DIGITAL SUPPORT GROUP

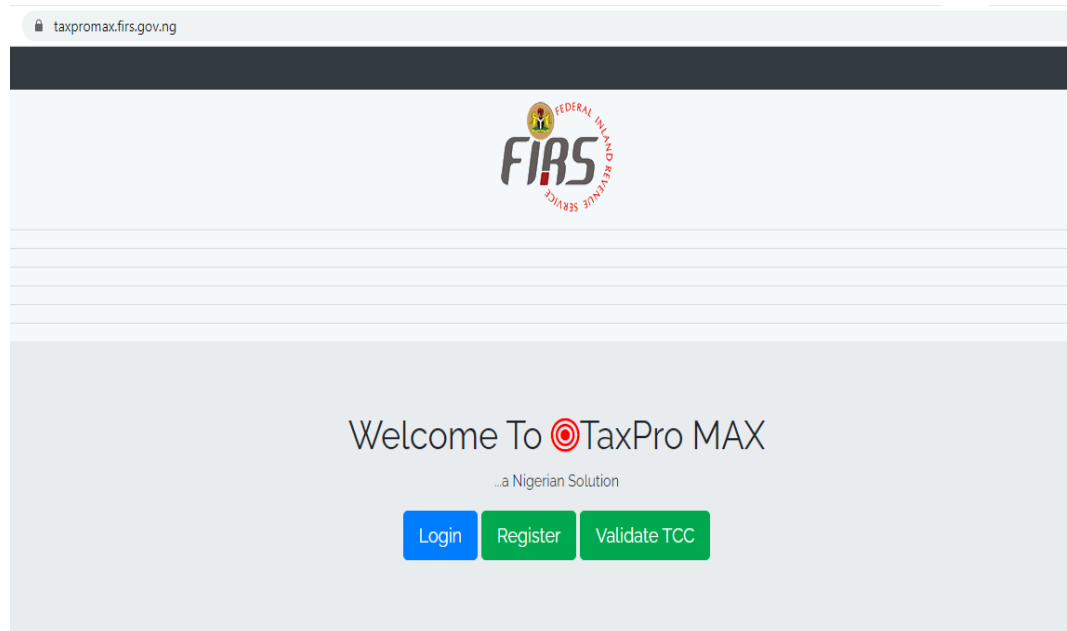*USER GUIDE FOR TAXPRO-MAX SOLUTION.*

TAX RETURNS FILING, PAYMENT PROCESSES REVIEW.
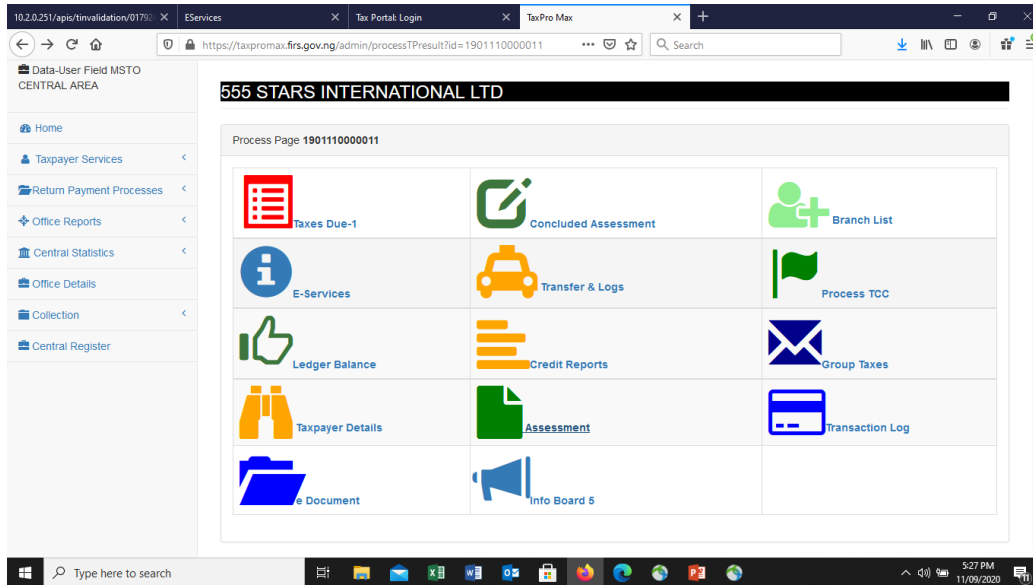
(VAT)

