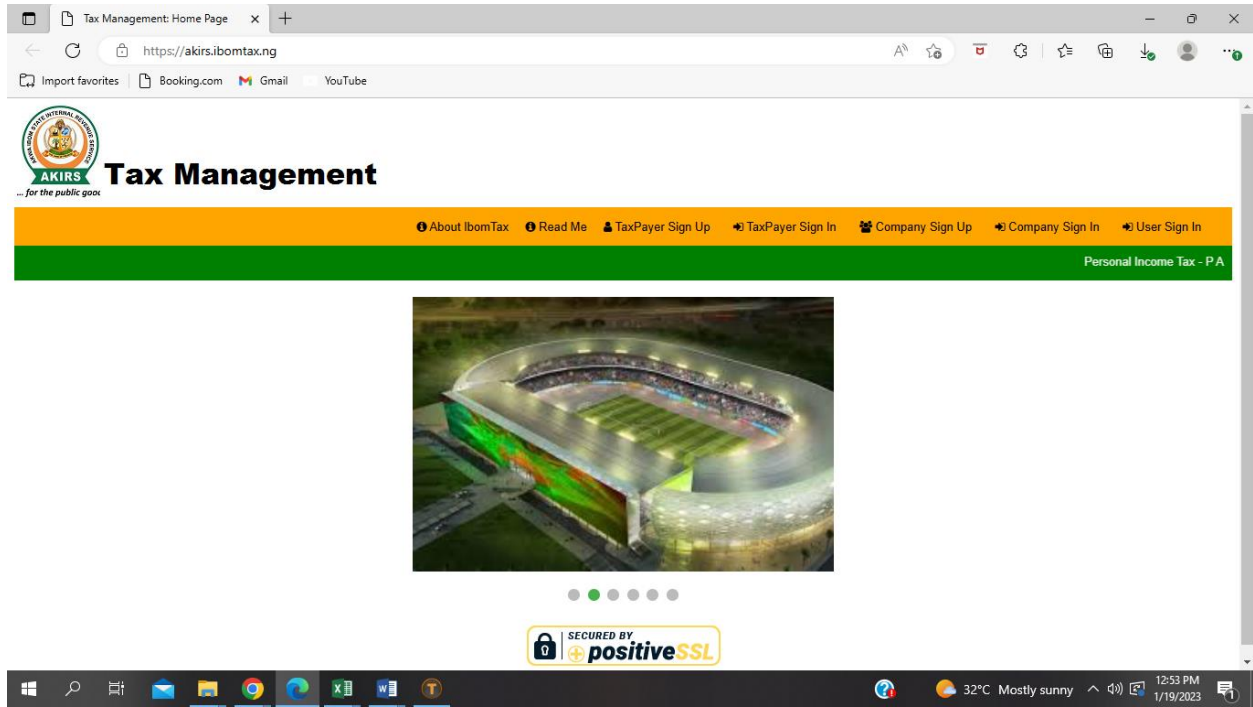


Ibomtax is an application software designed to facilitate ease of tax management, collection and reporting by AKIRS.

Accessing this Application is by clicking - <https://akirs.ibomtax.ng>



- Tax Payer Sign Up – New Individual Taxpayer (yet to be issued Tax-ID)
- Tax Payer Sign In – Existing Individual Taxpayer (Already Issued Tax-ID)
- Company Sign Up – New Company (yet to be issued Tax-ID)
- Company Sign In – Existing Company (Already Issued Tax-ID)
- User Sign In – AKIRS Staff Sign In

A. Tax Payer Sign Up – New Individual Taxpayer (yet to be issued Tax-ID).

- New Individual Taxpayer is expected to have the following before Sign Up;
 - JTB Tax Identification Number (TIN)
 - Recent Passport photograph to be uploaded
 - Legibly snapshot of Taxpayers Signature for upload
 - Company Code is the AKIRS Company Tax-ID Issued/Generated for Registered Companies. (This is applicable to all Staff of Companies under PAYE)
 - Taxpayers/Staff under PAYE must obtain the Company Tax-ID before submitting the completed form

Tax Payer Sign Up

Surname *

First Name *

Other Name *

Nationality *

Phone Number 1 *

Phone Number 2

BV Number(BVN)

