



# **FEDERAL INLAND REVENUE SERVICE**

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*COMPANY INCOME TAX (CIT) USER GUIDE FOR  
(TAXPAYERS/CONSULTANTS) TAXPRO-MAX SOLUTION*

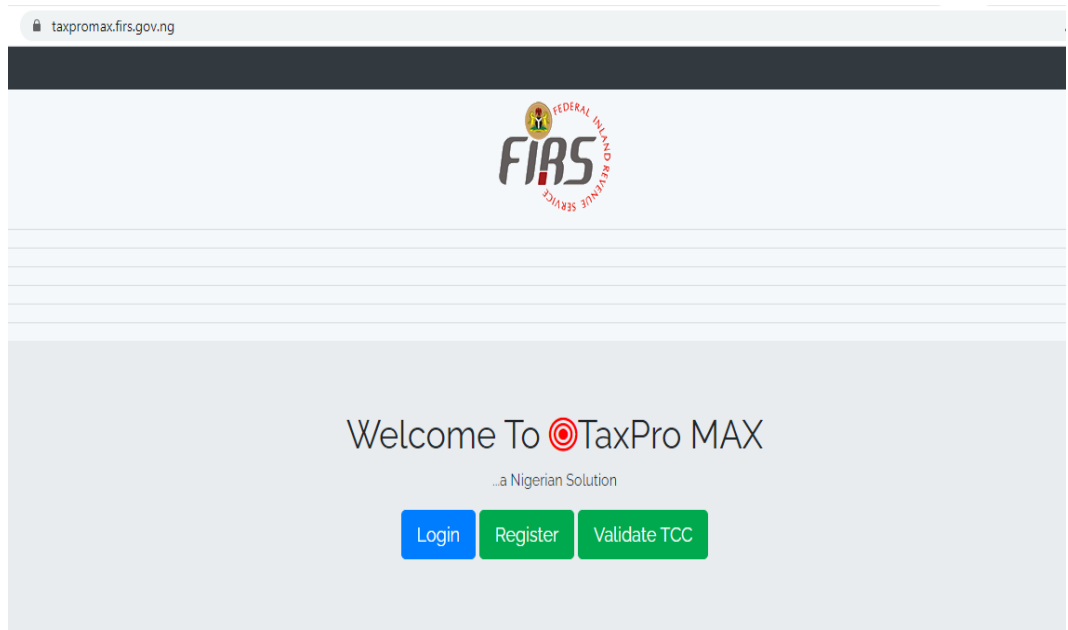
*TAX RETURNS FILING AND PAYMENT PROCESSES*

*(CIT, EDT AND NITDEF)*

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## 2. FILING OF CIT RETURNS BY TAXPAYERS

- Step-By-Step Filing and Payment Process
  - Go to <https://taxpromax.firs.gov.ng> on your browser



- Go to <https://Taxpromax.firs.gov.ng> on your browser
- Click login
- Insert email address and password
- Click login

A screenshot of the 'Admin Login' page on the TaxPro Max portal. The browser's address bar shows 'https://taxpromax.firs.gov.ng/login'. The page title is 'TaxPro Max'. The login form is titled 'Admin Login' and contains the following elements: a label 'E-Mail Address' next to a text input field, a label 'Password' next to a password input field, a checkbox labeled 'Remember Me', a blue 'Login' button, and a link labeled 'Forgot Your Password?'.

