceed to use the tax self-assessment portal. This can be done either by logging in to <https://irs.an.gov.ng/anssid/self> or through any of ANSSID registration agents. Follow the instructions on the above site, complete your registration, ensure your biometrics are properly captured and an ANSSID number is automatically generated for the taxpayer by the system. This number is unique for every taxpayer and represents your unique identification number to allow you access to social services in Anambra State.

1.3 Sign up to the tax self-assessment site

Go to <https://selfportal.tms.tax> to sign up. Click on the 'sign up' menu, fill the required fields which include the phone number and email registered on ANSSID. Choose a unique password, and check the RECAPTCHA box and sign up. Then log into the site using the phone number/email and password as provided above. If the site recognises your number as already existing, simply click on 'Login' and click on "Recover Password", put your phone number and enter, a password recovery code will be sent to your phone. Use that code to recover password.

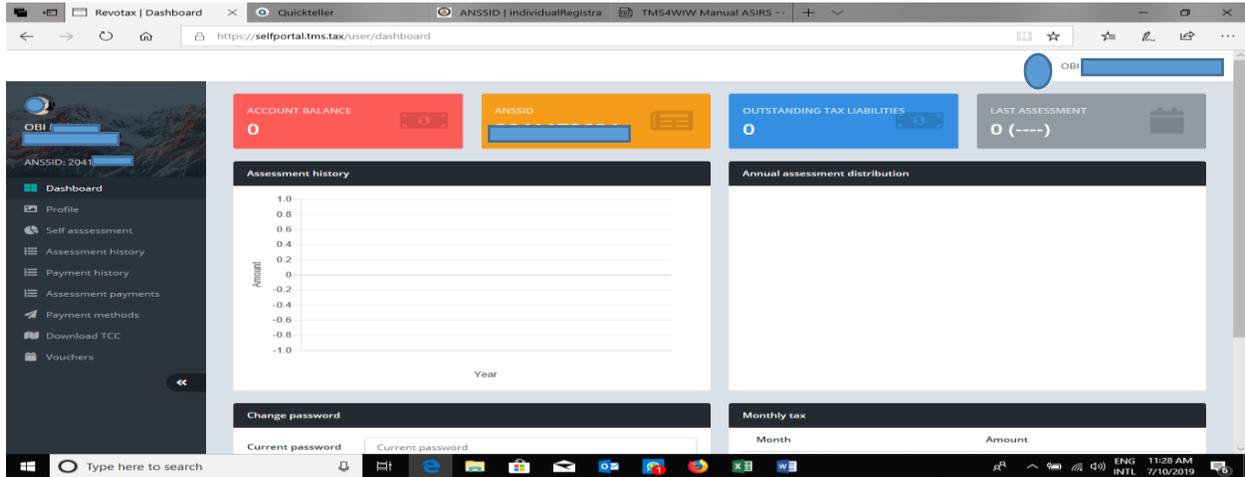


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The self-assessment portal has the following menus;

1. Dashboard

On the Dashboard is displayed the taxpayer's picture as captured during ANSSID registration and full names. Also displayed are the taxpayer's tax Account Balance, ANSSID number, Outstanding Tax Liabilities and Last Assessment icons.



2. Profile

Immediately after sign up, you are directed to this page where it is required that you complete the missing fields on your ANSSID registration profile. . Fill in any vacant spaces as required and click next. Click on the “profile icon” afterwards or at any other time to view details of your personal information (as already provided by the taxpayer during ANSSID registration), Biometric Identification, list of taxpayer’s properties, Business Information and income declaration as provided by the taxpayer

3. Self-Assessment

Click on this menu to file your returns before performing a self-assessment proper. This menu is in three sections A, B, C named Residency & Landed Properties, Business Information,

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Declaration of income respectively and must be filled truthfully (see the image below).