State of Residence *

Local Govt. Area *

City/Town/Area *

Street Name *

House Number *

Means of Identification *

ID Number *

Title *

Gender

Date of Birth *

Place of Birth *

State of Origin *

Occupation

Marital Status

Business Sector

Source of Income

Company Code

Name of Company

JTB Tax Number *

Business Address

E-mail Address

* Indicates a required field

- On Completing the signup page, click on the Submit button for the State Payer-ID to be automatically generated.
- Sign in Using Tax Payers Sign In option;
 - Username – Generated State Payer-ID
 - Password - Generated State Payer-ID
 - Kindly change your password immediately

B. Tax Payer Sign In – Existing Individual Taxpayer (Already Issued Tax-ID)

- Tax Payments
- Image Uploads
 - Photo/Image Uploads
 - Signature Uploads
- Tax Payments History

Individual Taxpayer's Page

Browser: Taxpayer Menu | URL: https://akirs.ibomtax.ng/login_payer.fwx

AKIRS Tax Management

Welcome, Mr Etefia Michael Nsikan

- 1. Tax Payment
- 2. Payments History
- 3. Tax Payer Information

Windows Taskbar: 21°C Haze | 1:10 AM 1/13/2023

Individual Tax Payment Page

Browser: Personal Income Tax Payment | URL: https://akirs.ibomtax.ng/payment2.fwx?Payercode=P0000000044

AKIRS Tax Management

Personal Income Tax Payment

Tax Payer Name: ETEFIA, MICHAEL NSIKAN

Mode of Payment: ONLINE

Revenue Year: []

Revenue Month: []

Revenue Type 1: []

Revenue Amount 1: 0

Revenue Type 2: []

Revenue Amount 2: 0

Revenue Type 3: []

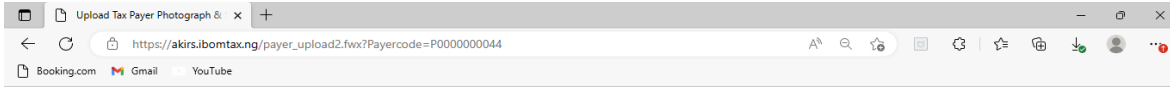
Revenue Amount 3: 0

Total Revenue Amount: 0

Buttons: Pay, Cancel

Windows Taskbar: 21°C Haze | 1:12 AM 1/13/2023

Individual Image Upload Page



AKIRS Tax Management
... for the public good

Select Payer Photograph To Upload:

Select Payer Signature To Upload:



C. Company Sign Up – New Company (yet to be issued Tax-ID)

- Completion of Data Capture Form (from Name of Company)
- NB: **Company Tax Id is generated on submission of Company Sign Up Form**
- Issuances/Generation of State Company Tax-ID
- Sign In with the Generated State Company Tax-ID
 - Username - State Company Tax-ID
 - Password - State Company Tax-ID
 - You are to change your password immediately
- Upload of Company Incorporation documents