Admin Login

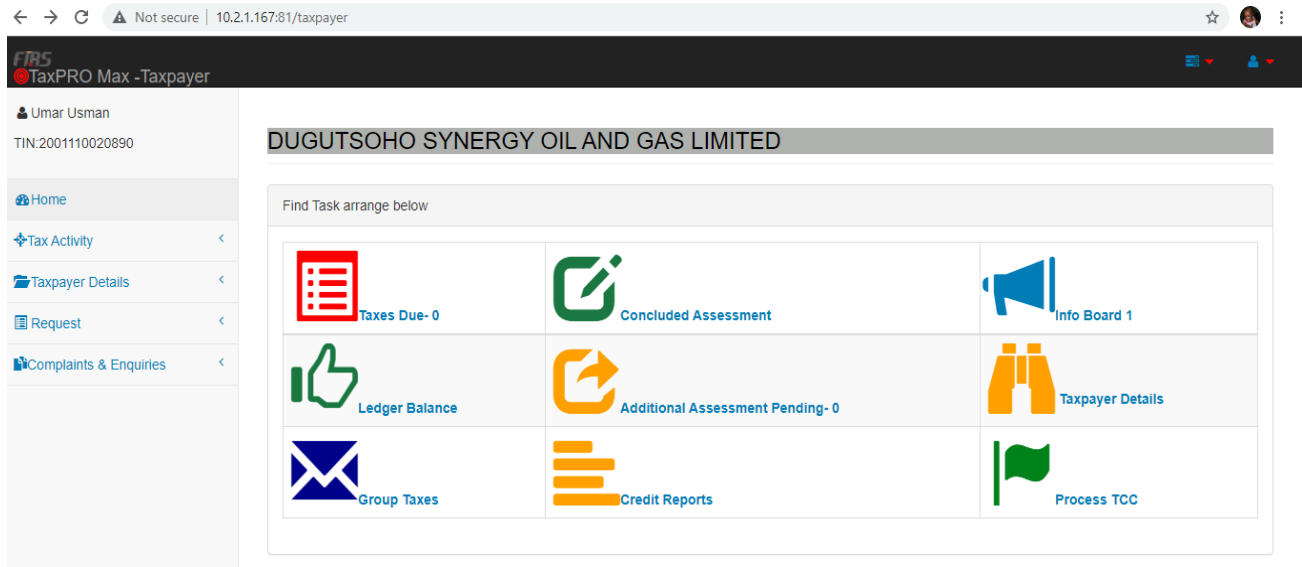
E-Mail Address

Password

☐ Remember Me

[Forgot Your Password?](#)

- From the dashboard, click on “**Taxes Due**” as shown below.



- Under the Action column, click on “**Process**” and it will take you to Schedules
- A list of schedules will be displayed on a page with status marked “**X**” or “**√**” (if completely filled)

These schedules are listed as;

- Revenue
- Non-Current Assets
- Current Asset
- Cost of Sales
- Other Income
- Operating Expenses
- Current Liabilities
- Long Term Liabilities
- Ownership/Capital Structure
- Reserve
- Profit Adjustment
- Balancing Adjustment
- Loss Relieved
- Capital Allowance

- Complete all the 14 Schedules as applicable:

### Schedule 1: Revenue

- Type revenue amount and click “*Proceed*”

### Schedule 2: Non-Current Assets

- Click on “*Addition*” in the Non-Current Assets sub schedule page
- Fill in the following options as shown on the screen shot below:

10.2.1.167:81/admin/sch12?id=62340

Return Payment Processes <

Office Reports <

Central Statistics <

Office Details <

Collection <

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Click Here to Return to Group List

TaxPRO Max has removed the Line Item

Show 10 entries Search:

Status	Asset Category	Description	Purchase Date	Years Spent	Cost	Rate			
Tangible	Plant (Excluding Furniture and Fitting)	PPE	2016-03-31	2	31,284,513,000.00	5.00	Remove	Dispose	Depreciation Value

Showing 1 to 1 of 1 entries

Previous 1 Next

Total Entry	1	Total Depreciation Current Year	1,564,225,650.00	Cumulative Depreciation	1,564,225,650.00
-------------	---	---------------------------------	------------------	-------------------------	------------------

Item On List

Plant (Excluding Furniture and Fitting)	PPE	1,564,225,650.00
---	-----	------------------

Tangible Asset	Select	Descripti	2020-11-1	NaN	Rate
----------------	--------	-----------	-----------	-----	------

Add Record

Reset Dispose

Proceed

Note: You can add item by using the form or remove

- The options as contained in the Non-Current Assets sub schedule are; **Status, Asset Category, Descriptions, Purchase Date, Years Spent, Cost, Rate**
- As shown on the screen shot above, there are **Total Entry, Total Depreciation for Current Year and Cumulative Depreciation** of all the items
- Status** option is either **Tangible Asset** or **Intangible Asset**
- Asset Category under “*Select*” can be seen in the screen shot below:

Waiting for response fr x

10.2.252.6/taxpro/public/admin/sch12?id=2284

Office Reports

Office Details

Collection

TaxPro has entered the Line Item

Show 10 entries Search:

Status	Asset Category	Description	Purchase Date	Depreciation Value
Tangible	Building Industrial	Test	2015-1	

Showing 1 to 1 of 1 entries

Total Entry 0 Total Depreciation Current Year 0.00

Item On List

Tangible Asset

Add Record

Note: You can add item by using the form or remove an item by clicking the remove link. When done press the Proceed button

Select

- Building Industrial
- Building Non-Industrial
- Mining Expenditure
- Plant (Excluding Furniture and Fitting)
- Agricultural Plant Expenditure
- Manufacturing Industrial Plant Expenditure
- Furnitures and Fittings Expenditure
- Public Transport Motor vehicles
- Motor Vehicles Expenditure
- Plantation Equipments Expenditure
- Construction Plant Expenditure (Excluding Furniture and Fitting)
- Research and Development Expenditure
- Housing Estate Expenditure
- Land
- Ranching and Plantation
- Goodwill
- Incorporation Expenses
- Trade Mark
- Patent
- Investments
- Deferred Taxation Assets
- Pre-operational Expenses
- Licences
- Others

Proceed

Type here to search

12:13 PM 6/28/2019

- **Description** option is for brief explanation of the specific asset category
- **Purchase Date** option is the date asset was purchased
- **Years spent** option is the year asset has been put to use
- **Cost** option is the original cost of the asset
- **Rate** option is the percentage value of the asset lifetime
- **"Remove"** option is for taking off the existing asset line
- **"Dispose"** option is used for taking off items/assets that have been sold or disposed and are no longer in existence in the current accounting period
- **"Depreciation"** option has the amortization/depreciation value, cumulative depreciation or brought forward value, and depreciation/amortization annual rate for write off as seen below;