1. FILING OF VAT RETURNS USING TAX ADMIN LOGIN DETAILS

- Step-By-Step Filing and Payment Process

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


- Go to https//Taxpromax.firs.gov.ng 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;

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.
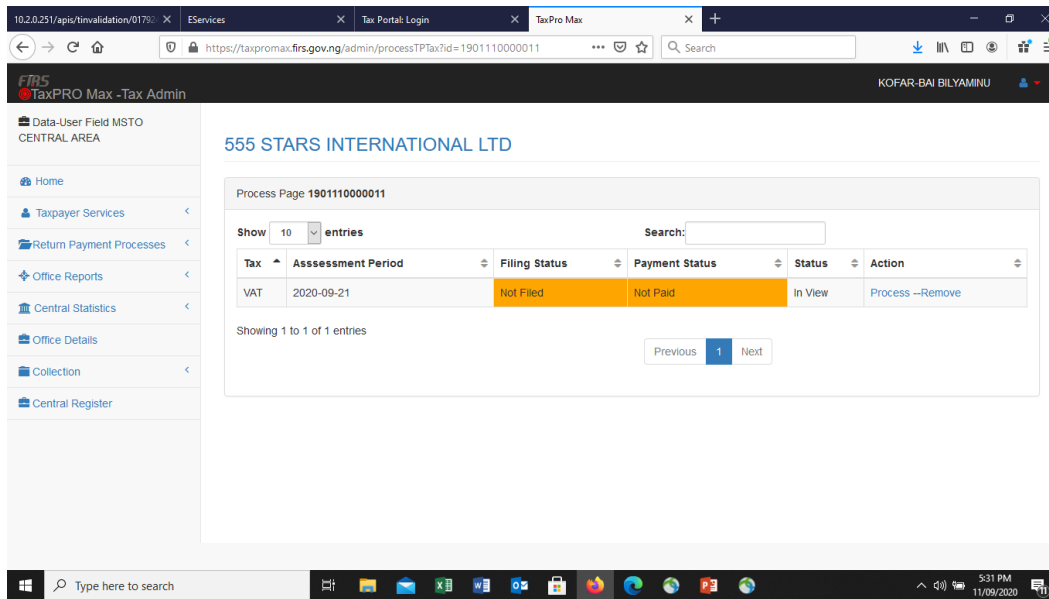
iv. Complete the displayed schedules by clicking the first schedule "*Goods and Services Exempt"* as seen below;
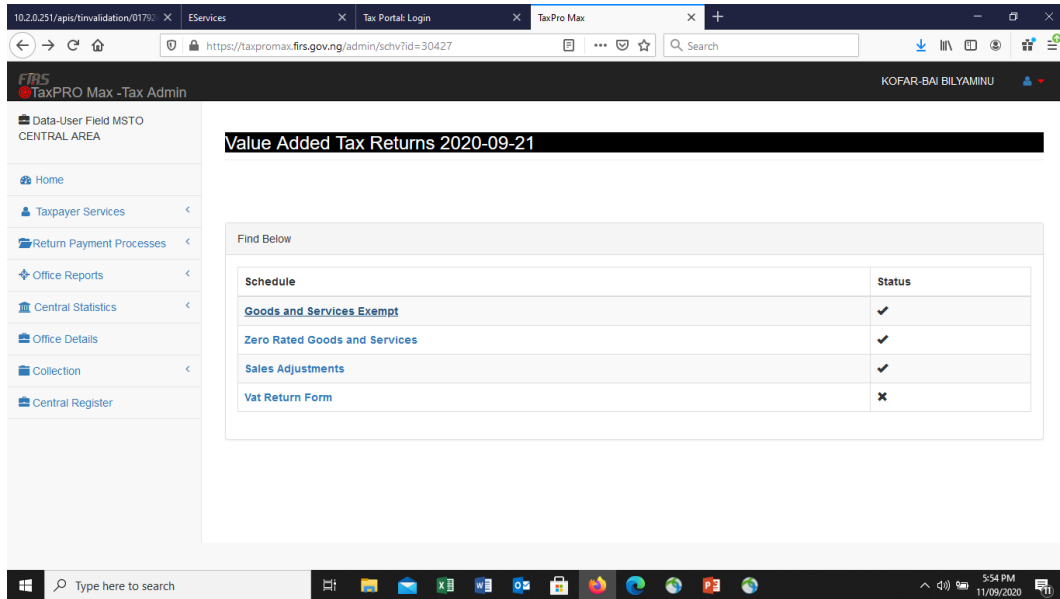
v. Enter name of Goods and Services Exempt (if any) with the sum. Note: The figure for sum should be entered without comma (,) e.g 30000 **NOT** 30,000. After sum has been entered, click on "*Add Record*" to add inputted record and click on "*Proceed*" as seen below;
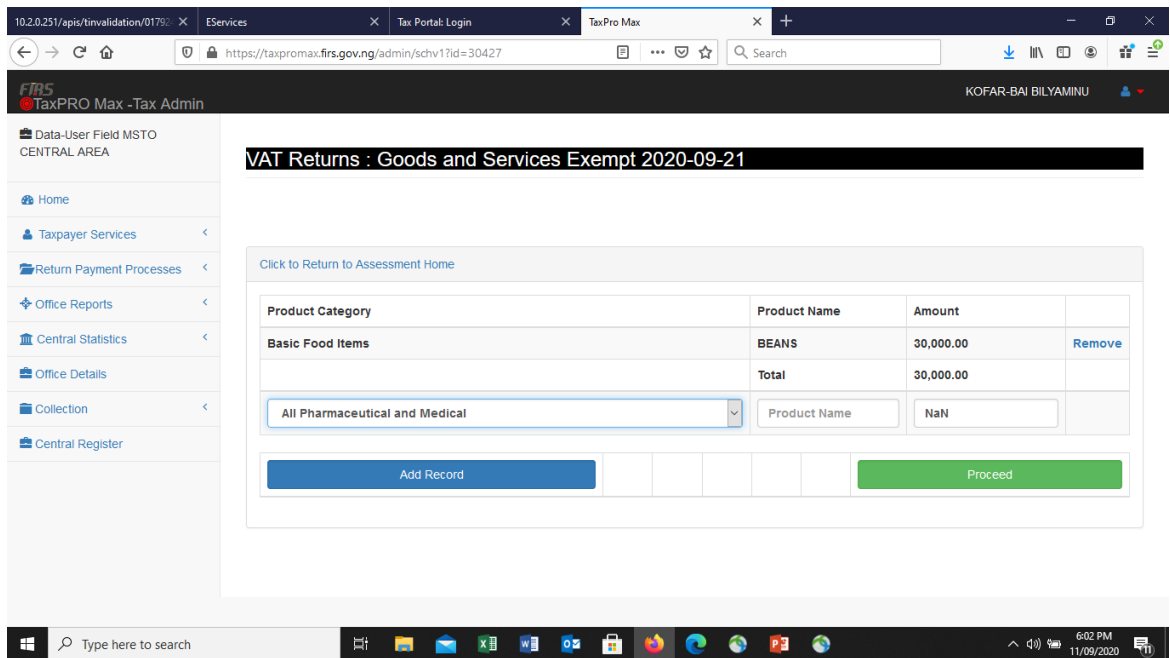
vi. The next schedule Zero Rated Goods and Services will be displayed automatically because the first schedule was completed. Also, enter name and amount of Zero Rated Goods and Services (if any), click on "*Add Record*" and click on "*Proceed*" as seen below;

