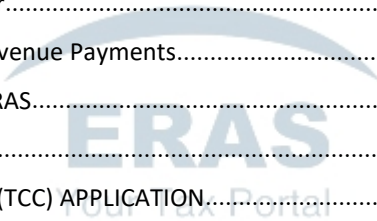


2020

# ERAS User Guide-Taxpayer

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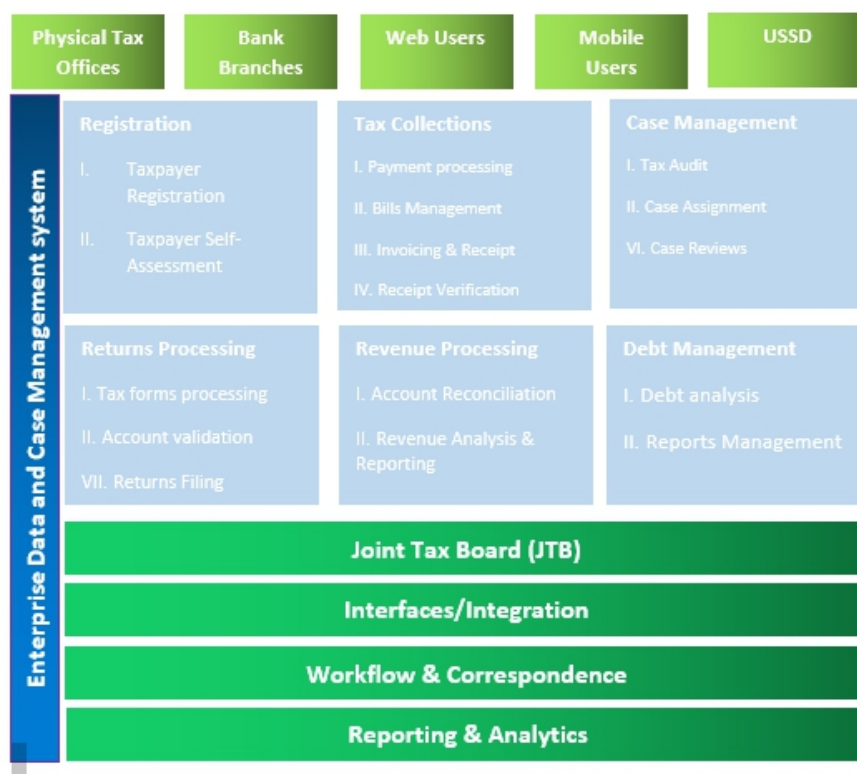


## 1.0 ERAS OVERVIEW

The goal of this training manual is to introduce the features and capability of the new tax administration software to the end users and also provide guidelines and easy steps for adoption of the ERAS software.

### 1.1 ABOUT ERAS

Ekiti Revenue Automation System (ERAS) is a digital tax administration solution developed by CSDC Consulting Enterprise Solution. Leveraging over 25 years' experience as a solution provider for e-governance in more than 180 countries in the world, we are the fastest-growing solution providers for tax administration in Nigeria. Our Enterprise Data management system can integrate with third-party platforms to provide wide data, case and business rules management to foster transparency, increased Taxpayer self-services and Tax management services. With a highly flexible technology architecture designed to accommodate change and integrate easily with legacy systems, we can create a comprehensive and reliable configuration that promotes an effective, accountable and seamless administration of Tax and increased revenue.



## 1.2 ERAS FEATURES AND MODULES

### ERAS Modules



### 1.3 KEY BENEFITS

1. **Improved Internally Generated Revenue:** ERAS electronic invoicing and billing platform as well as its multichannel digital payment collections functions enable simple, seamless & secure tax payment collections for increased revenue generation.
2. **Robust reporting and business intelligence:** ERAS include real-time enterprise modelling and accounts reporting, reconciliation tools, thus, improving revenue collection activities and enabling rapid executive decision making.
3. **Business Process Automation:** Increased data capture from revenue forms and fewer documents requiring manual intervention through its digitized enumeration, filing assessment audit and payment processes. This is achieved through its efficient document management, permissions and document routing and approval work-flows all in real time across multiple tax offices.
4. **Self-Service Capabilities for Tax payers:** ERAS also offers a self-service portal to support taxpayers in fulfilling their legal obligations and help improve tax compliance. This ensure tasks such as taxpayer registration, assessment, return filling reducing the turnaround time for business processes.
5. **Reports and Analytics:** Provision of advanced analytic tools to enable executives and agency staff make informed decision in real time and in visually appealing manner.



# ERAS User Guide-Taxpayer

## 2. Modules

## 2.0 ERAS FEATURES AND MODULES FOR TAX PAYERS

1. Tax payer Registration and Log In
2. Tax payer Tax Revenue
  - a) Self-Assessments
  - b) Withholding Tax
  - c) PAYE (Returns filing)
  - d) Stamp Duties
  - e) Development levy
  - f) Presumptive Tax
  - g) Other Taxes
3. Non-Tax Revenue
4. E-filing
5. