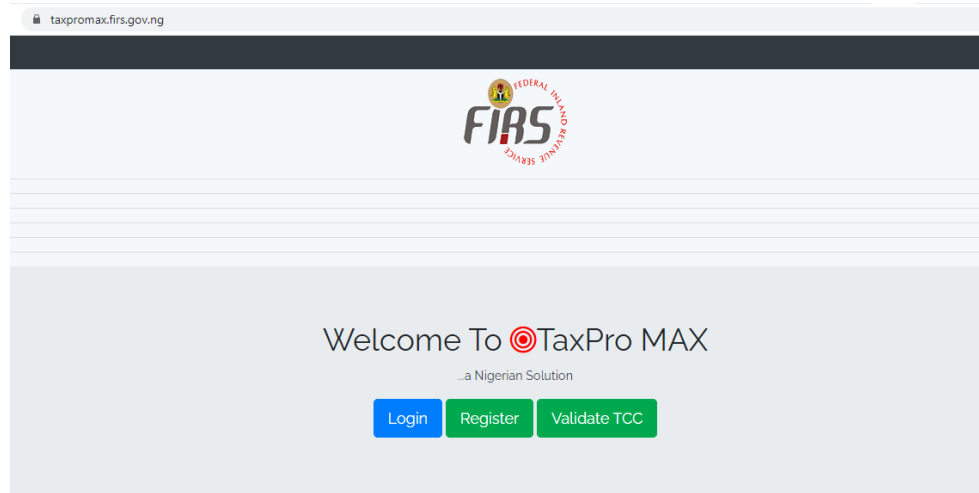
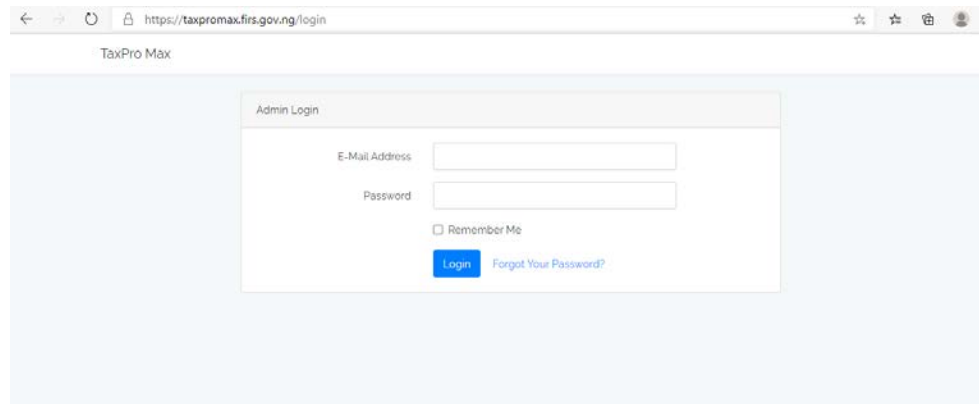


- **Step-By-Step Registration Process: Tax Administrator (TA)**

- i. Go to <https://taxpromax.firs.gov.ng/> on your browser



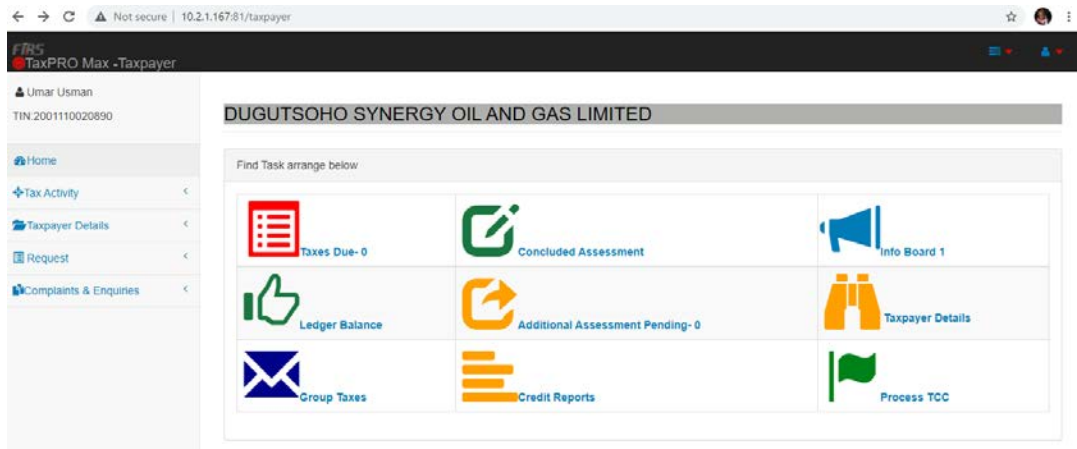
- ii. Click on “Login” at the top-right corner



