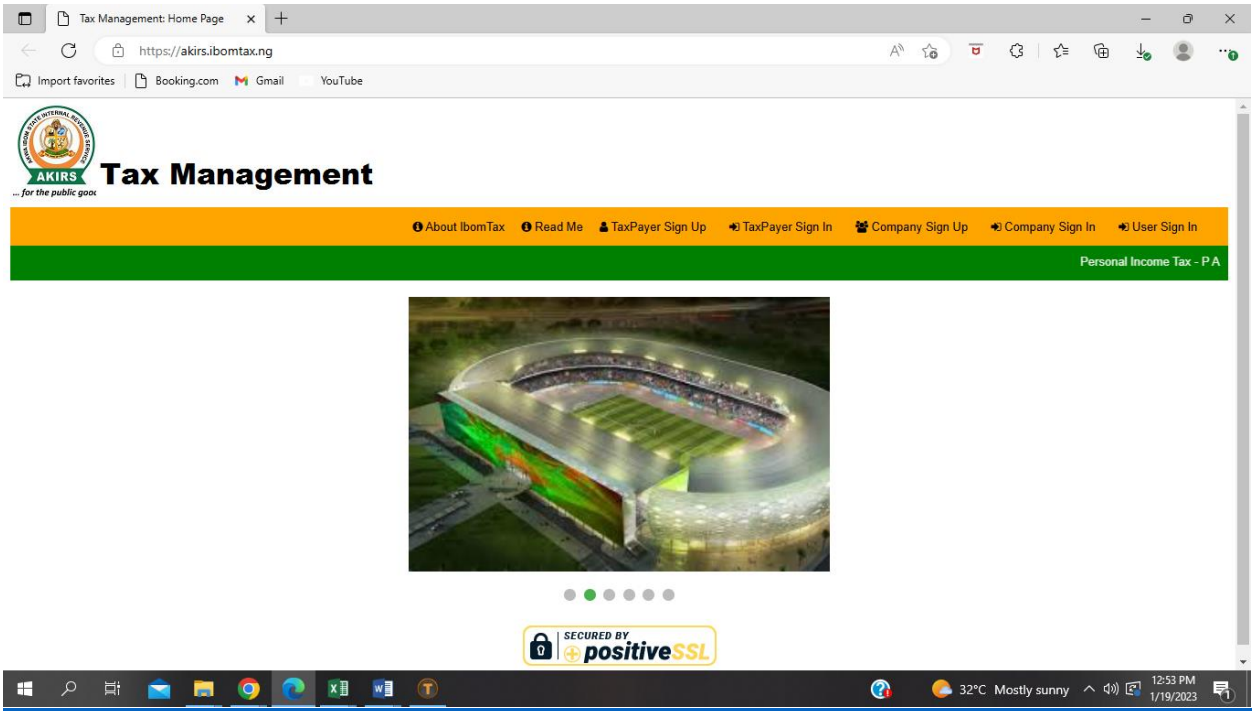
Ibomtax is an application software designed to facilitate ease of tax management, collection and reporting by AKIRS.

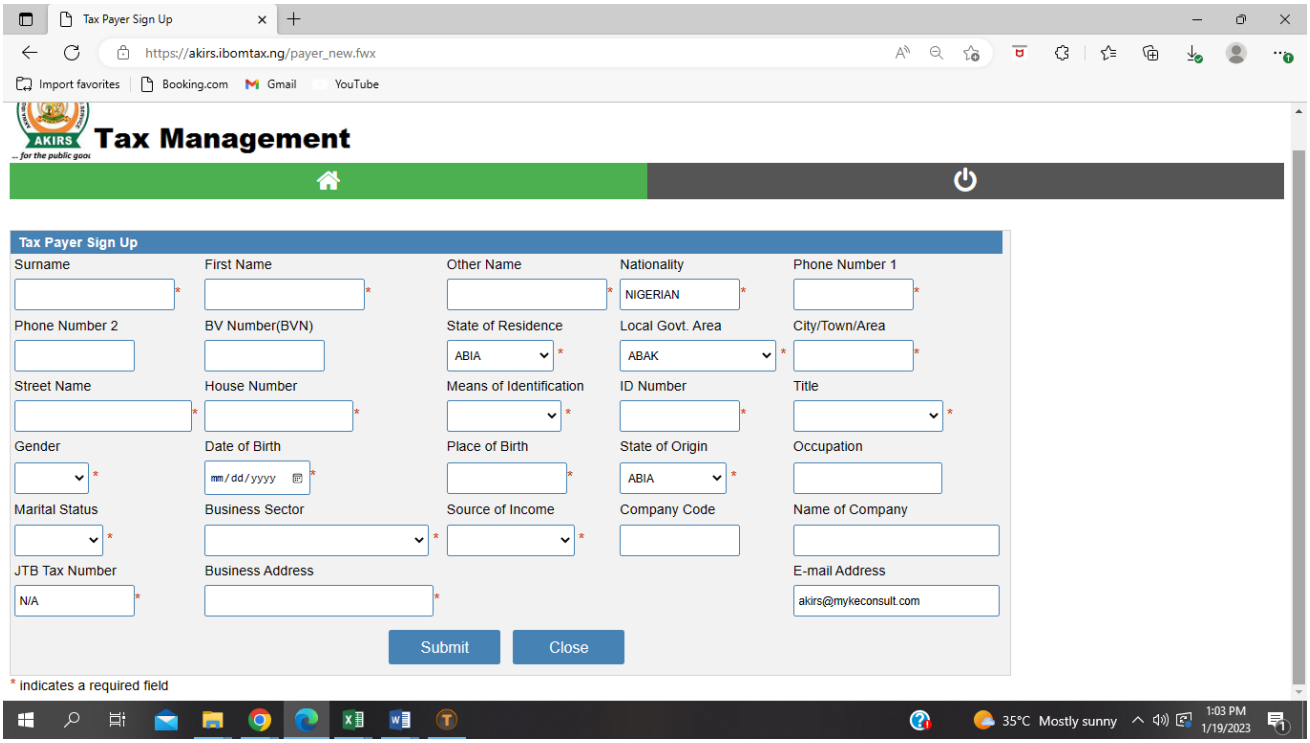
Accessing this Application is by clicking - **https://akirs.ibomtax.ng**