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;

viii. The VAT form will be generated and displayed after the completion of all the schedules as seen below;
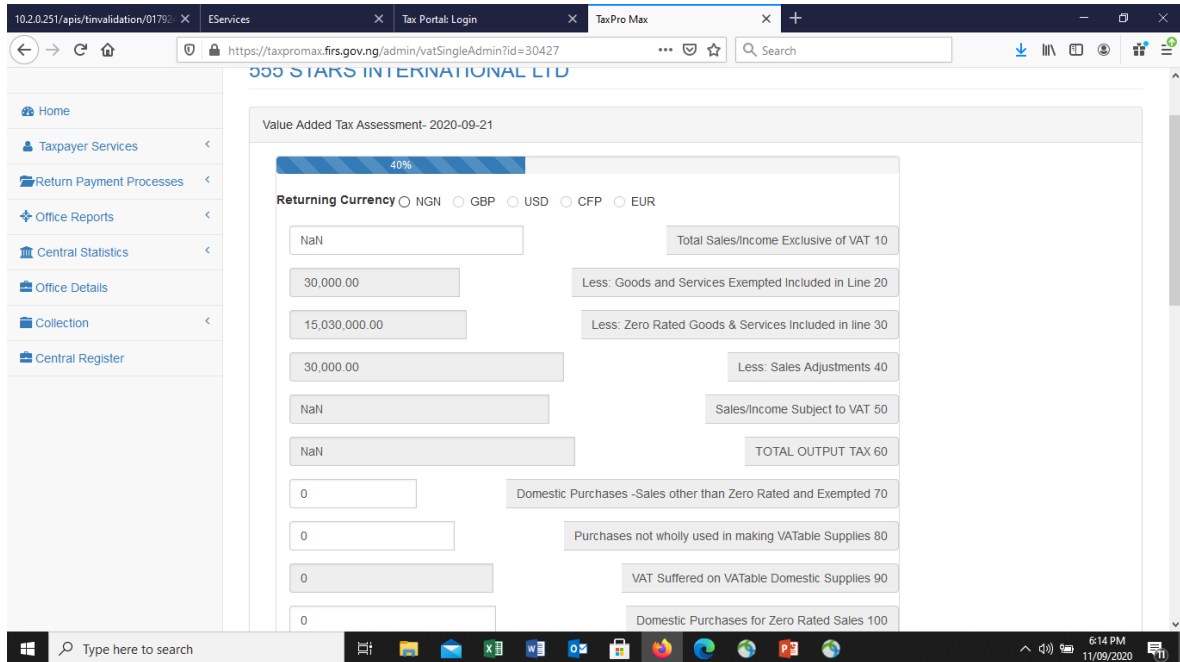
ix. Choose the currency type NGN under "*Returning Currency*"

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;
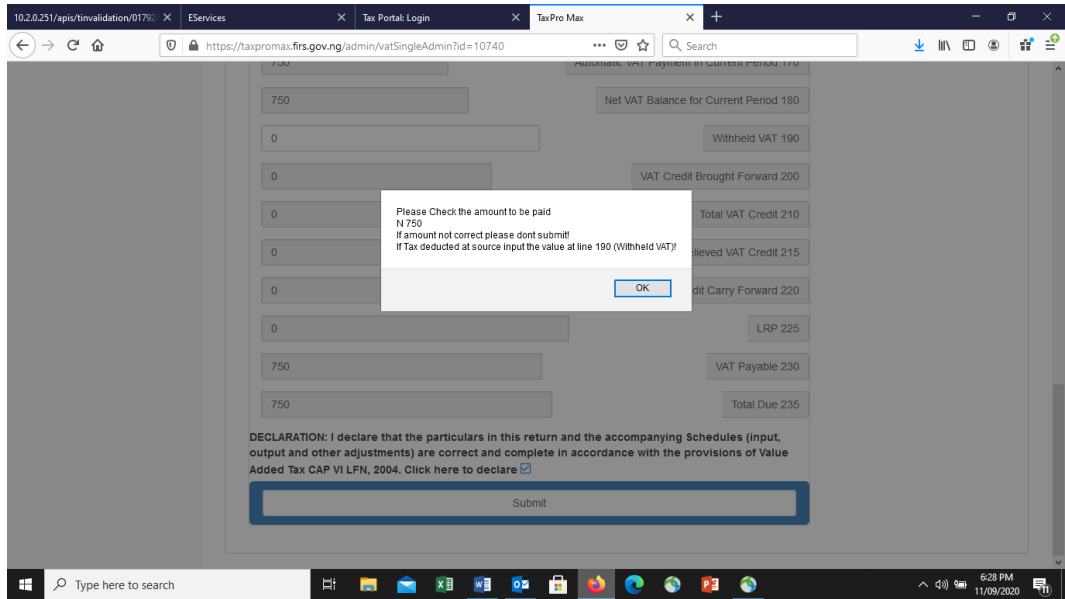
xiv.   If amount to be paid is accurate, click on "*Ok*", if not, do not submit

xv.   When you click on "*Ok*", click on "*Submit*"