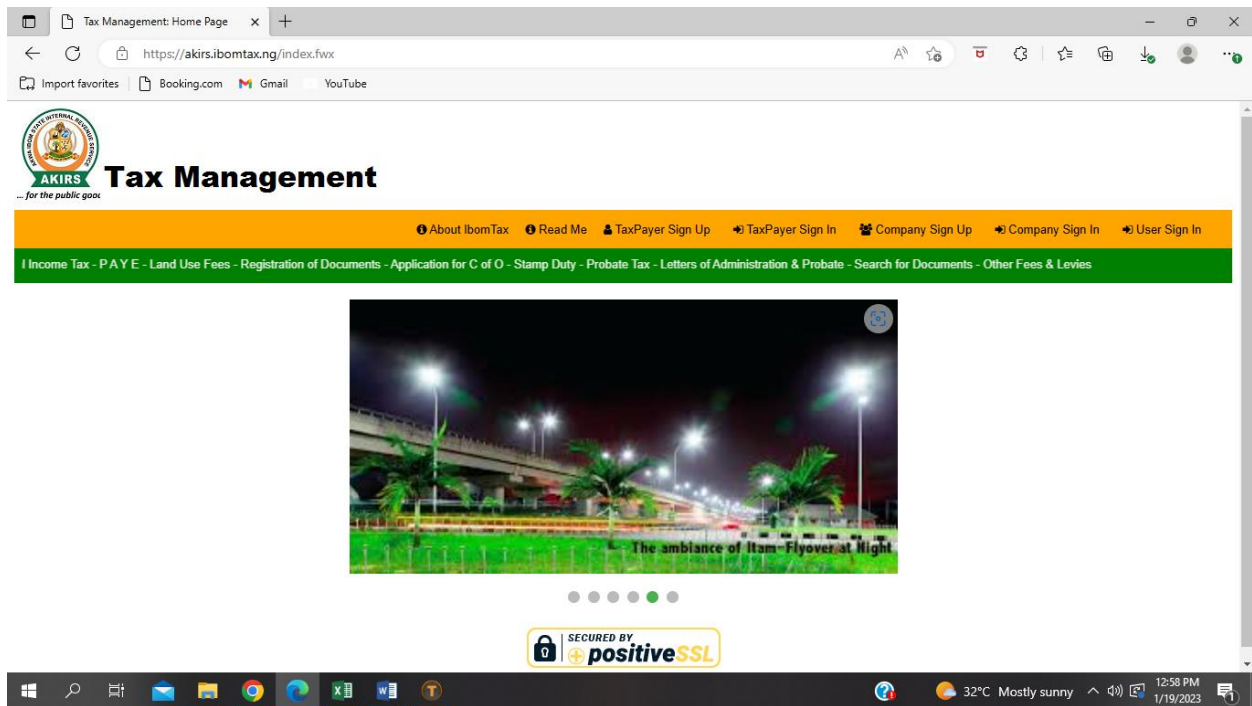


AKIRS Tax Management
... for the public good

Company Sign Up

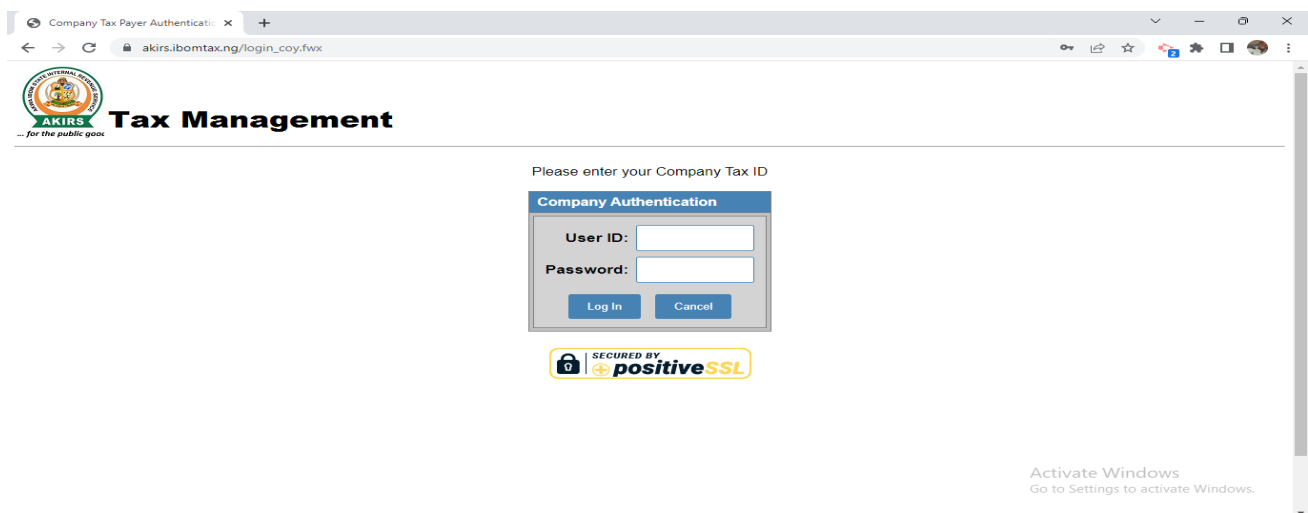
Company Tax Id.	Name of Company	Local Govt. Area	House Number	Street Name
<input type="text"/>	<input type="text"/>	ABAK	<input type="text"/>	<input type="text"/>
City/Town/Area	Company E-mail Address	Telephone No 1	Telephone No 2	Contact Person
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Phone No	Contact E-mail Address	FIRS TIN	CAC Reg. No.	Date of Registration
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Commencement Date	Business Sector	JTB Tax Number		
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	N/A		
Director's Information	Full Name	Phone Number	E-mail Address	
Director 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Director 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Director 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	