- 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

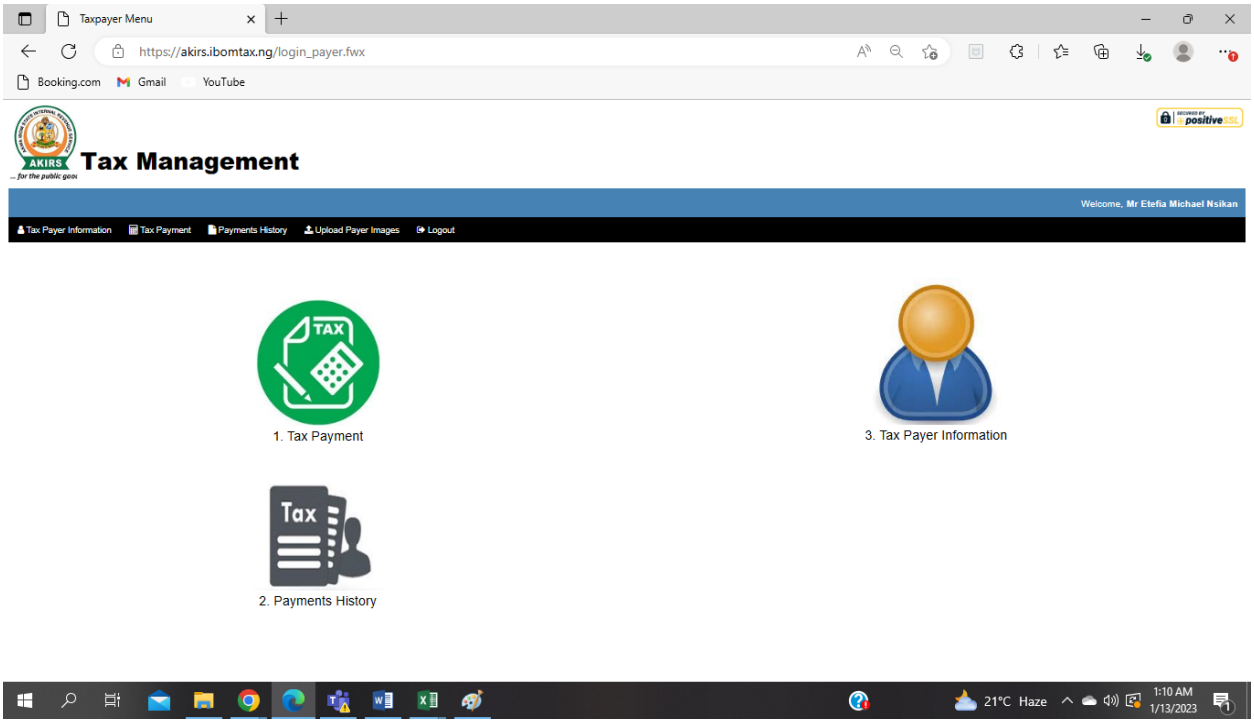


- On Completing the signup page, click on the Submit button for the State Payer-ID to be automatically generated.
- Sign in Using Tax Payers Sign In option;
  - Username – Generated State Payer-ID
  - Password - Generated State Payer-ID
  - Kindly change your password immediately

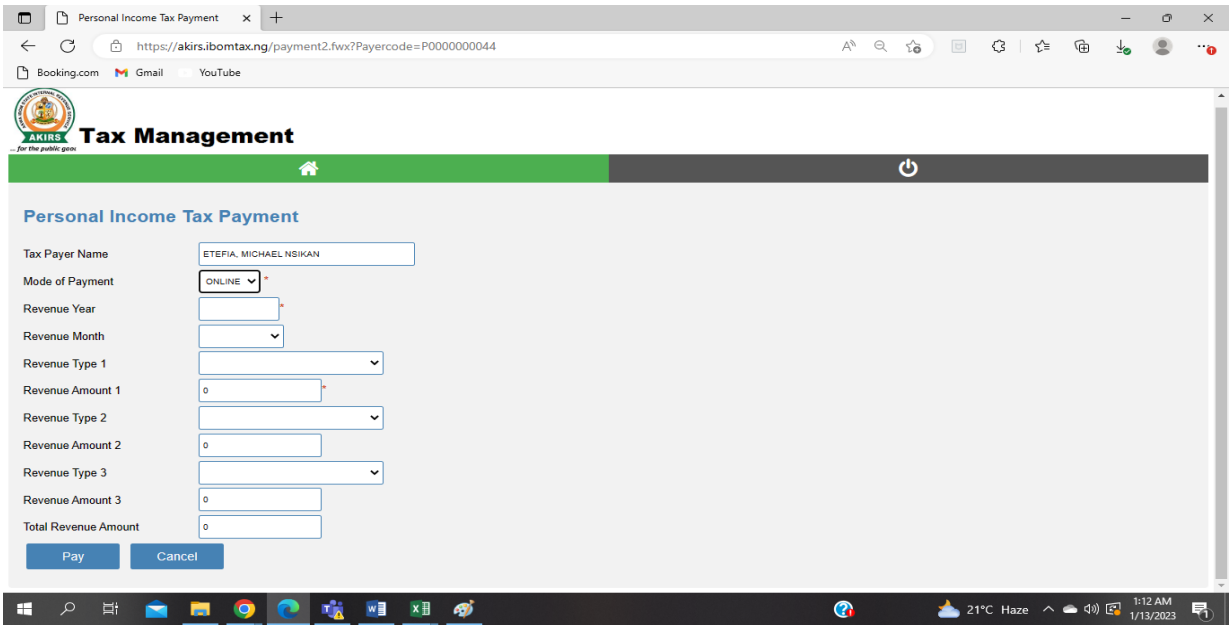
B. Tax Payer Sign In – Existing Individual Taxpayer (Already Issued Tax-ID)

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

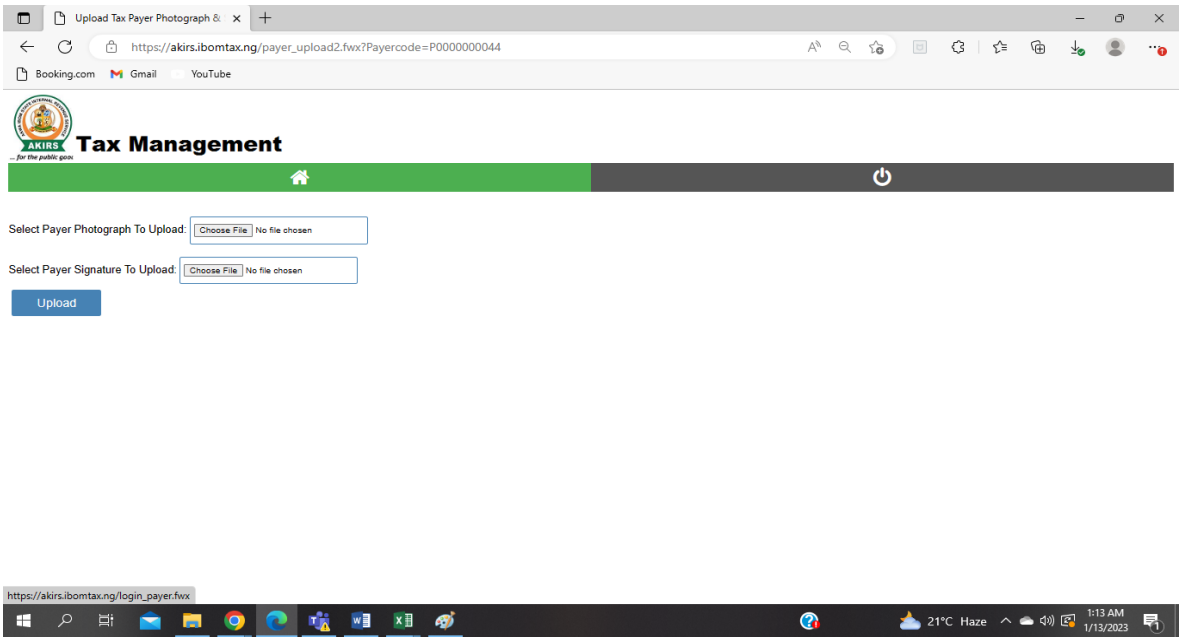
Individual Taxpayer's Page



Individual Tax Payment Page

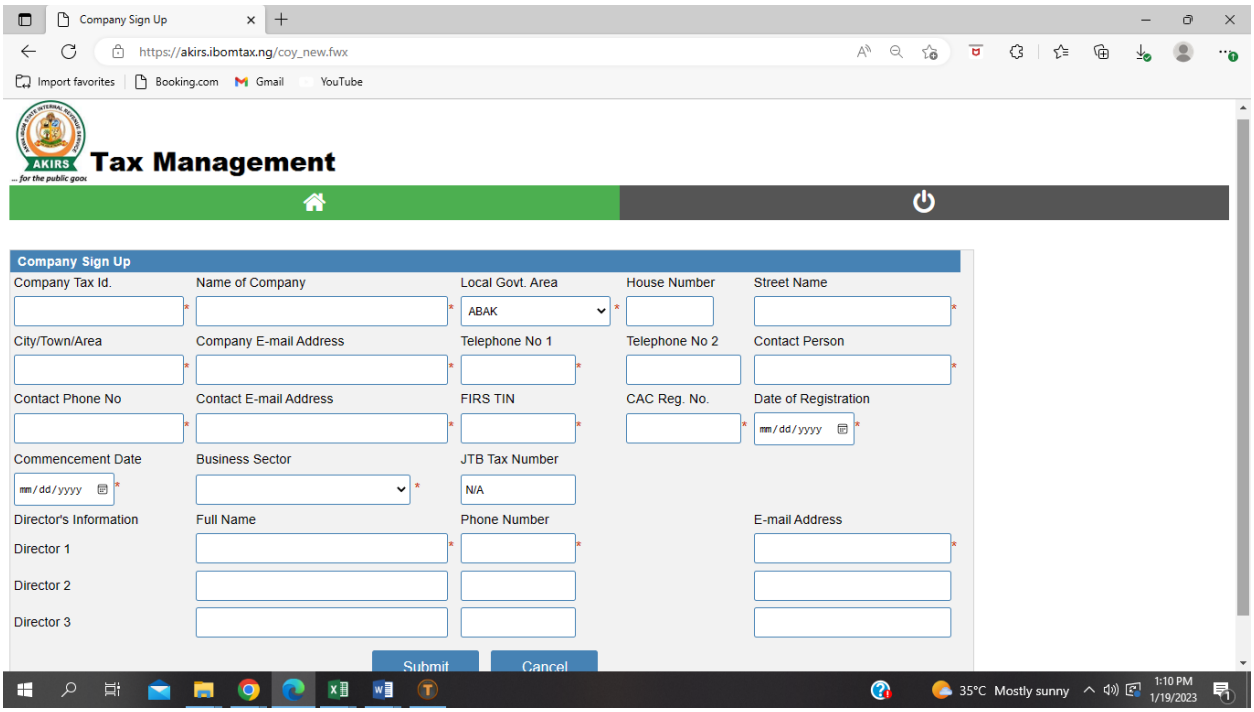


Individual Image Upload Page

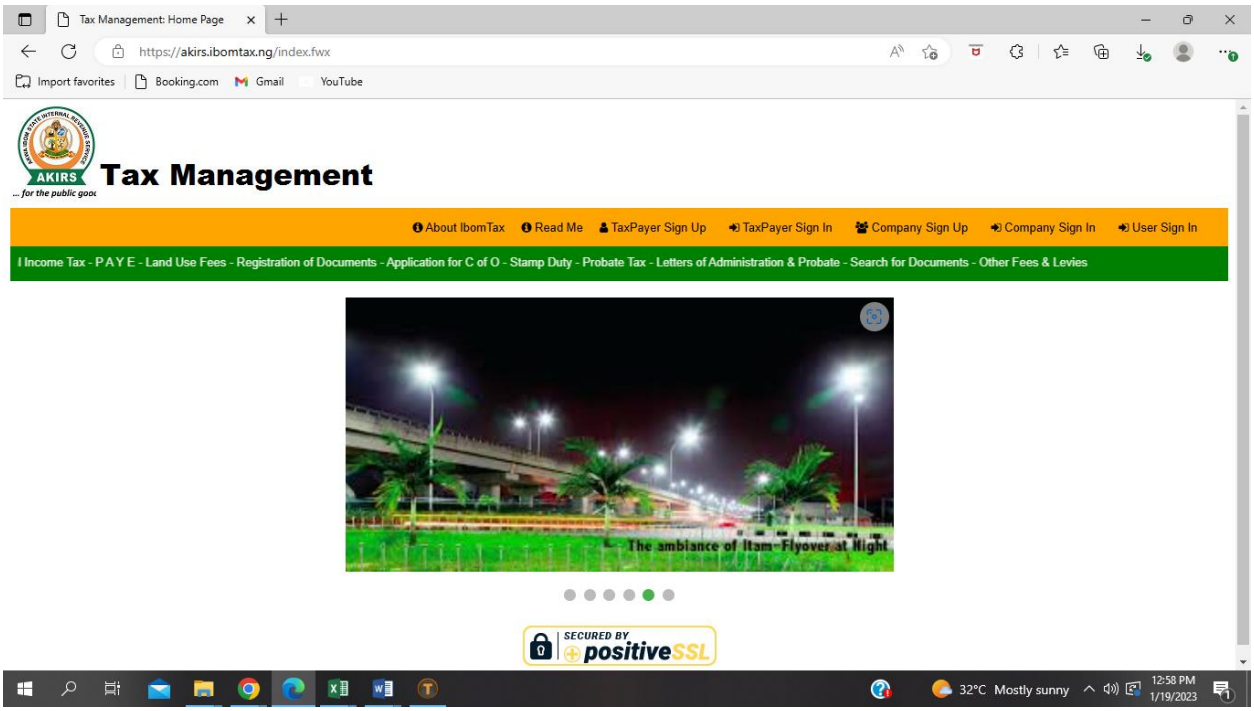


C. Company Sign Up – New Company (yet to be issued Tax-ID)

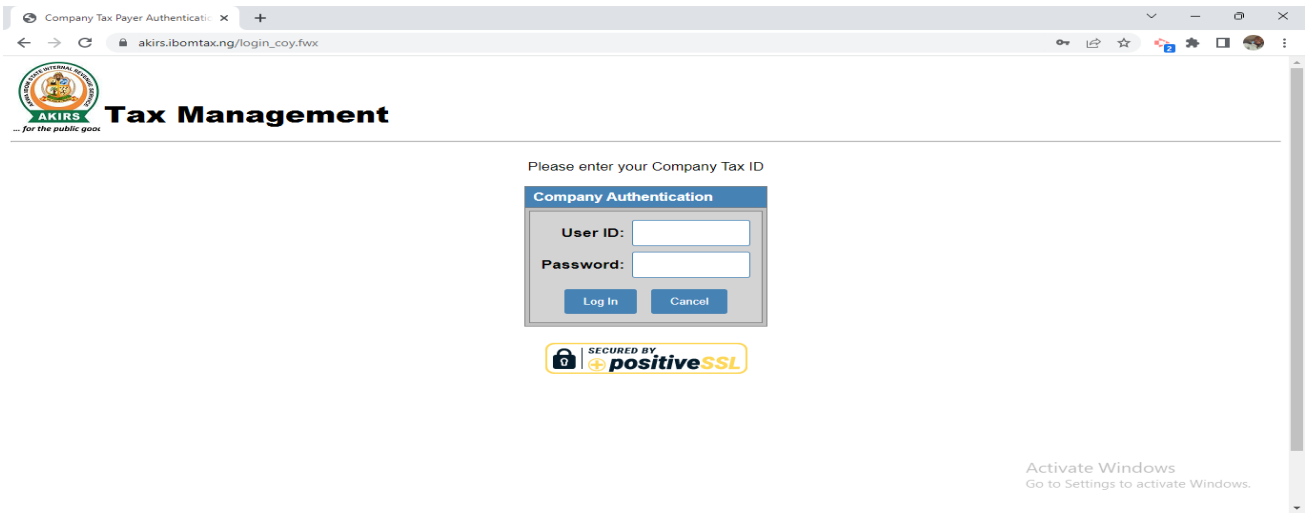
- Completion of Data Capture Form (**from Name of Company**)
- NB: **Company Tax Id is generated on submission of Company Sign Up Form**
- Issuances/Generation of State Company Tax-ID
- Sign In with the Generated State Company Tax-ID
    - Username - State Company Tax-ID
    - Password - State Company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