3. PAYMENT

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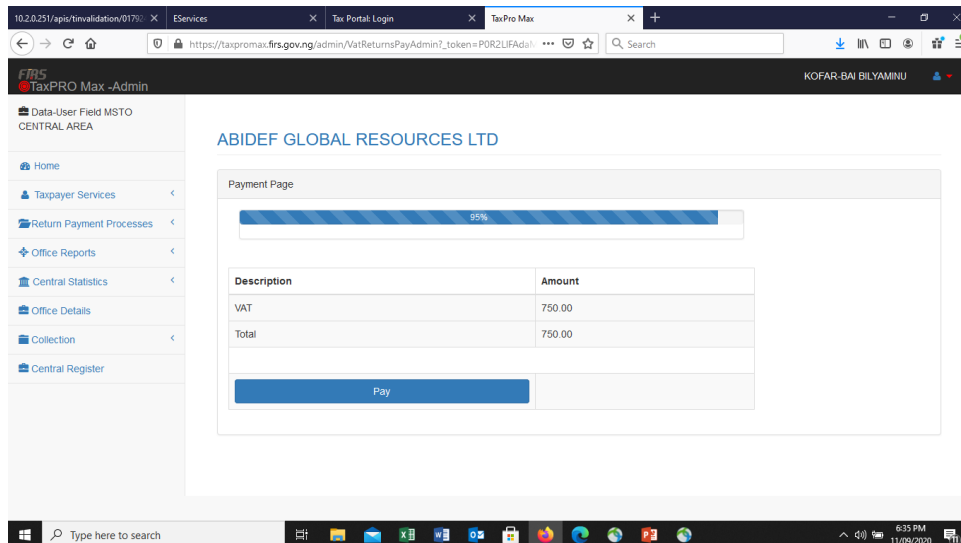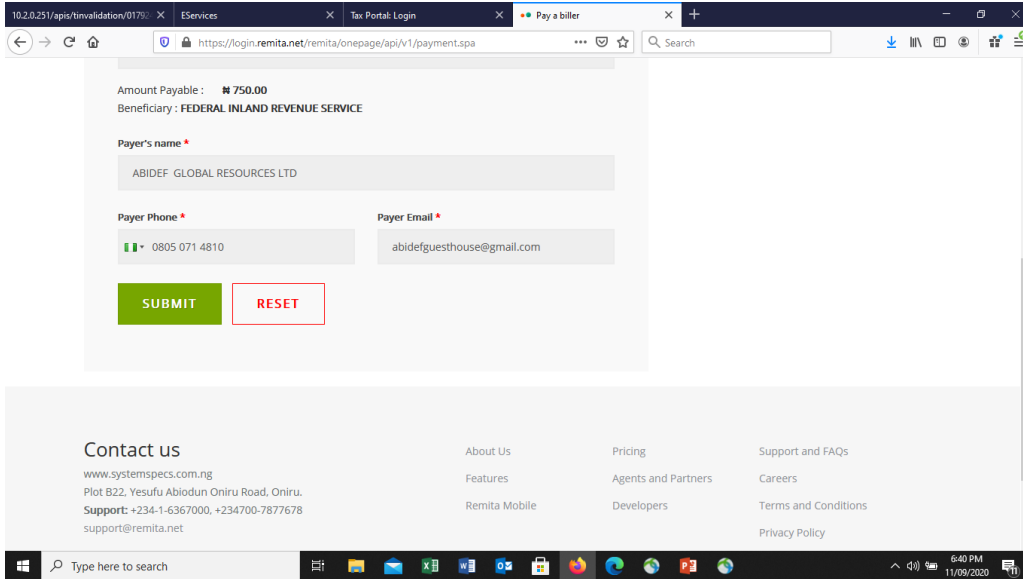