D. Company Sign In – Existing Company (Already Issued Tax-ID)



The screenshot shows the AKIRS Tax Management website. The browser address bar displays <https://akirs.ibomtax.ng/index.fwx>. The website header includes the AKIRS logo and the text "Tax Management ...for the public good". A navigation menu contains links for "About IbomTax", "Read Me", "TaxPayer Sign Up", "TaxPayer Sign In", "Company Sign Up", "Company Sign In", and "User Sign In". A secondary menu lists services such as "Income Tax - PAYE", "Land Use Fees", "Registration of Documents", "Application for C of O", "Stamp Duty", "Probate Tax", "Letters of Administration & Probate", "Search for Documents", and "Other Fees & Levies". The main content area features a large image of a flyover at night with the caption "The ambience of Itam Flyover at Night". A "SECURED BY positiveSSL" badge is visible at the bottom of the page. The Windows taskbar at the bottom shows the system tray with a temperature of 32°C, the date 1/19/2023, and the time 12:58 PM.

Click on Company Sign in




The screenshot shows the "Company Tax Payer Authentication" page on the AKIRS Tax Management website. The browser address bar displays akirs.ibomtax.ng/login_coy.fwx. The page header is identical to the home page. The main content area contains the text "Please enter your Company Tax ID" and a "Company Authentication" form. The form has two input fields: "User ID:" and "Password:". Below the fields are "Log In" and "Cancel" buttons. A "SECURED BY positiveSSL" badge is present at the bottom of the form. In the bottom right corner, there is a watermark that says "Activate Windows Go to Settings to activate Windows."

Input User ID & Password

N/B: for first time login, User ID is same with Password, so you will be asked to changed your Password after your first (1st) login

Change Company Tax Payer Pass: x +
akirs.ibomtax.ng/login_coy.fwx



Tax Management

Change Company Tax Payer Password

Current Password

New Password

Re-enter Password

Change Password Cancel

Activate Windows
Go to Settings to activate Windows.

3:35 PM
1/12/2023

Change your password


https://akirs.ibomtax.ng/passwor... x +
akirs.ibomtax.ng/password_change3.fwx

akirs.ibomtax.ng says
Company Tax Payer Password Change Successful.

OK

Activate Windows
Go to Settings to activate Windows.

Company Tax Menu x +
akirs.ibomtax.ng/password_change3.fwx



Tax Management

Welcome, Enochris Investment Dev Ltd

Company Information PAYE Payments Returns Assessment Documents Logout

1. Company Information

3. PAYE Tax Payment

4. Other Tax Payments

Activate Windows
Go to Settings to activate Windows.

Filing of Annual Returns - Click on Returns

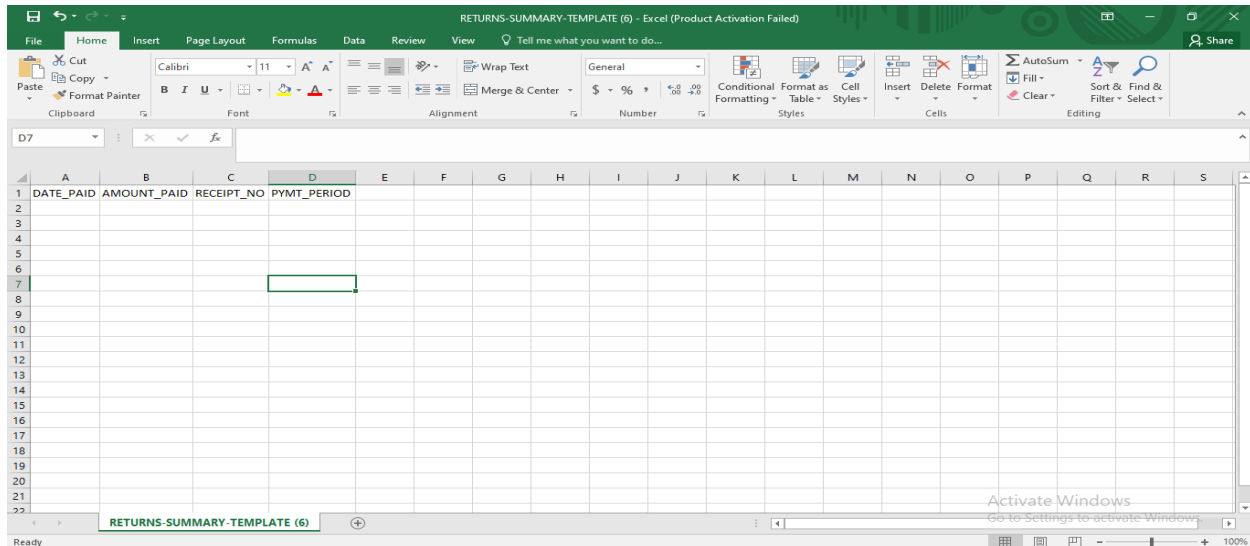
The screenshot shows the AKIRS Tax Management portal. The top navigation bar includes 'Company Information', 'PAYE', 'Payments', 'Returns', 'Assessment', 'Documents', and 'Logout'. The 'Returns' menu is expanded, showing options to upload: Annual Returns Summary (Form G), Annual Returns Details (Form H1), Annual PAYE Projection (Form H2), and Withholding Tax. Below the menu, there are four main sections: 1. Company Information (with an upload icon), 3. PAYE Tax Payment (with a tax document icon), and 4. Other Tax Documents (with a tax document icon). A 'Welcome, Enochris Investment Dev Ltd' message is visible in the top right.