The screenshot shows a web browser window with the URL <https://selfportal.tms.tax/user/assets>. The page displays the 'Declaration of Income' form, which is divided into three sections: Section A (Completed), Section B, and Section C. The form includes the following fields:

Field	Value	Unit
Job Title*	LEGAL ADVISOR EG BRANCH MANAGER, LINE SUPERVISOR ETC	
Annual Income from profession/Business*	288164	EUR
Annual Income from rent	0	EUR
Annual Income from other sources	0	EUR
Total Annual Gross Income	288164	EUR
Pension	0	EUR
Gratuity	0	EUR

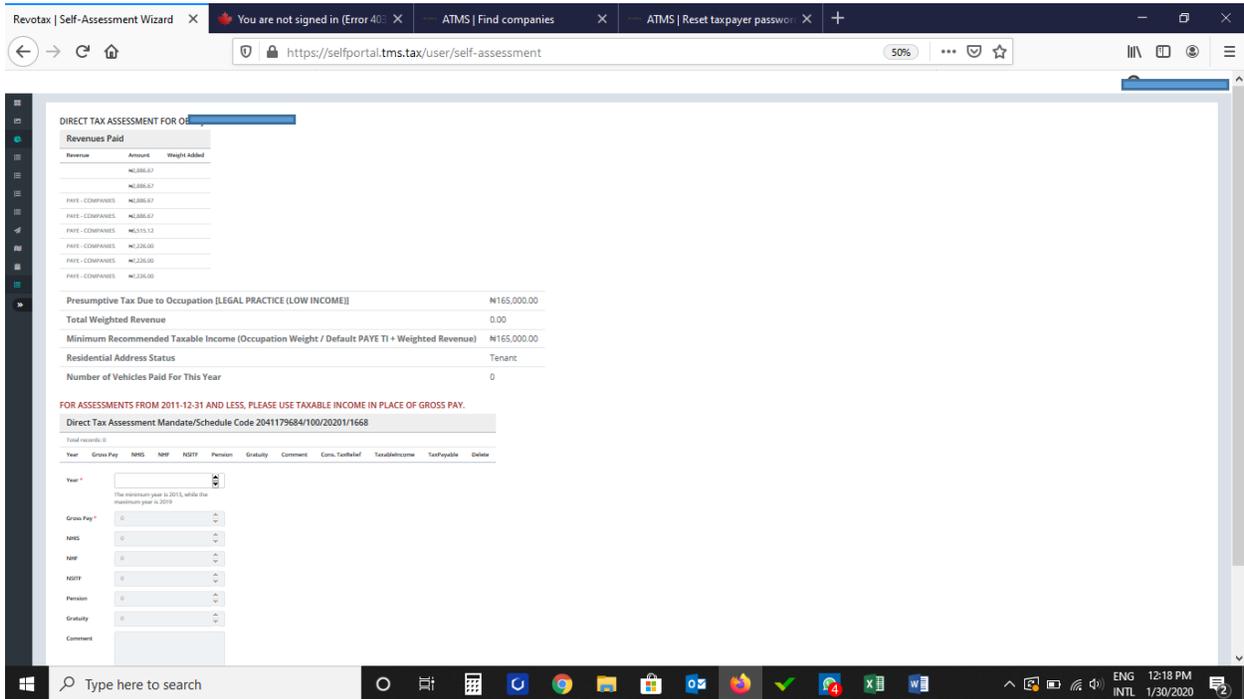
At the bottom right of the form, there are 'Previous' and 'Next' buttons. The Windows taskbar at the bottom shows the system tray with the date 1/29/2020 and time 3:05 PM.

Click on 'Previous' button on the bottom right of the page to start filling from Section A, after section A click on next to complete Section B and Section C. Click on the +Add sign when necessary to include any information required to properly ascertain your tax liability.