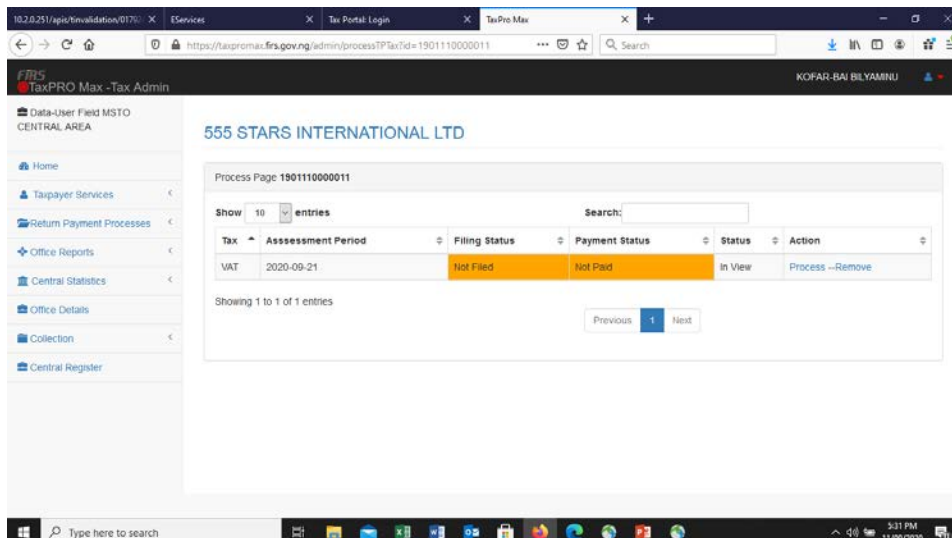
- iii. Enter your email and password. If you can't remember your login details, click on “Forgot Your Password”
- iv. Enter your email and click on “Send password Reset Link”. An email containing a password reset link will be sent to your email box. Click on the reset link
- v. You will be prompted to enter a new password and submit
- vi. It will take you to TaxproMax home page as seen below;

VAT FILING

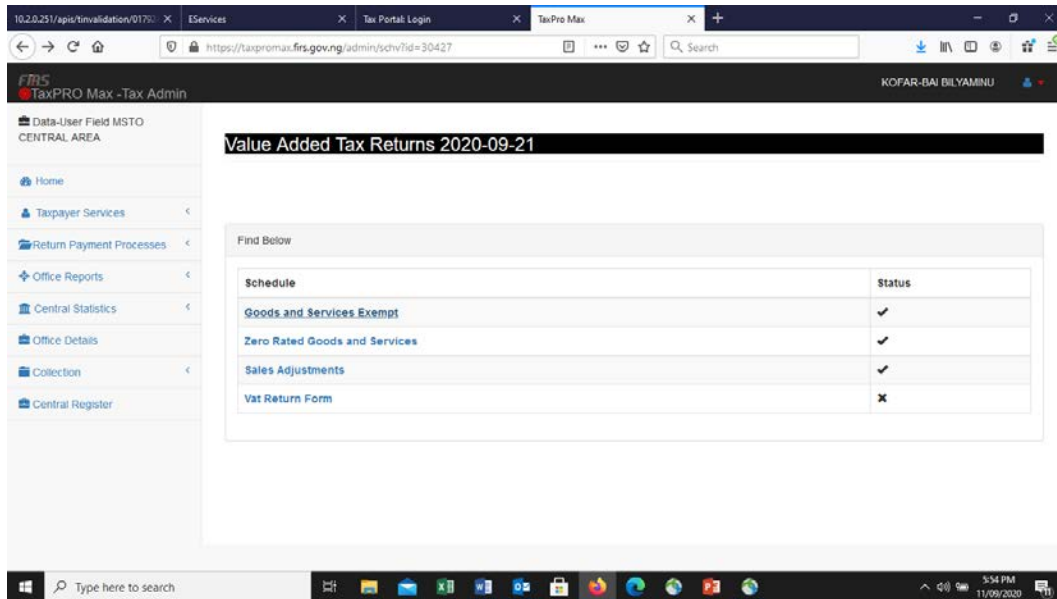
- i. From your taxpayer dashboard as seen below;