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

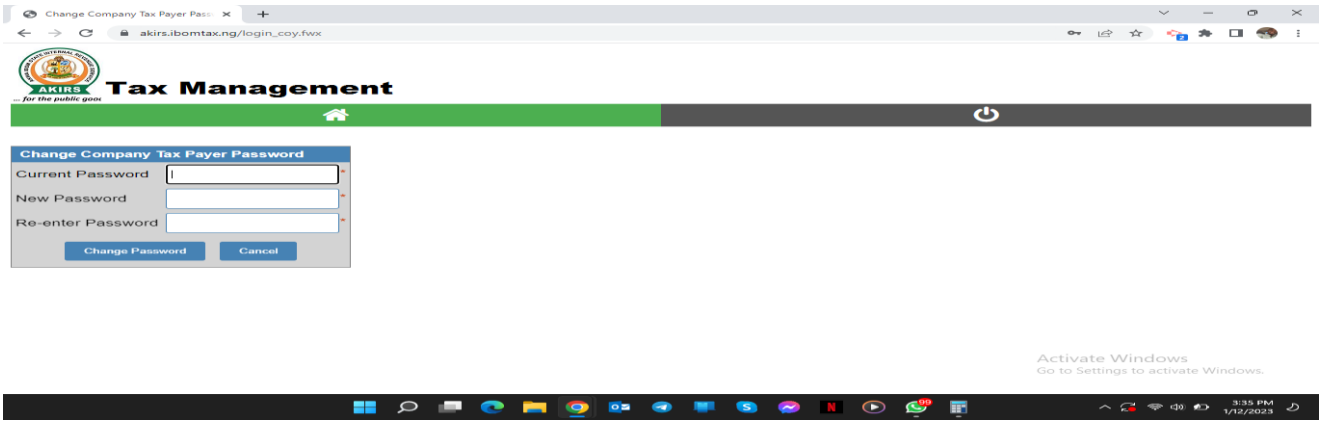


Click on Company Sign in



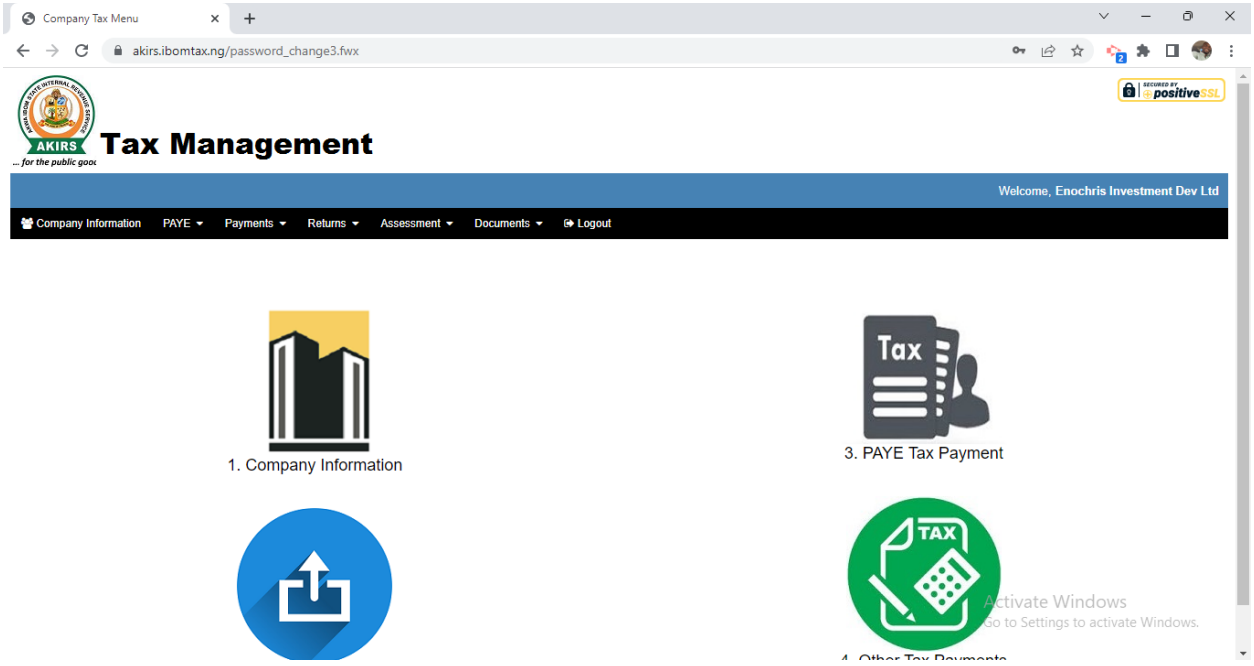
Input User ID & Password

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

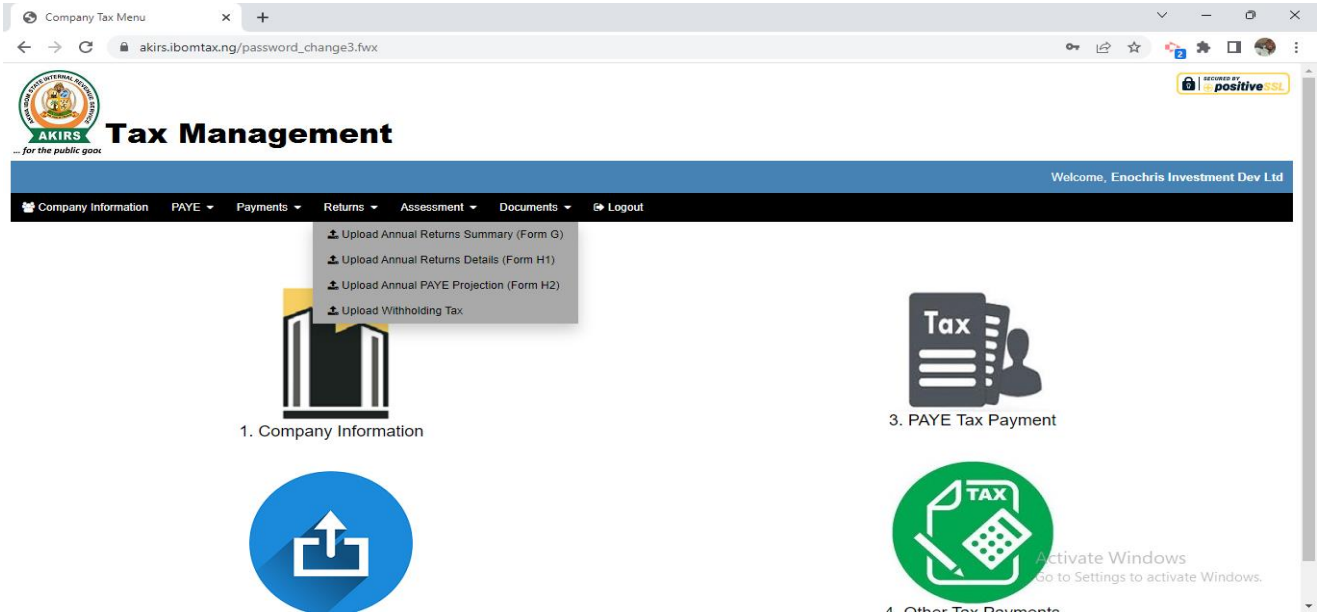


Change your password

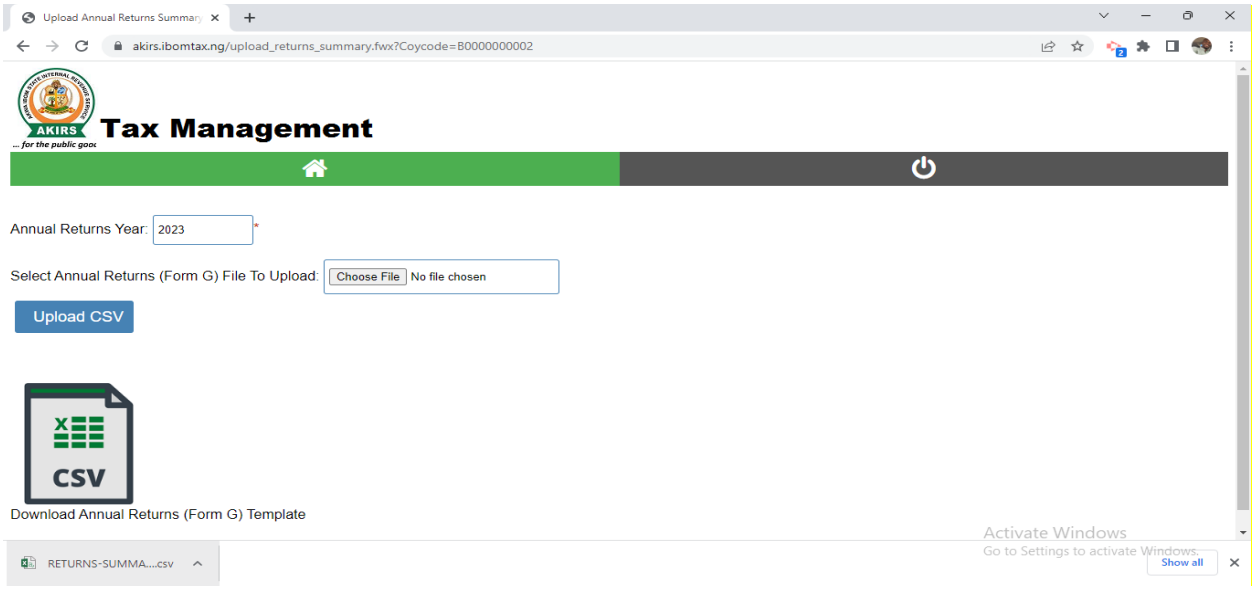
Activate Windows
Go to Settings to activate Windows.



Filing of Annual Returns - Click on Returns

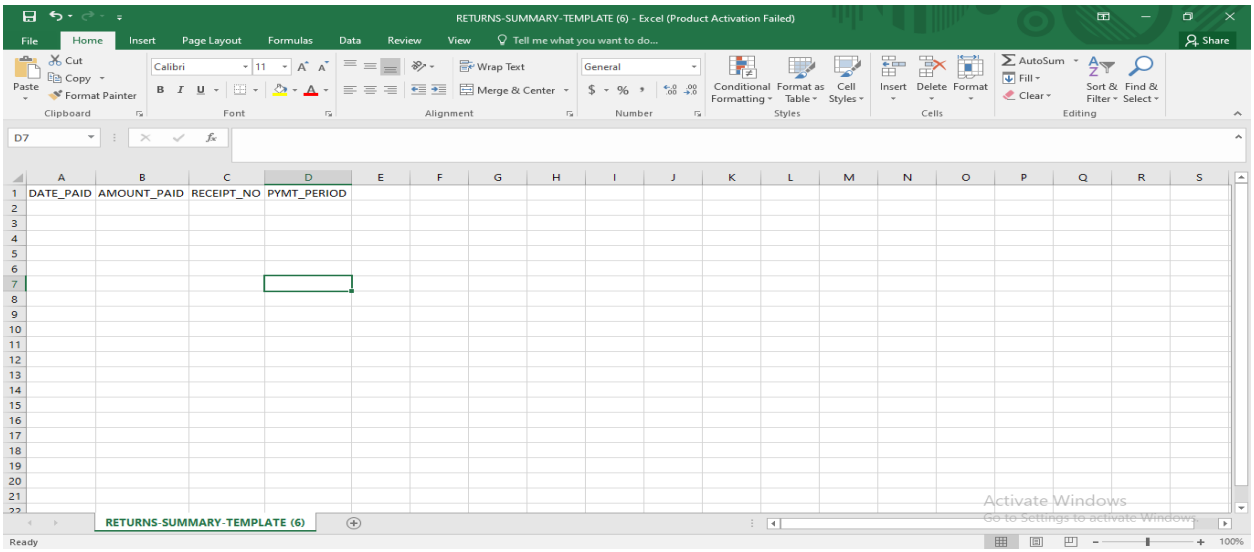


Select Form G for Annual Returns Summary



Download form G template,

- **Populate Downloaded Template**
- **Do no 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**

