



GUIDELINES ON HOW TO SUBMIT ANNUAL RETURNS

1. Visit www.lirs.gov.ng to file your Annual Returns
2. Click on the pop up to file your Annual Returns
3. New companies can register using the Company RC number or Taxpayer ID
4. Existing companies can login using either the Company RC number or Taxpayer ID (CID) and the password sent to you
5. New Companies without Company RC number or Taxpayer ID should visit tax stations nearest to them
6. Download the templates
 - All templates (Annual Returns, Projection, Payment Schedule and Withholding Schedule) on the dashboard.
 - Download of Projection templates on the projection page.
 - Download of Payment Schedule templates on the Schedule page.
 - Download of Withholding Schedule templates on the Withholding page.
7. Explanation on how to handle the template
 - a) Do not edit the header
 - b) Do not type the name of your company in the template
 - c) Do not wrap the template
 - d) Start entering your records from the second row of the template
 - e) Do not add any column to the template aside the given column in the header
8. After the upload, you can preview your uploads before submission. During preview, if there are mistakes on the uploads, you can edit, delete or re-upload but not after submission.

*After preview the following should be noted before submission

- Company can only submit once.
- Staff phone number is compulsory.
- No duplication of phone number for staff.