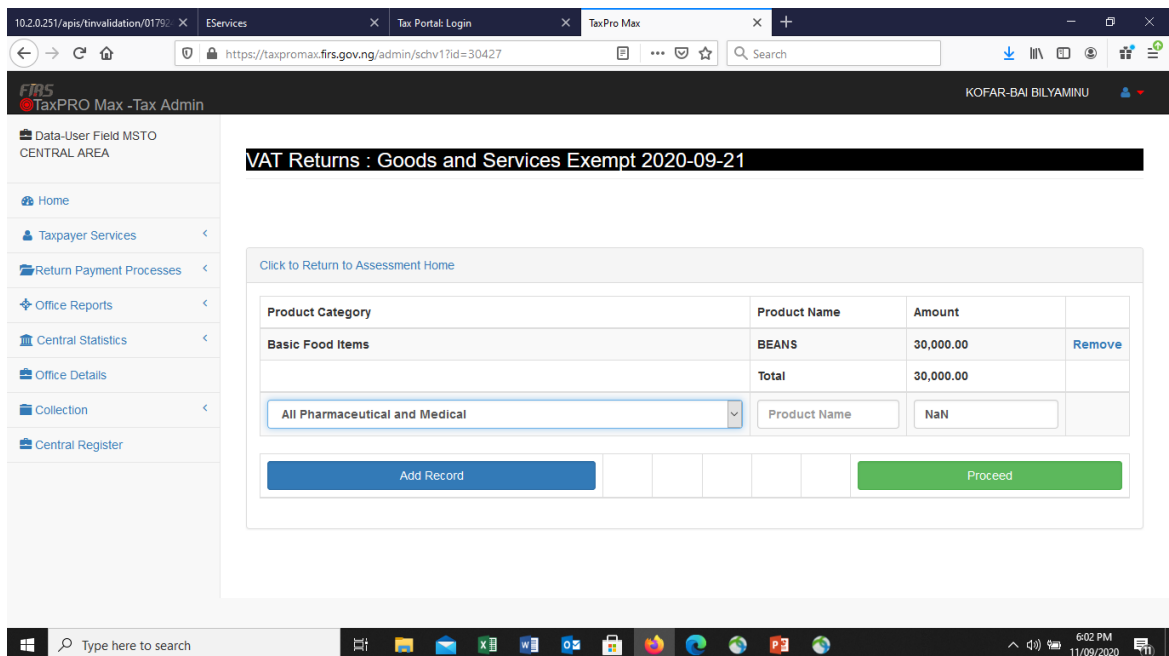
- ii. From the dashboard click on “**Assessment**”
- iii. Select the Tax type
- iv. Insert the Assessment period as appropriate
- v. Click on “**Process**” then click on “**Confirm**”
- vi. Return to the dashboard then click on “**Taxes due**” (Note: System automatically prompts taxpayer on taxes that are due under the “**Taxes due**” on taxpayer dashboard)
- vii. Under the Action column, click on “**Process**” to commence filing of taxpayer returns or “**Remove**” to remove returns that has been manually filed already so the system does not keep accumulating penalties as seen below;



- viii. Complete the displayed schedules by clicking the first schedule “**Goods and Services Exempt**” as seen below;



- ix. Enter name of Goods and Services Exempt (if any) with the sum. Note: The figure for sum should be entered without comma (,) e.g 30000 **NOT** 30,000. After sum has been entered, click on “**Add Record**” to add inputted record and click on “**Proceed**” as seen below;



- x. The next schedule Zero Rated Goods and Services will be displayed automatically because the first schedule was completed. Also, enter name and amount of Zero Rated Goods and Services (if any), click on “**Add Record**” and click on “**Proceed**” as seen below;

VAT Returns : Zero Rated Goods and Services 2020-09-21

Click to Return to Assessment Home

Product Category	Product Name	Amount	
Goods and Service Purchased by Diplomats	TELEVISION	15,000,000.00	Remove
Goods and Service Purchased by Diplomats	GARRI	30,000.00	Remove
	Total	15,030,000.00	

Non-Oil Exports Product Name

Add Record **Proceed**

- xi. Sales Adjustments schedule will be displayed, enter name and amount of item for Sales Adjustment (if any), click on “**Add Record**” and click on “**Proceed**” as seen below;

VAT Returns : Sales Adjustments 2020-09-21

Click to Return to Assessment Home

Description	Customer TIN	Customer Name	Date of Transaction	Tax Invoice Number	Invoice Amount	Adjusted Output Remit/Claim	
RADIO	0	ALAYA	2020-09-10	0	30,000.00	30,000.00	Remove
					Total	30,000.00	

Description Customer TIN Customer Na Date of Transaction Tax Invoice Adjusted Output Remit/Claim