← → ↻ Not secure | 10.2.1.167:81/admin/sch27?id=62340&group=21&dispose=6 ☆ ☆ 🗑️

**Non-Current Asset-> Depreciation 2017-03-31**

[Click Here to Return to Group List](#)

Status	Asset Category	Description	Purchase Date	Cost	Cumulative Dep/BF	Depreciation Rate	Net Book Value	Span
Tangible	Plant (Excluding Furniture and Fitting)	PPE	2016-03-31	31,284,513,000.00	1,564,225,650.00	5.00 %	29,720,287,350.00	0

Show  entries Search:

Account Year End	Net Book Value	Cumulative Depreciation/Amortization BF	Depreciation/Amortization Value	D/A Rate
2016-03-31	0.00	0.00	0.00	0.00
2017-03-31	0.00	1,564,225,650.00	1,564,225,650.00	10.00

Showing 1 to 2 of 2 entries

Previous **1** Next

[Proceed](#)

- Click **“Update”** and **“Proceed”** to the next option for insertion of Addition in the Non-Current asset category.

Note: You have to enter the depreciation for each asset to confirm depreciation, even for those with nil or zero and click the **“Proceed”** button.

- On the Non-Current Asset Addition (as seen below), click **“Add Record”** and **“Proceed”** to the next addition of the item:

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[Click Here to Return to Group List](#)

Show  entries Search:

Status	Asset Category	Description	Purchase Date	Years Spent	Cost	Rate			
Tangible	Plant (Excluding Furniture and Fitting)	PPE	2016-03-31	2	31,284,513,000.00	5.00	<a href="#">Remove</a>	<a href="#">Dispose</a>	<a href="#">Depreciation Value</a>

Showing 1 to 1 of 1 entries

Previous **1** Next

Total Entry	1	Total Depreciation Current Year	1,564,225,650.00	Cumulative Depreciation	1,564,225,650.00
-------------	---	---------------------------------	------------------	-------------------------	------------------

**Item On List**

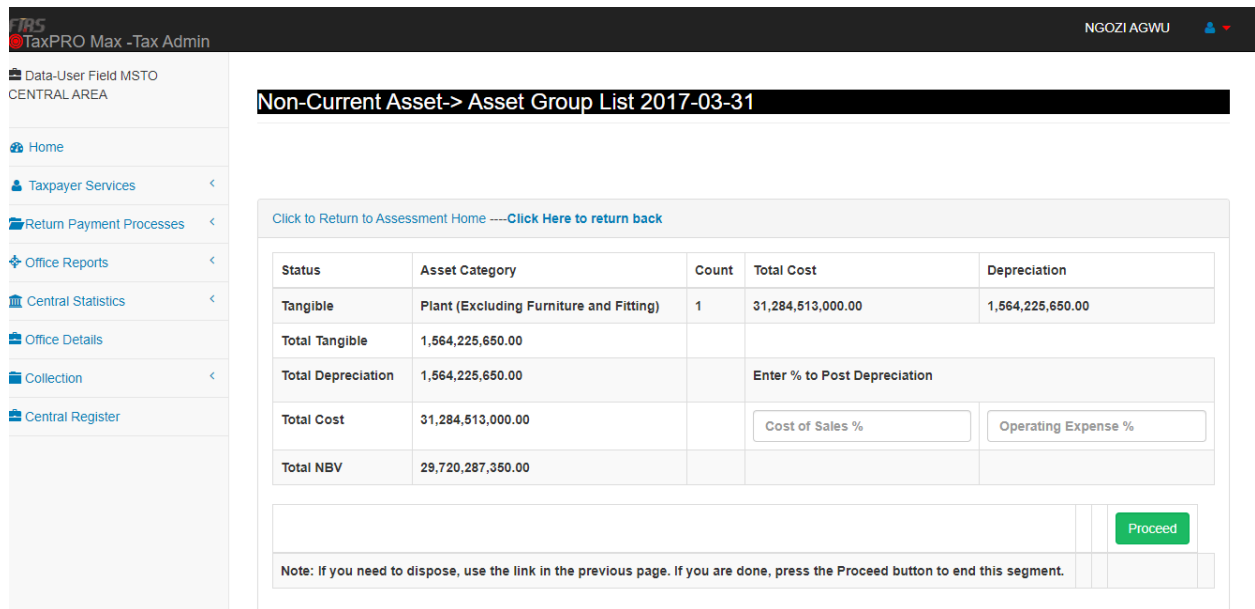
Plant (Excluding Furniture and Fitting)	PPE	1,564,225,650.00
---	-----	------------------

Tangible Asset	Select	Descripti	2020-11-1	NaN	Rate
----------------	--------	-----------	-----------	-----	------

[Add Record](#) [Reset](#) [Dispose](#) [Proceed](#)

Note: You can add item by using the form or remove an item by clicking the remove link. When done press the Proceed button

- The “[Click to Return to Assessment Home](#)” option, takes you back to the main schedule list.
- Click “[Proceed](#)” button for viewing asset group list page for Non-Current asset.
- Enter the percentage (%) to post depreciation to either cost of sales and/or operating expenses, and click “[Proceed](#)” button.
- Asset Group list page:-