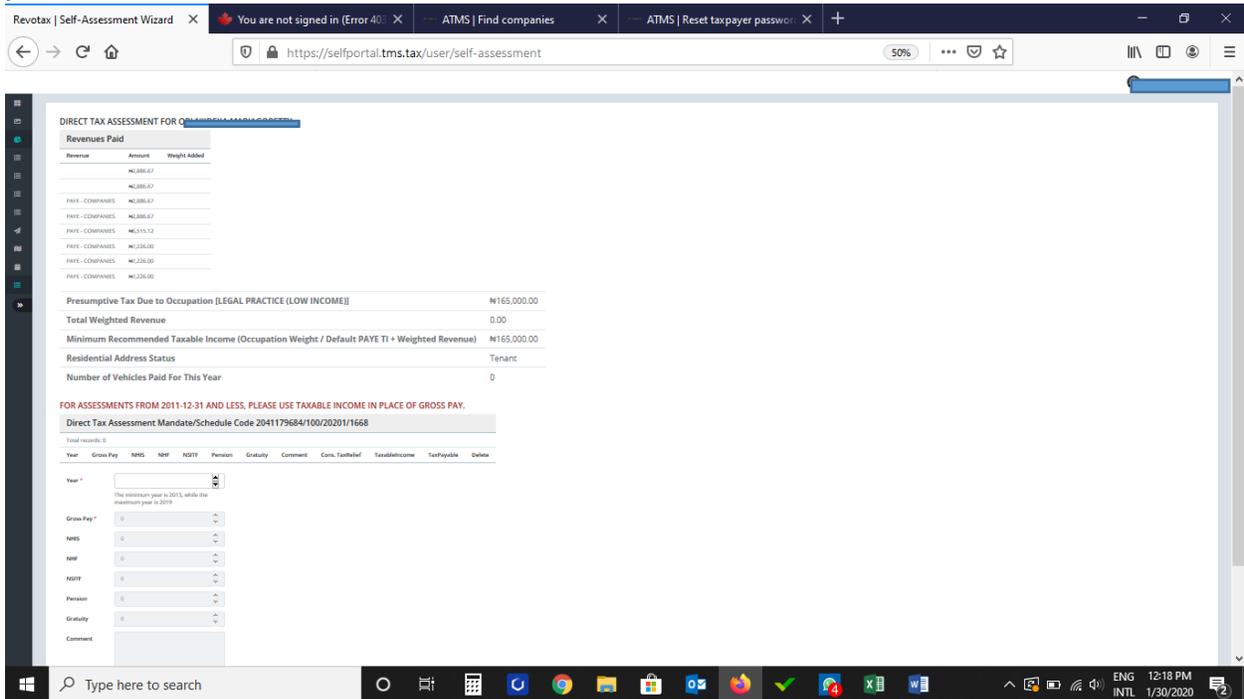
Note that no self-assessment can be performed without first completing these sections. After completing the sections, scroll down and click on 'Finish' to complete, your profile is thereafter displayed with all these information you filled in Sections A,B and C above.

To perform a self-assessment, click on the "Self-Assessment" menu again and scroll down to complete the form below the page.

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By clicking on this “self-assessment” menu after you have completed Sections A, B and C, what will appear is a page as below which displays details of any income taxes previously paid by you.



Make sure to add a comment on the box provided, click ‘add’ to add more assessments for any previous year you wish to. The option to delete any assessments already done also exists, this can, however, only be done before you submit the assessment. Submit and click on “Finish/Lock” then press ‘OK’ on the prompt to finish the process. At this point the system recognizes the assessment and it cannot be edited or deleted, the only option available to you

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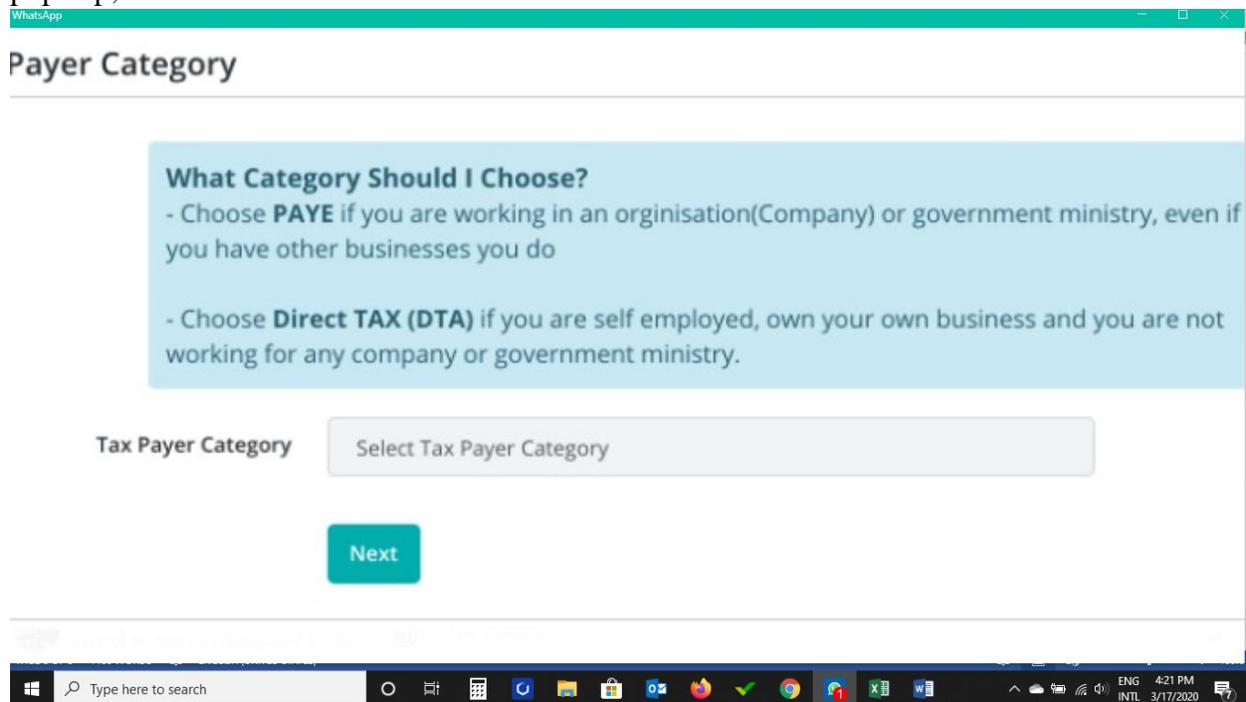
before you pay the tax to the government is to request for a reassessment from the nearest tax office if you feel the amount assessed is wrong.