Add Record **Proceed**

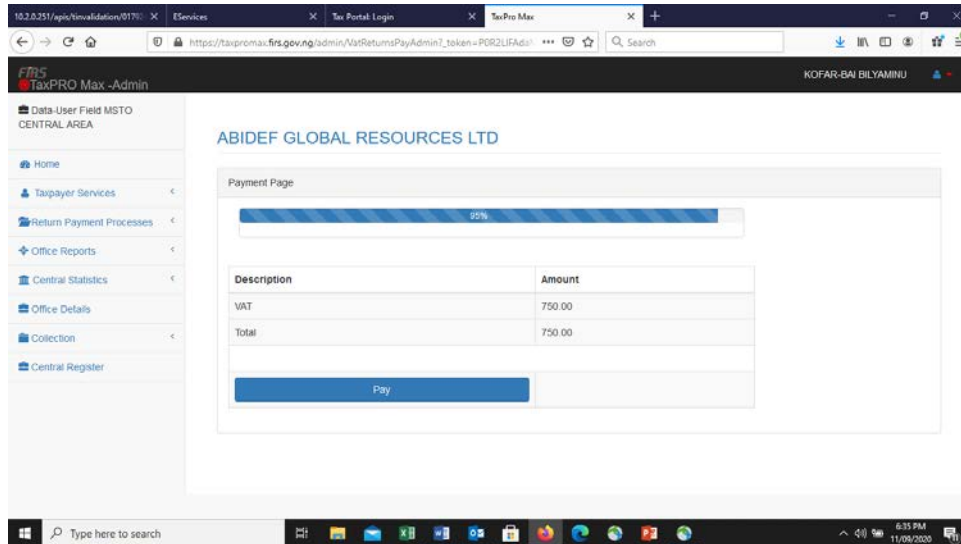
- xii. The VAT form will be generated and displayed after the completion of all the schedules as seen below;

- xiii. Choose the currency type NGN under “*Returning Currency*”
- xiv. Enter Total Sales/Income Exclusive of VAT 10
- xv. System will automatically do the computation of other necessary lines. **Note:** Columns without highlights can take inputs (if necessary)
- xvi. After the VAT assessment form has been completed, beneath the generated form, click on the small box under Declaration to declare that the information is correct and in accordance to the relevant Tax Law/Act
- xvii. A pop-up will be displayed asking for a confirmation of Amount to be paid as seen below;

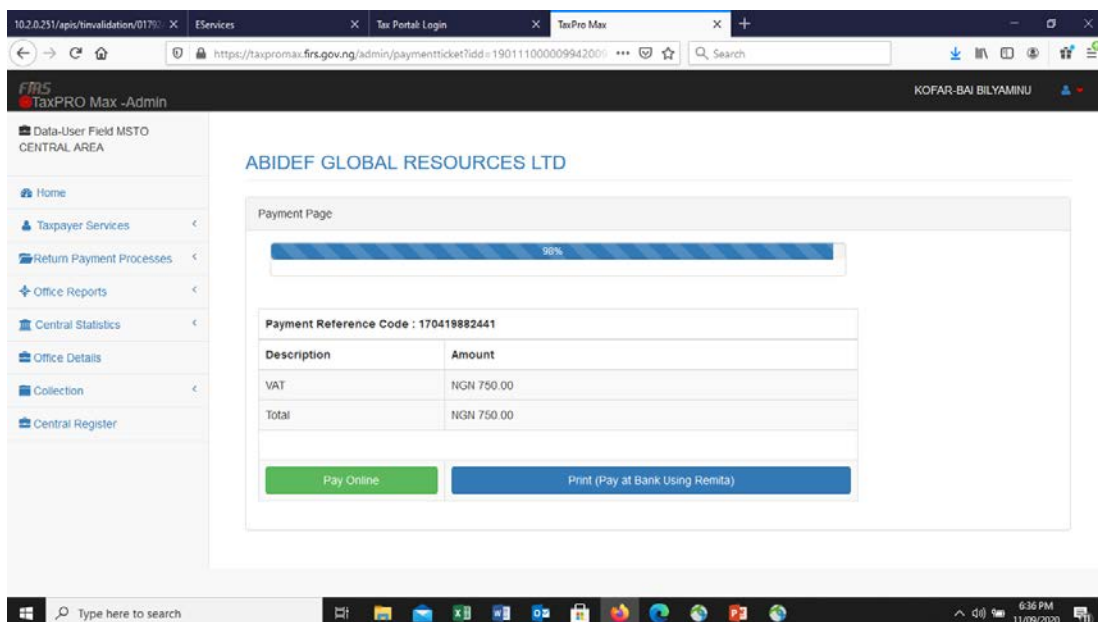
- xviii. If amount to be paid is accurate, click on “**Ok**”, if not, do not submit
- xix. When you click on “**Ok**”, click on “**Submit**”

3. PAYMENT

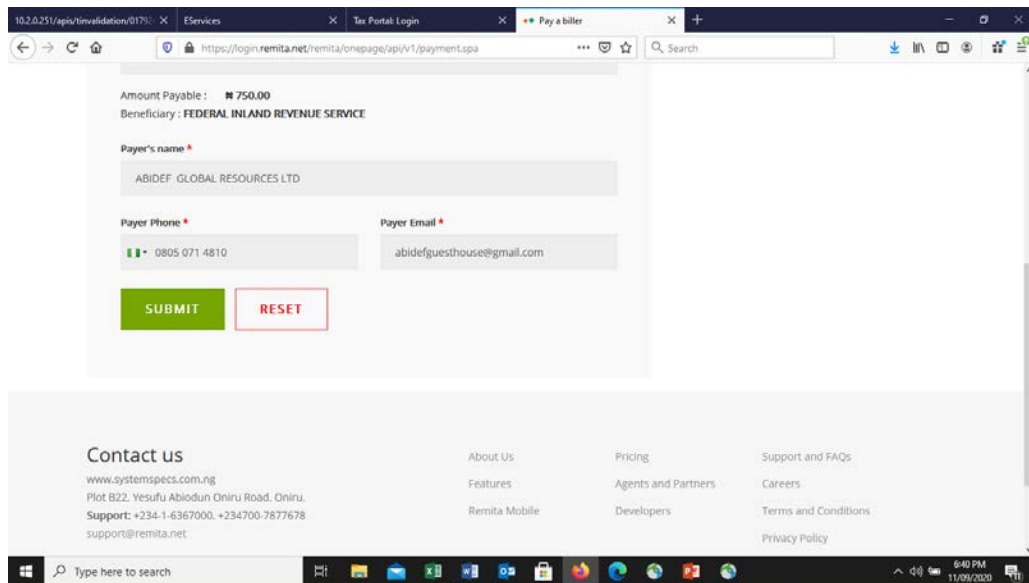
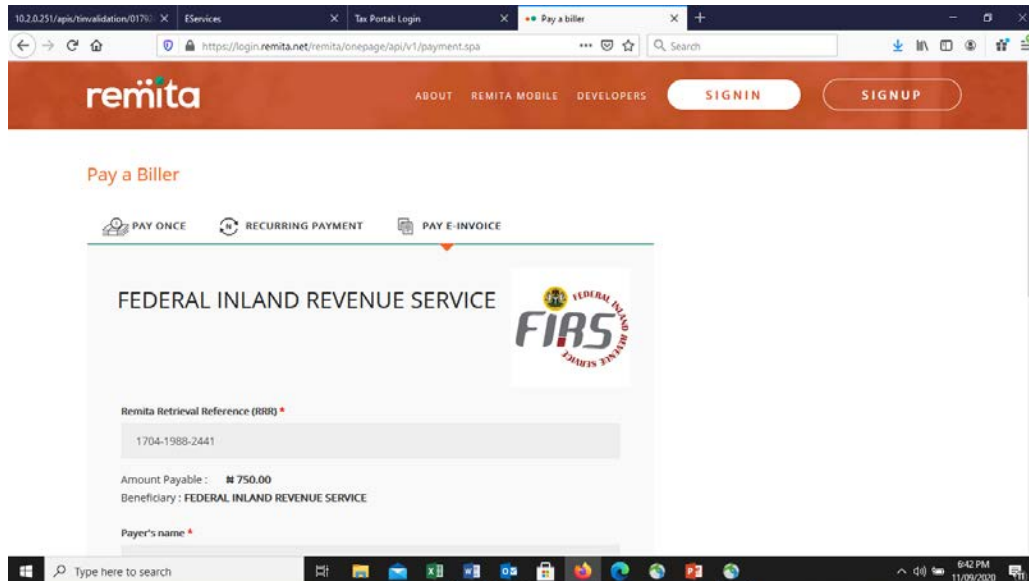
- I. On the Payment page, the Description and Amount to be paid will be displayed, click on “**Pay**” as seen below;



- II. System will generate Payment Reference Code to either Pay Online or Print Payment page and Pay at the bank using Remita as seen below;



- III. If you click on **“Pay Online”** it will take you to the payment gateway as seen below, click on **“Submit”**



- IV. If you click on **“Print (Pay At Bank Using Remita)”**, Payment Reference Slip with the RRR will automatically download for you to open, print, and take to the bank for payment.