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**Non-Current Asset-> Asset Group List 2017-03-31**

[Click to Return to Assessment Home](#) ----[Click Here to return back](#)

Status	Asset Category	Count	Total Cost	Depreciation
Tangible	Plant (Excluding Furniture and Fitting)	1	31,284,513,000.00	1,564,225,650.00
<b>Total Tangible</b>	<b>1,564,225,650.00</b>			
<b>Total Depreciation</b>	<b>1,564,225,650.00</b>		<b>Enter % to Post Depreciation</b>	
<b>Total Cost</b>	<b>31,284,513,000.00</b>		<input type="text" value="Cost of Sales %"/>	<input type="text" value="Operating Expense %"/>
<b>Total NBV</b>	<b>29,720,287,350.00</b>			

[Proceed](#)

Note: If you need to dispose, use the link in the previous page. If you are done, press the Proceed button to end this segment.

- On the screen shot above, you can view the **Total Tangible, Total Depreciation, Total Cost, and Total Net Book Value (Total NBV).**

Note: If you need to dispose, click on “[Dispose](#)” in the previous page. If you are done, press the “[Proceed](#)” button to end this segment.

Note: For all schedules, the previous schedule must be completed before proceeding to the next schedule.

### Schedule 3: Current Asset

- Select **Item** in the “Item” category as seen in the screenshot, and type the amount in space provided:

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Data-User Field MSTO  
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### Current Asset 2017-03-31

Click to Return to Assessment Home

Congratulations, You are done with Non-Current Assets Segment. Continue with Current Asset

Item	Amount
Inventories	NaN

[Add Record](#) [Proceed](#)

Use the form to add items, when done press the Proceed Button

- Click on “**Add Record**” and “**Proceed**”. It will take you to the next schedule.

### Schedule 3: Cost of Sales

- In the **Cost of Sales** Schedule, insert the corresponding **Description** of each item in their respective row, which includes ‘**Raw Materials**,’ ‘**Work in Progress**,’ and ‘**Finished Goods**’ as applicable. The item descriptions of cost of sales are seen on the screen shot below:

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Office Reports < Central Statistics < Office Details Collection < Central Register

Congratulations, You are done with Current Assets, Continue with Cost of Sale

Description	Raw Materials	Work in Progress	Finished Goods
Opening Inventory	0	0	0
Add Purchases	0	0	0
Add Carriage Inward	0	0	0
Less Return Outward	0	0	0
Reclassification	0	0	0
Depreciation and Amortization	0	0	0.00
Less Closing Inventory	0	0	0
Add Direct Labour Costs	0	0	0
Other Direct Cost If any.	0	0	0

[Add Record](#) [Done](#)

Click on “**Add Record**” and “**Done**”



## Schedule 4: Other Incomes

- Insert corresponding figure for each item in respective rows, which are ‘**Raw Materials**’ ‘**Work in Progress**’ and ‘**Finished Goods**’. See screenshot below:

Professional Fees	0
Contract Income	0
Dividend Received	0
Interest Income	0
Royalties	0
Rent Income	0
Foreign Exchange	0
Lease Financing	0
Decrease in Provision	0
Bad Debt Recovered	0
Income from Non-Pioneer Business	0
Others if any.	0

[Add Record](#) [Proceed](#)

- Click “*Add Record*” and “*Proceed*”

## Schedule 5: Operating Expenses:

- Fill in the necessary sub-schedule forms, as seen below:

Schedule	Status
Management/Technical Fees	
Interest Expense	
Rents	
Rates	
Directors Emoluments	

Schedule	Status
<b>Donations</b>	
<b>Professional Fees</b>	
<b>Other Operating Expense</b>	
<b>Operation Expenses</b>	

- Click on the **Management/Technical Fees** to fill the necessary fields as seen below:

Recipient	Relationship	Description of Service	Amount	
<input type="text"/>	<input type="text"/>			

- Click “**Add Record**” and “**Proceed**”

- Fill in the following for **Interest Expenses** or **Interest on Loans/Borrowed Funds** as seen below:

Source/Lender	Principal	Nature	Nature	Tenor	Tenor	Rate	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="Below 2 Years"/>			

- Click “**Add Record**” and “**Proceed**”

- Fill in the applicable **Rents** as seen below:

Description of Property	Owner	Address	State	Purpose of Use	Start Date	End Date	Amount Paid
-------------------------	-------	---------	-------	----------------	------------	----------	-------------

- Click “[Add Record](#)” and “[Proceed](#)”

- Fill in the **Rates** as applicable below:

Nature/Description	Beneficiary	Beneficiary TIN	Amount
--------------------	-------------	-----------------	--------

- Click “[Add Record](#)” and “[Proceed](#)”

- Fill in the **Directors Emolument** as seen below:

Name of Director/s	TIN (where applicable)	% of Interest Ordinary	% of Interest Preferred	Amount of Compensation	
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	
				<input type="button" value="Add Record"/>	<input type="button" value="Proceed"/>
Total compensation of directors (this is exclusive of benefit in kind and other fringe benefits)					

- Click “[Add Record](#)” and “[Proceed](#)”

- Fill in the **Donations** as seen below:

Description	Recipient	Recipient TIN	Nature of Recipient	Amount
<input type="text" value="Building"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<div> <input type="button" value="Add Record"/> <input type="button" value="Proceed"/> </div>				

- Click “**Add Record**” and “**Proceed**”
- Fill in the **Professional Fees** as seen below:

Descripti on	Beneficiar y	Beneficiar y TIN	Nature	Amoun t
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- Click “**Add Record**” and “**Proceed**”
- Fill in the items for **Other Deductions** as shown below:

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**Operating Expenses:Other Deductions 2017-03-31**

Click to Return to Assessment Home

Description	Amount

Add Record

Proceed

- Click “**Add Record**” and “**Proceed**”
- Review the total **Operating Expenses** sub-schedule and click “**Proceed**”

### Schedule 6: Current Liabilities:

- Fill in the necessary item and corresponding amount as seen on the screenshot below:

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**Current Liabilities 2017-03-31**

Click to Return to Assessment Home

Congratulations, You are done with Operation Expenses Segment. Continue with Current Liabilities

Item	Amount
Accruals	NaN

Add Record

Proceed

Use the form to add items, when done press the Proceed Button

- Click “**Add Record**” and “**Proceed**”

### Schedule 7: Long Term Liabilities

- Fill in the applicable item and amount as seen on the screenshot below:

Long Term Liabilities 2017-12-31

Click to Return to Assessment Home

Congratulations, You are done with Current Liabilities Segment. Continue with Long Term Liabilities

Item	Amount
Debenture	Type amount here
Loans over one year	
Directors Loans	
Deposit for share	
Long Term Finance	
Obligation under finance leases over 1 year	
Non current share based payment liability	
Deferred lease payment over 1 year	
Others	

Proceed

- Click “Add Record” and “Proceed”

## Schedule 8: Ownership/Capital Structure

- Fill in the applicable item as seen on the screenshots below: **Note:** Ownership Capital structure must be greater than Zero.

Ownership/Capital Structure 2017-12-31

Click to Return to Assessment Home

Congratulations, You are done with Long Term Liabilities Segment. Continue with Ownership/Capital Structure

Item	Owner	Value of Ordinary Share	Value of Preference Share	Total
Local Equity		Type Ordinary Shares here	Type Preference Shares here	
Authorised Issued And Fully Paid				

Add Record

Proceed

Use the form to add items, when done press the Proceed Button

TaxPRO -Tax Admin

ABDULAZEEZ ALAYA

Tax-Admin MSTO CENTRAL AREA

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### Ownership/Capital Structure 2017-12-31

Click to Return to Assessment Home

Congratulations, You are done with Long Term Liabilities Segment. Continue with Ownership/Capital Structure

Item	Owner	Value of Ordinary Share	Value of Preference Share	Total
	Local Equity	Type Ordinary Shares here	Type Preference Shares here	
	Local Equity			
	Foreign Equity			

Add Record

Proceed

Use the form to add items, when done press the Proceed Button

- Click **Add Record** and **Proceed**

## Schedule 9: Reserve

- Fill in the desired item and amount as seen on the screenshot below:

TaxPRO -Tax Admin

ABDULAZEEZ ALAYA

Tax-Admin MSTO CENTRAL AREA

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### Reserve 2017-12-31

Click to Return to Assessment Home

Item	Amount
Retained Earnings	Type amount here
Share Premium	
Reserve for Bonus Issue	
General Reserves	
Reserve for Outstanding Claims	
Statutory Reserve	
Reserve for Unexpired Risk	
Capital Redemption Reserve	
Minority Interest	
Others	

Proceed

- Click **Add Record** and **Proceed**

## Schedule 10: Profit Adjustment

- Fill in the desired item and amount as shown on the screenshot below:

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### Profit Adjustment 2017-03-31

[Click to Return to Assessment Home](#)

Congratulations, You are done with Reserve Segment. Continue with Profit Adjustment

Show 10 entries Search:

Nature	Item	Amount	Action
Add Backed Disallowed Expense	Depreciation, Amortisation and Depletions	1,564,225,650.00	
Total Add-Back: 1,564,225,650.00	Total Deduct: 0.00	Adjustable Profit : 1,564,225,650.00	

Showing 1 to 2 of 2 entries

Previous 1 Next

Add Back Disallowed Expense/Provisions already Charge Capital Withdrawn/Expenses NaN

- Click “**Add Record**” and “**Proceed**”

## Schedule 11: Balancing Adjustment

- Fill in the desired item and amount as seen on the screenshot below:

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### Balancing Adjustment 2017-03-31

[Click to Return to Assessment Home](#)

Congratulations, You are done with Profit Adjustment. Continue with Balancing Adjustment

Asset Description	Cost of Acquisition	Sales Proceed	Tax Writting Down Value	Cumulative Capital Allowance	Balancing Charge/Allowance
No Balancing Adjustment. Press the Proceed button					
Total					0.00

Proceed

Click “**Add Record**” and “**Proceed**”



## Schedule 12: Loss Relieved

- Automatic computation of **Loss Relieved** as seen on the screenshot below:

Loss Relieved 2017-03-31

Click to Return to Assessment Home

Description	Amount
Profit	0
Loss	0

Proceed

- Click **“Proceed”**

## Schedule 13: Capital Allowance

- Fill in the desired item and amount as seen on the screenshot below:

Capital Allowance 2017-03-31

Click Here to Return to Group List

Congratulations, You are done with Loss Relieved . Continue with Capital Allowance

Show 10 entries Search:

Asset Category	Total Cost	Entry Count	Current Capital Allowance
Plant (Excluding Furniture and Fitting)	31,284,513,000.00	1	3,910,564,125.00

Showing 1 to 1 of 1 entries

Previous 1 Next

Add Investment Allowance	Rural Investment Allowance (if applicable)	Current Year Capital Allowance	Assessable Profit / (Loss)	Total Capital Allowance Claimable
0	0	15,325,940,624.9	25,876,503,000.0	15,325,940,624.9

Proceed

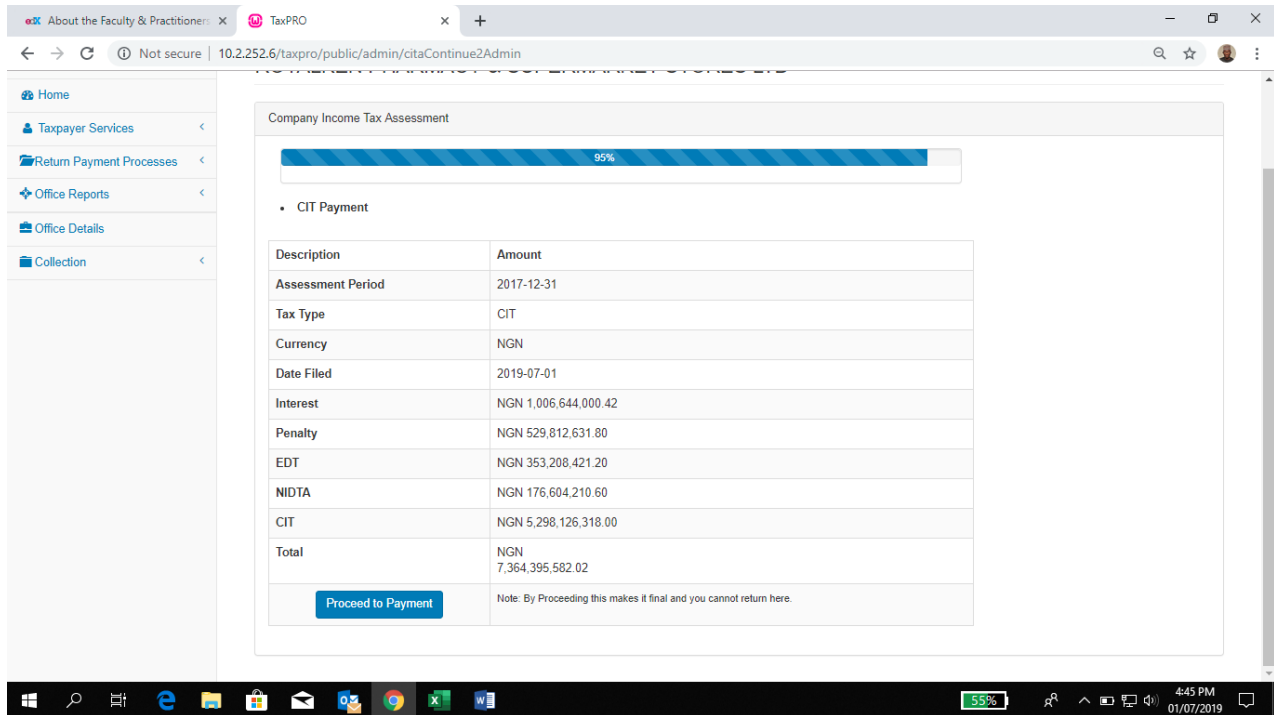
Click **“Proceed”**

### Company Income Tax Form:

- The Company Income Tax (CIT) form will be generated and displayed after the completion of all the schedules.
- Select the currency type (i.e. NGN, GBP, USD, CFA, EUR ), under “[Returning Currency](#)”
- Insert the total revenue amount on the first box of the generated form. This will automatically fill the remaining pre-fill boxes.
- Beneath the generated CIT form, click on “[Declaration](#)” to declare that the information is correct and in accordance to the relevant Tax Act.
- Select payment options; **Full-Payment**, **2 Installments**, **3 Installments**, or **4 Installments**, accordingly.
- Click on “[Submit](#)”