To perform self-assessments for subsequent years, just click on the “Self-Assessment” menu and scroll down to update the form above with the current and correct details of your gross pay etc and submit, finish/lock as above.

4. E-tax Filing

Before one can file their e-tax, there must have been a self-assessment performed for that year they wish to file the e-tax. This icon allows you to finalize the filing of your annual returns online.

To file your returns for any year of assessment, click on the “e-tax filling” menu, the page below pops up;



Payer Category

What Category Should I Choose?

- Choose **PAYE** if you are working in an organisation(Company) or government ministry, even if you have other businesses you do
- Choose **Direct TAX (DTA)** if you are self employed, own your own business and you are not working for any company or government ministry.

Tax Payer Category

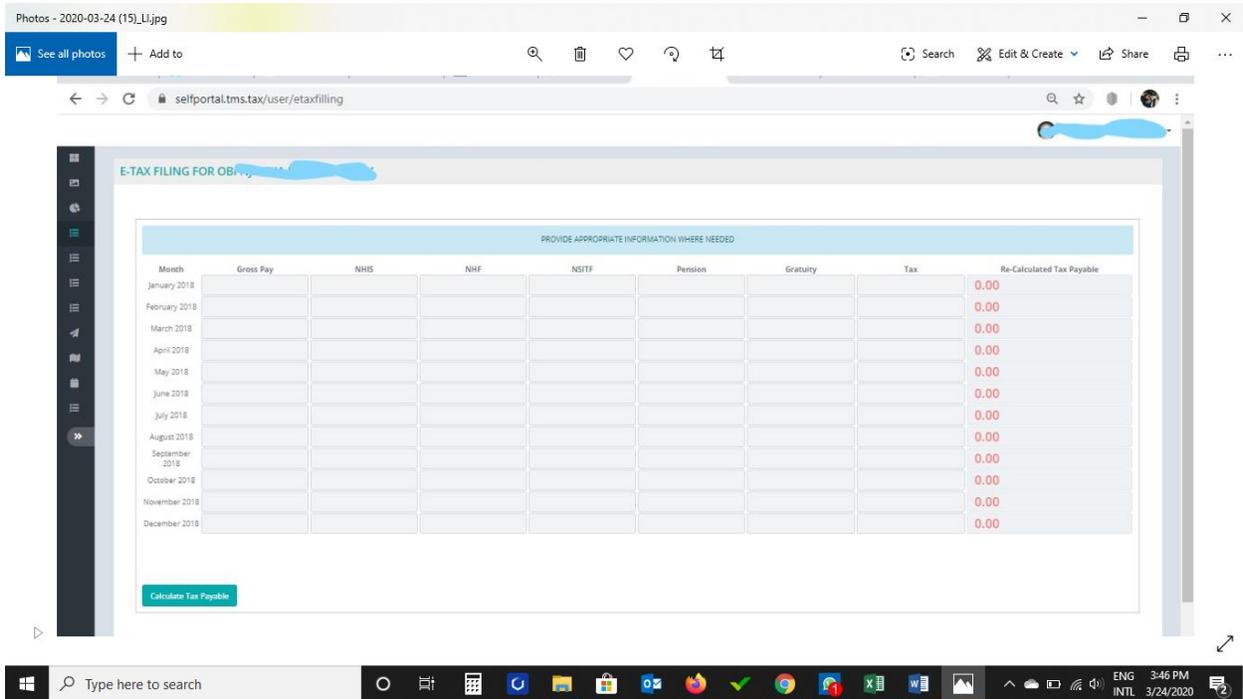
Next

then follow the prompt to select the category you fall under.

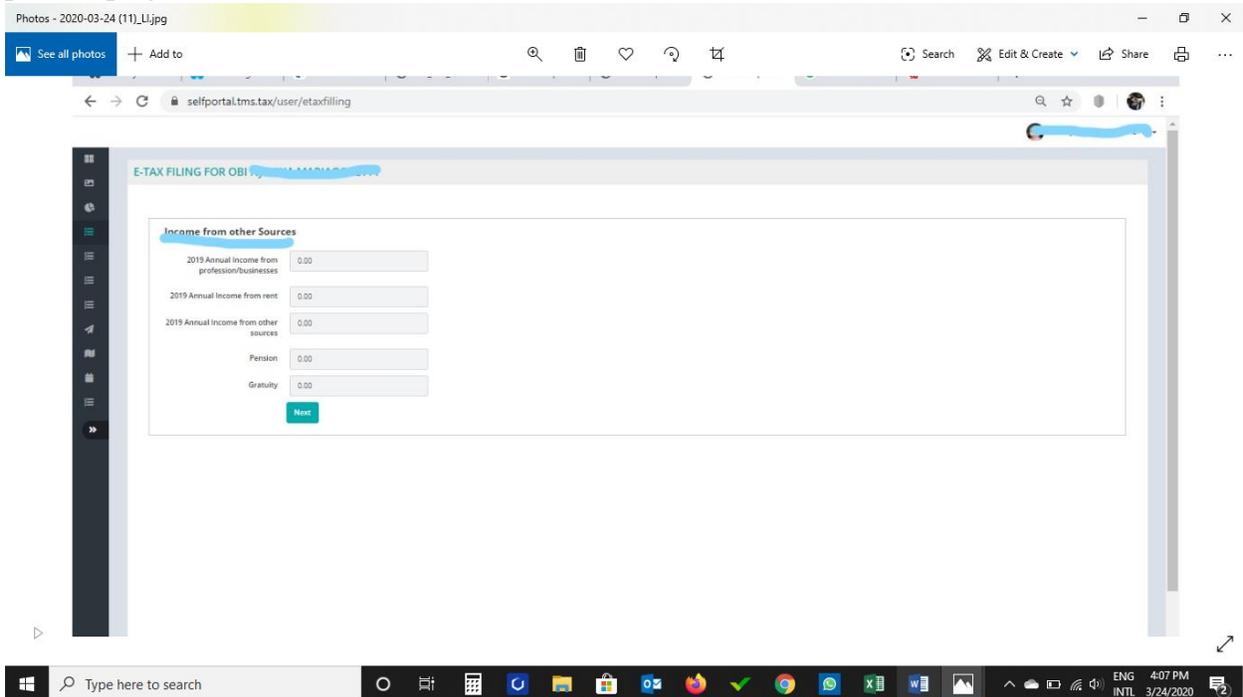
For taxpayers who are working in a company, select PAYE then search for the organization you are working for using their name, a list of similar companies drop, select the accurate company and click next to select the year you want to file. After selecting the year, it takes you to this

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page...



Then click on “Calculate Tax Payable”, confirm the payable tax calculated by the system then click next. The next page enables you to add another source of income you have besides your paid employment,



if you have none, simply click on next and confirm your details then click on “file paye E-tax” to complete your e-filing.

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For taxpayers who are self-employed choose the DTA category, then the system simply prompts you to select the Year you want to file for, when you do so it takes you to a page where your bio information is displayed, scroll down the page, confirm that the year displayed is correct then click on the ‘file e-tax’ icon on the bottom left.