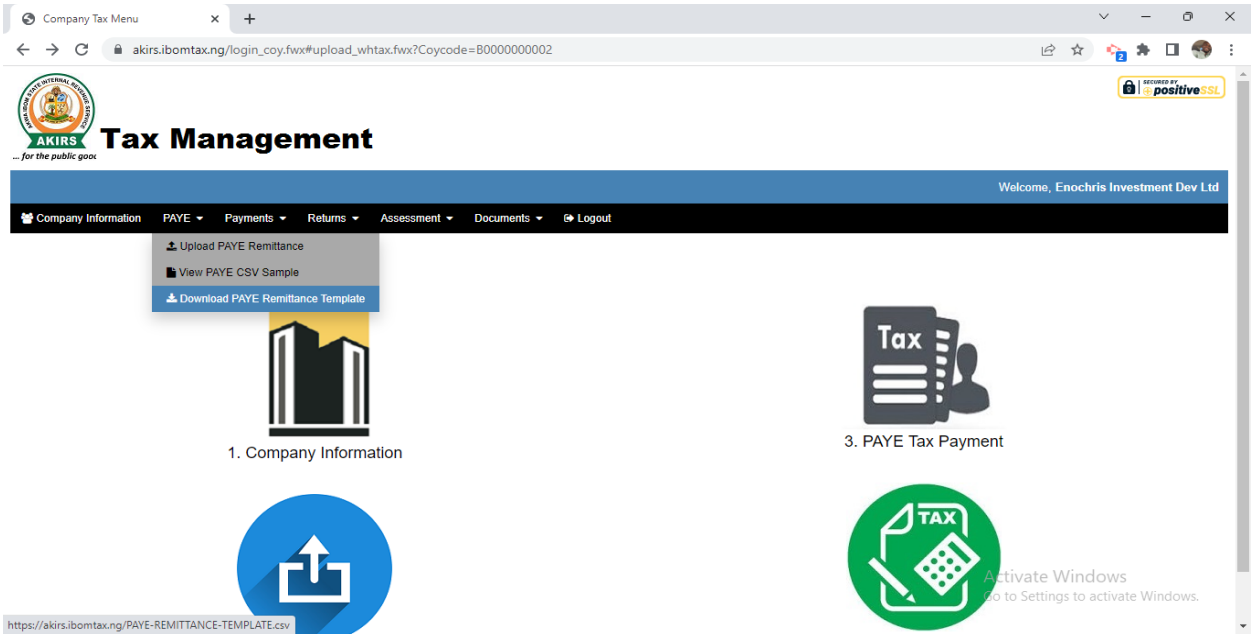
Please note that when you have successfully uploaded the form H1;

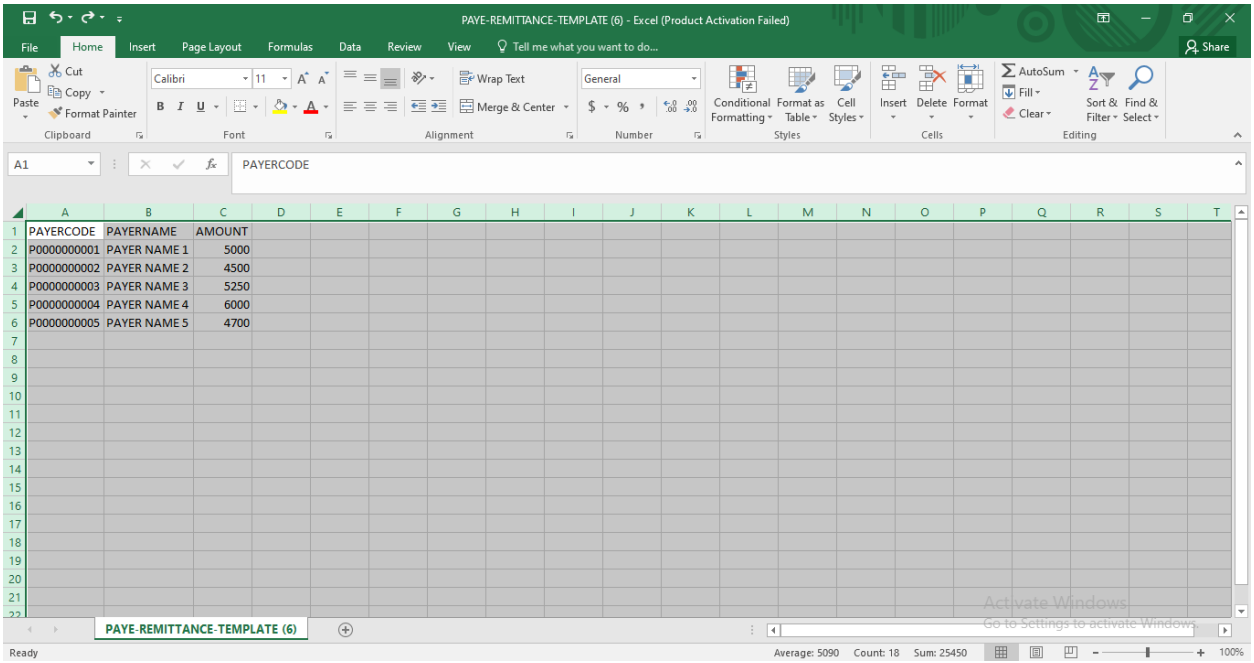
- **All staff of your establishments yet to be assigned Tax-ID will be issued Tax-ID automatically**
- **The above concerned Staff should visit the link – https://akirs.ibomtax.ng**
- **Click on Taxpayers Sign In**
- **Username and Password is the issued/generated Taxpayer ID**
- **Staff Taxpayer is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

Repeat same process for Form H2 and Withholding Tax respectively.