Select Form G for Annual Returns Summary

The screenshot shows the 'Upload Annual Returns Summary' page. It features a form with 'Annual Returns Year' set to 2023 and a 'Select Annual Returns (Form G) File To Upload' field with a 'Choose File' button. Below the form is an 'Upload CSV' button and a 'Download Annual Returns (Form G) Template' link with a CSV icon. The page also includes a home icon and a power icon in the top navigation bar.

Download form G template,

- **Populate Downloaded Template**
- **Do not use comma “,” when inputting the amount**
- **Save the populated template using `CSV (Comma Delimited) as type**
- **Upload CSV accordingly**



Repeat same process for Form H1,

- **Please DO NOT fill the Taxpayer ID if the staff has not been issued AKIRS Tax ID. Please leave the column blank.**
- **The System will generate Taxpayer ID for each staff with blank Tax ID column**

Please note that when you have successfully uploaded the form H1;

- **All staff of your establishments yet to be assigned Tax-ID will be issued Tax-ID automatically**
- **The above concerned Staff should visit the link – <https://akirs.ibomtax.ng>**
- **Click on Taxpayers Sign In**
- **Username and Password is the issued/generated Taxpayer ID**
- **Staff Taxpayer is expected to change password before proceeding**
- **Click on Taxpayers Information and update records accordingly**

Repeat same process for Form H2 and Withholding Tax respectively.

For Remittance of Monthly PAYE Deductions - Click on PAYE

- **Click to download PAYE Remittance-Template**
- **Populate Template and save**

Company Tax Menu

akirs.ibomtax.ng/login_coy.fwx#upload_whtax.fwx?Coycode=B0000000002

AKIRS **Tax Management**
...for the public good

Welcome, Enochris Investment Dev Ltd

Company Information PAYE Payments Returns Assessment Documents Logout

- Upload PAYE Remittance
- View PAYE CSV Sample
- Download PAYE Remittance Template

1. Company Information

3. PAYE Tax Payment

Activate Windows
Go to Settings to activate Windows.

<https://akirs.ibomtax.ng/PAYE-REMITTANCE-TEMPLATE.csv>

PAYE-REMITTANCE-TEMPLATE (6) - Excel (Product Activation Failed)

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells Editing

A1 PAYERCODE

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	PAYERCODE	PAYERNAME	AMOUNT																
2	P000000001	PAYER NAME 1	5000																
3	P000000002	PAYER NAME 2	4500																
4	P000000003	PAYER NAME 3	5250																
5	P000000004	PAYER NAME 4	6000																
6	P000000005	PAYER NAME 5	4700																
7																			
8																			
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20																			
21																			
22																			

Activate Windows
Go to Settings to activate Windows.

Ready Average: 5090 Count: 18 Sum: 25450 100%

Then click on Upload PAYE Remittance



Tax Management



PAYE Remittance Period:

Select Remittance CSV File To Upload: No file chosen

Activate Windows
Go to Settings to activate Windows.



Tax Management



PAYE Remittance Period:

Select Remittance CSV File To Upload: No file chosen

2023

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Activate Windows
Go to Settings to activate Windows.

Select the relevant month and year then choose the file and click upload