II.   System will generate Payment Reference Code to either Pay Online or Print Payment page and Pay at the bank using Remita as seen below;
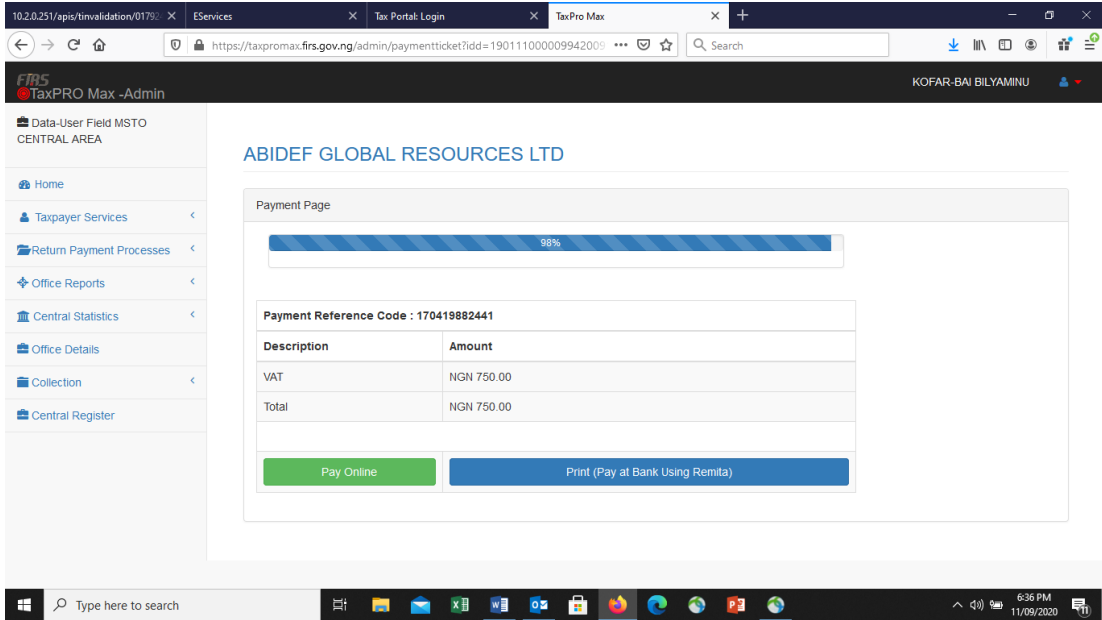
III.   If you click on "*Pay Online*" it will take you to the payment gateway as seen below, click on "*Submit*"
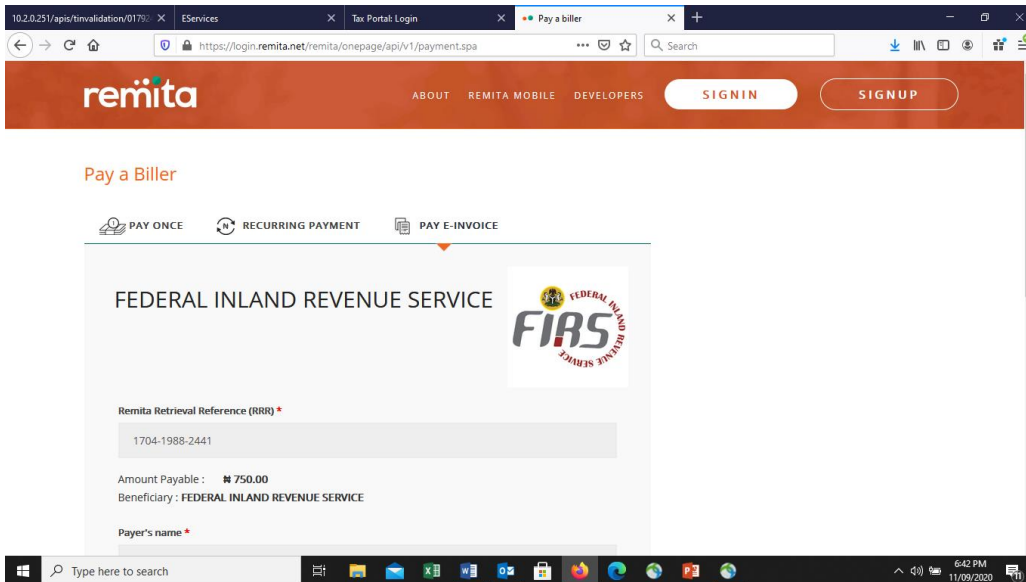
IV. If you click on "**Print (Pay At Bank Using Remita)**", Payment Reference Slip with the RRR will automatically download for you to open, print, and take to the bank for payment. Please see screen shot below;