Afterwards, go to the “Assessment History” menu and click on the “Filing Ref” of the relevant year to get a hard copy(see picture below to view the down part of the form) of the filed annual returns which you are expected to print and take to the nearest tax office for acknowledgement of your having filed your annual returns.

The screenshot shows a web browser window with the URL <https://selfportal.tms.tax/user/fil>. The page displays a table of annual returns for the years 2016 to 2019. Below the table is a declaration section with fields for the signature and right thumb print of the person making the return, and the name and approval of the head of the tax station. There is also an 'OFFICE USE ONLY' section with a list of interview notes and a QR verification code.

Year	Income	Tax
2016	5,000,000.00	704,000.00
2017	4,300,000.00	569,600.00
2018	230,969.00	214,000.00
2019	58,506,850.00	10,804,890.75

DECLARATION WHICH MUST BE COMPLETED AND SIGNED

PLEASE NOTE THAT IN ACCORDANCE WITH THE CURRENT LAWS, MAKING FALSE STATEMENTS AND RETURN OR UNWARRANTED REQUEST TO PAY TAX WILL ATTRACT UP TO THE 20 YEARS IMPRISONMENT.

I, **ONDEWENIUS OKHALA LAMUKU** hereby declare that the information supplied in this form contain a true and correct statement of the amount of my income from all sources, shown under my hand, this 24/03/2020 (Signature of person making this Return) (Right Thumb print of person making this Return)

(SIGNATURE OF PERSON MAKING THIS RETURN) (RIGHT THUMB PRINT OF PERSON MAKING THIS RETURN)

(NAME OF HEAD OF TAX STATION) APPROVAL

OFFICE USE ONLY

INTERVIEW NOTES DOCUMENTED BY THE ASSESSMENT OFFICER

- Interviewer's name.
- How long it took the taxpayer to complete this form as detailed above.
- Has the assessor noted the information which generated from the taxpayer during the interview.
- Daily assessment activities relating to the Taxpayer's Return/Income/Information of the Taxpayer.
- Statement of income arising from the taxpayer activities of the Taxpayer.
- Estimated Daily/Weekly/Monthly/Annual Income of the Taxpayer.
- Landlord/Property of Taxpayer, whether legal and available rights.
- Memberships of Taxpayer, whether legal and available rights.
- Interpretation of tax payment in the last 3 (Three) years and other useful information leading to the arrival of the tax payable to the best of my knowledge.

Other important information provided by the Taxpayer during the interview are as follows:

Interview was conducted by me: Name _____ Sign _____ Date _____

Name _____ Station _____ Sign _____ Date _____

For further enquiries, please contact:
Office of the Executive Chairman,
National State Income Revenue Service (NSIRS), No. 1, Buharirua Avenue, Ngara-Ngara - NAIROBI, KENYA.
Tel no: 07198671730 E-mail: info@nsirs.go.ke

.....IT BAYS TO PAY YOUR TAX! IT IS YOUR CIVIC DUTY.

QR Verification Code

A PDF copy of this form can also be saved on your device and can easily be printed from there.

