

## **DIGITAL SUPPORT GROUP**

## USER GUIDE FOR TAXPRO-MAX SOLUTION.

TAX RETURNS FILING, PAYMENT PROCESSES REVIEW.

(VAT)

## **1. FILING OF VAT RETURNS USING TAX ADMIN LOGIN DETAILS**

• Step-By-Step Filing and Payment Process

taxpromax.firs.gov.n	
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	Welcome To
	a Nigerian Solution
	Login Register Validate TCC

• Go to https://taxpromax.firs.gov.ng on your browser

- Go to <a href="https://Taxpromax.firs.gov.ng">https://Taxpromax.firs.gov.ng</a> on your browser
- Click on the "Login" button in Blue
- Insert email address and password
- Click login
- It will take you to Taxpro Max home page as seen below;

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- i. From the dashboard click on "Taxes Due"
- ii. Select the Tax type.
- iii. Under the Action column, click on "*Process*" to commence filing of taxpayer returns.

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 iv. Complete the displayed schedules by clicking the first schedule "Goods and Services Exempt" as seen below;

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v. 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;

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 vi. 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;

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Click to Return to Assessment Home				
Product Category		Product Name	Amount	
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Goods and Service Purchased by Diplomats		GARRI	30,000.00	Remove
		Total	15,030,000.00	
Non-Oil Exports	~	Product Name	NaN	
Add Record			Proceed	
	Goods and Service Purchased by Diplomats Goods and Service Purchased by Diplomats Non-Oil Exports	Goods and Service Purchased by Diplomats Goods and Service Purchased by Diplomats Non-Oil Exports	Goods and Service Purchased by Diplomats     TELEVISION       Goods and Service Purchased by Diplomats     GARRI       Total     Total       Non-Oil Exports     Product Name	Goods and Service Purchased by Diplomats     TELEVISION     15,000,000.00       Goods and Service Purchased by Diplomats     GARRI     30,000.00       Total     15,030,000.00       Non-Oil Exports     Product Name     NaN

 vii. 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;

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

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		NaN			TOTAL OUTPUT TAX 60					
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		0	F	Purchases not wholly used	in making VATable Supplies 80					
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- ix. Choose the currency type NGN under "Returning Currency"
- x. Enter Total Sales/Income Exclusive of VAT 10
- xi. System will automatically do the computation of other necessary lines. **Note**: Columns without highlights can take inputs (if necessary)
- xii. 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
- xiii. A pop-up will be displayed asking for a confirmation of Amount to be paid as seen below;

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- xiv. If amount to be paid is accurate, click on "*Ok*", if not, do not submit
- xv. When you click on "*Ok*", click on "*Submit*"

## 3. PAYMENT

 On the Payment page, the Description and Amount to be paid will be displayed, click on "*Pay*" as seen below;

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 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;

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

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Contact us www.systemspecs.com.ng Plot B22, Yesufu Abidoun Oniru Road, Oniru. Support: +234-11-6367000, +234700-7877678 support@remita.net	About Us Features Remita M	Ag	icing ents and Partners velopers	Support and FAQs Careers Terms and Conditions Privacy Policy			
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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. Please see screen shot below;

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