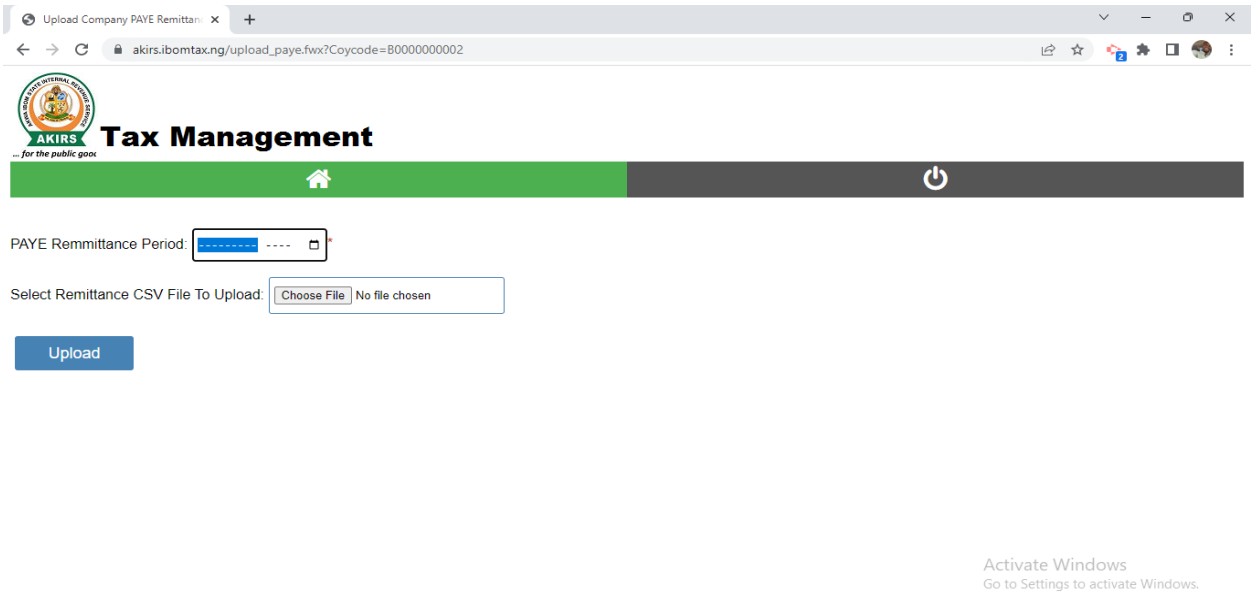
For Remittance of Monthly PAYE Deductions - Click on PAYE

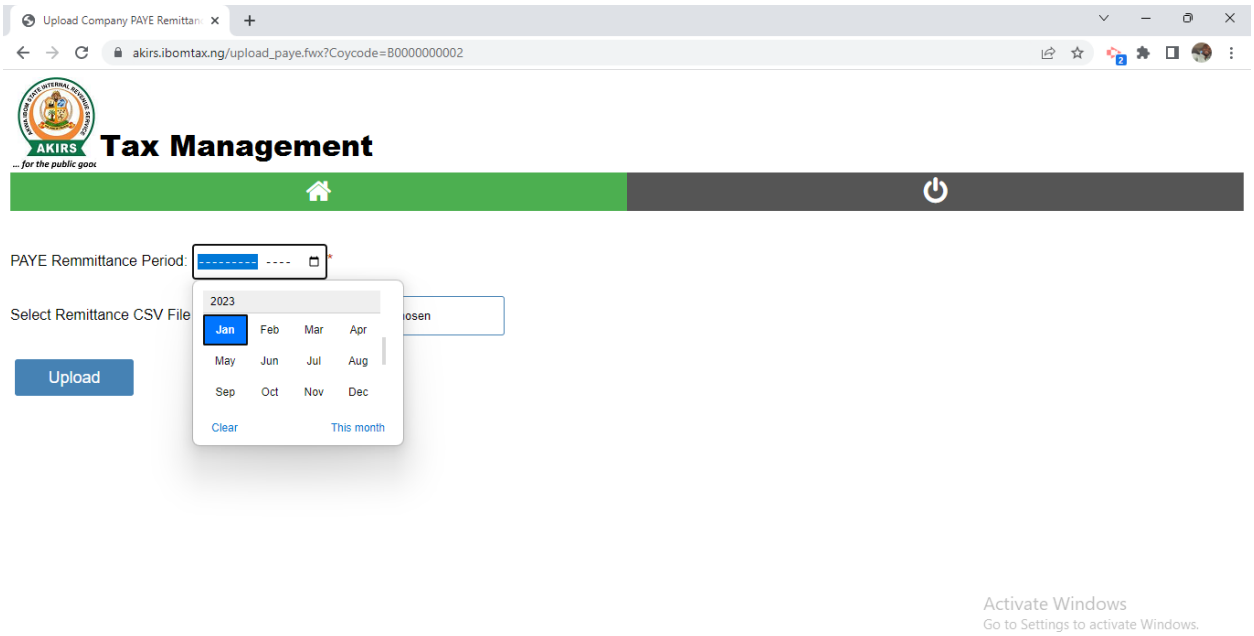
- **Click to download PAYE Remittance-Template**
- **Populate Template and save**





Then click on Upload PAYE Remittance





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