5. Paye Filing History

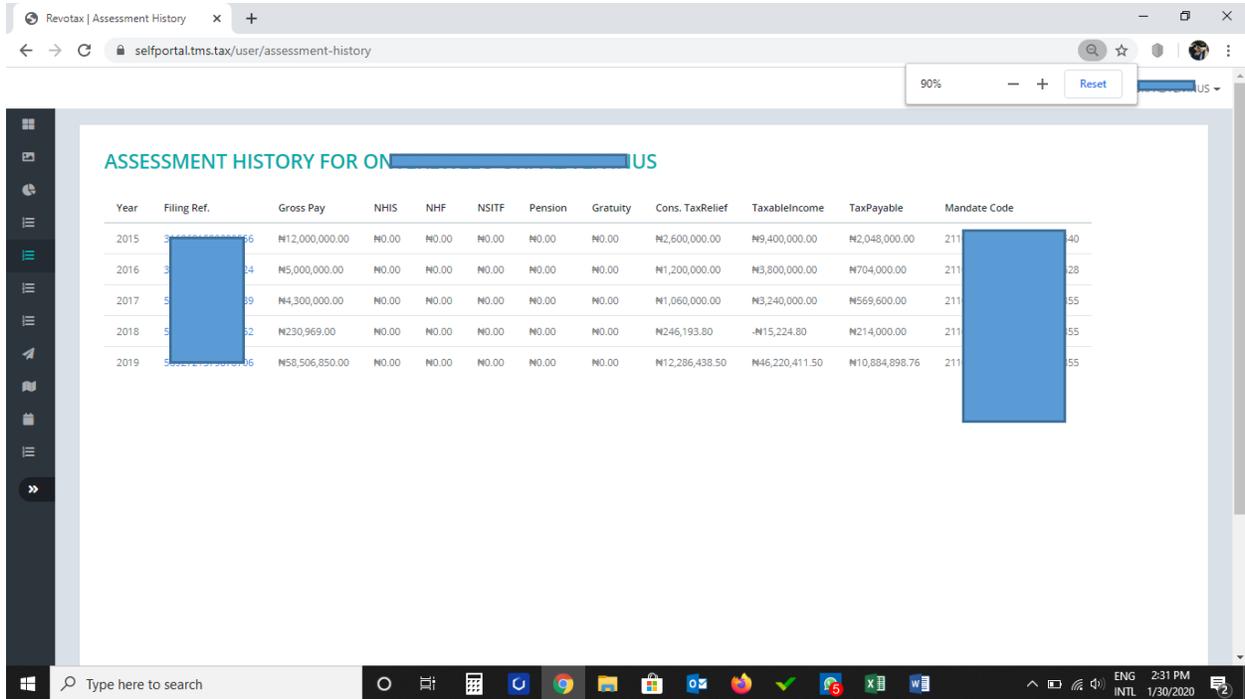
This menu enables taxpayers working in a company under the PAYE scheme to view history of all annual returns filed by them. They can also print and save a copy of the filing certificate by clicking on the ‘filing ref’ number.

6. Assessment History

Click on the “Assessment History” icon to view history of all assessment done on your self-assessment portal. The payment mandate codes and filing reference can be assessed on this menu at any time when you need to use same for payments or filing your acknowledgement of annual

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returns filing at the tax office. Below is how this menu looks like;



The screenshot shows a web browser window with the URL 'selfportal.tms.tax/user/assessment-history'. The page title is 'ASSESSMENT HISTORY FOR ON [redacted] US'. The table below displays tax assessment data for the years 2015 through 2019. The columns include Year, Filing Ref., Gross Pay, NHIS, NHF, NSITF, Pension, Gratuity, Cons. TaxRelief, TaxableIncome, TaxPayable, and Mandate Code. The data is as follows:

Year	Filing Ref.	Gross Pay	NHIS	NHF	NSITF	Pension	Gratuity	Cons. TaxRelief	TaxableIncome	TaxPayable	Mandate Code
2015	5266	N12,000,000.00	N0.00	N0.00	N0.00	N0.00	N0.00	N2,600,000.00	N9,400,000.00	N2,048,000.00	211-40
2016	524	N5,000,000.00	N0.00	N0.00	N0.00	N0.00	N0.00	N1,200,000.00	N3,800,000.00	N704,000.00	211-28
2017	5289	N4,300,000.00	N0.00	N0.00	N0.00	N0.00	N0.00	N1,060,000.00	N3,240,000.00	N569,600.00	211-55
2018	52	N230,969.00	N0.00	N0.00	N0.00	N0.00	N0.00	N246,193.80	-N15,224.80	N214,000.00	211-55
2019	5206	N58,506,850.00	N0.00	N0.00	N0.00	N0.00	N0.00	N12,286,438.50	N46,220,411.50	N10,884,898.76	211-55

7. Payment History

Click on “Payment History” to view history of any tax bank payments made by you, you can easily get your payment reference numbers, receipt numbers and payment dates anytime you might need them from this menu.

8. Assessment Payments

Click on this menu to view a list of all assessment payments made for each year of assessment. It shows you the year paid for, the amount paid, payment verification number etc.

9. Payment Methods

Tax payments can be made online or at any designated bank in Nigeria. When you click on this menu, you are redirected to Quickteller website which enables you to also make payments online using their portal. Make sure to make payments using the correct ANSSID number and revenue name.

10. Download TCC

When Available, the Tax Clearance Certificate which is generated automatically by the system can be downloaded from this menu.

11. Vouchers

12. Make Payment