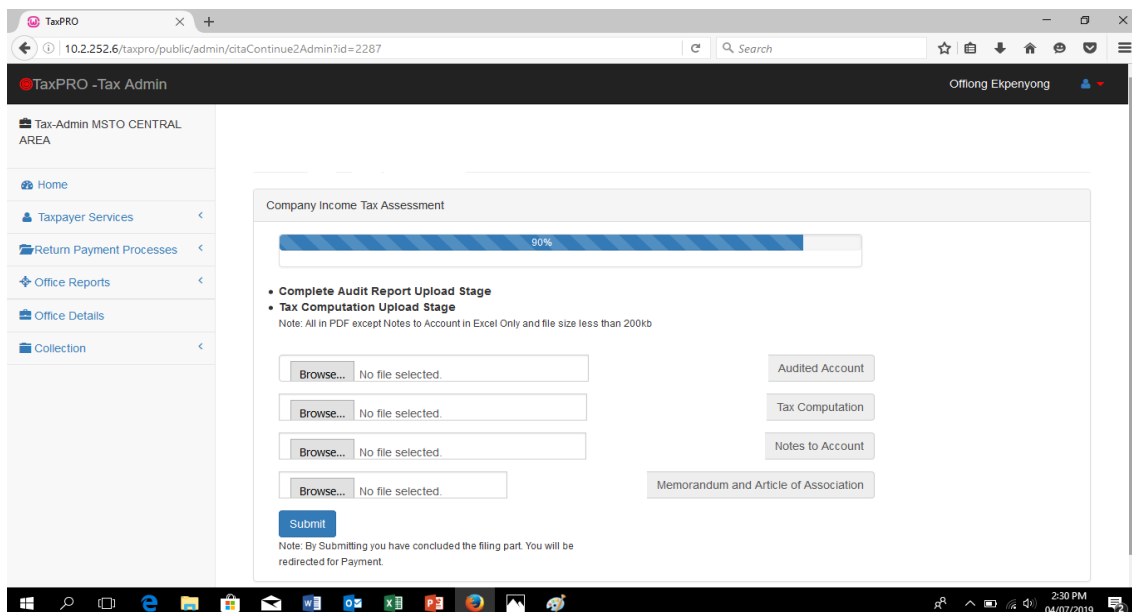
### Company Income Tax Assessment Page:

- Review the CIT assessment as seen below:



- Click “**Proceed to Payment**”

On the CIT Assessment page, upload **Audited Account, Tax Computation, Notes to Account, Memorandum and Articles of Association**, as seen on the screenshot below:



- Click on “**Submit**”

Note: All documents to be uploaded in PDF format except **Notes to the Account** which is in excel format. The size of the files should not be more than 200kb

## PAYMENT SESSION:

- On the CIT Payment page, go through the **Description** items and their corresponding **Amounts** for payment as seen in the screen shot below:

Company Income Tax Assessment

95%

• CIT Payment

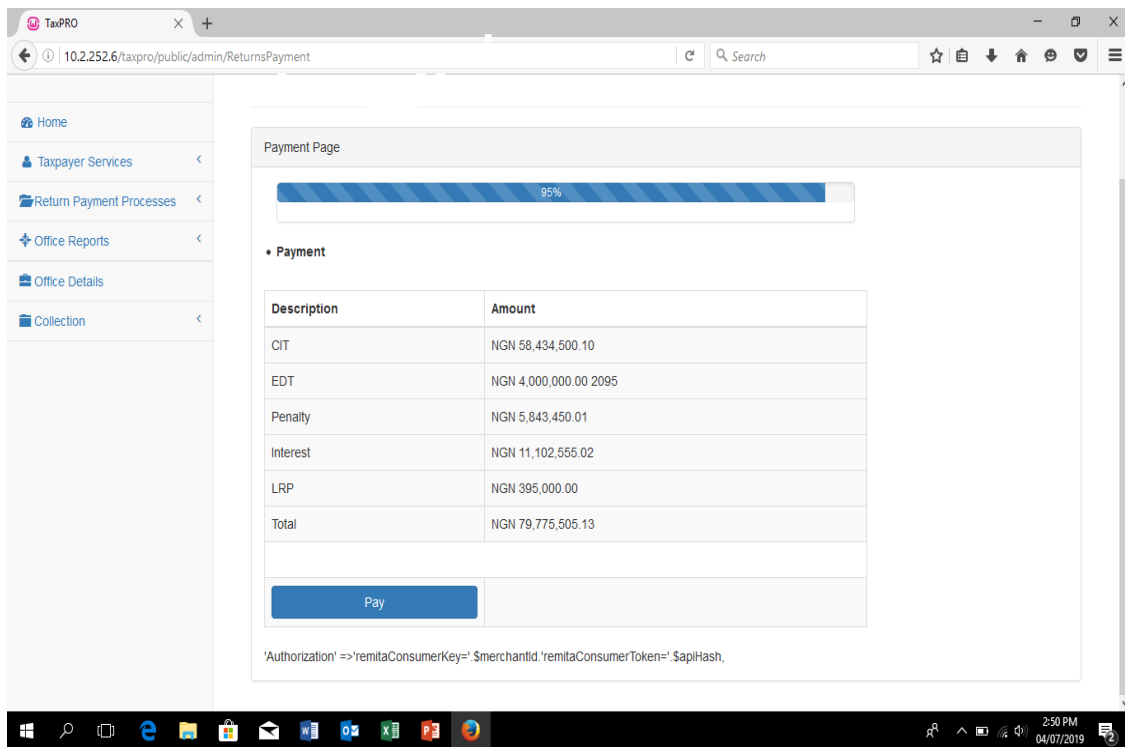
Description	Amount
Assessment Period	2013-04-30
Tax Type	CIT
Currency	NGN
Date Filed	2019-07-04
LRP Filing	NGN 395,000.00
Interest	NGN 11,102,555.02
Penalty	NGN 5,843,450.01
EDT	NGN 4,000,000.00
CIT	NGN 58,434,500.10
Total	NGN 79,775,505.13

[Proceed to Payment](#)

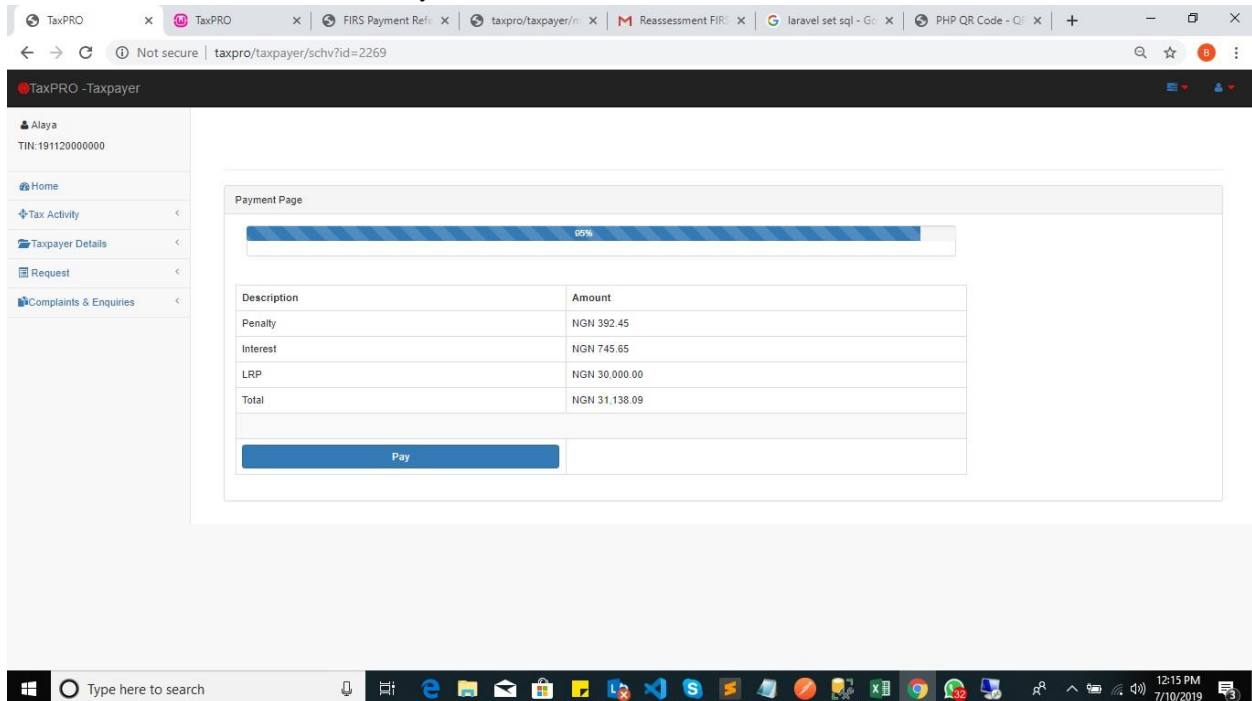
Note: By Proceeding this makes it final and you cannot return here.

- Click ***Process to Payment***

- On the **Payment** page, click on “**Pay Now**” as seen below



- Click 'Pay' button.



- The system will automatically generate a Payment Reference code (RR).
- Two payment options will be available, i.e. 'pay online' or 'print pay at Bank'

TaxPRO -Taxpayer

Alaya

TIN: 191120000000

Home

Tax Activity

Taxpayer Details

Request

Complaints & Enquiries

Payment Page

98%

Payment Reference Code : 350007755983

Description	Amount
Penalty	NGN 392.45
Interest	NGN 745.65
LRP	NGN 30,000.00
Total	NGN 31,138.09

Pay Online

Print Pay at Bank

Pay Online will automatically connect to Remita platform by generating the payer's name, phone number, email, amount, reference code. You can pay the amount online or at any FIRS designated Bank and click submit.

- Confirm payment and print payment acknowledgment slip.
- Sample payment acknowledgement slip as seen below:

FIRS

FEDERAL INLAND REVENUE SERVICE

Payment Reference Slip

Trans NO

TAX OFFICE

DATE

:4190709171001

:MSTO

:2019-07-09

Name of Taxpayer

TIN

Tax

Period

Reference Code

: NIGERIA LIMITED

: 191120000000

: VAT

: 2019-01-21

: 260007755870

Tax	Amount
LRP	30,000.00
Penalty	392.45
Interest	745.65
Total	31,138.09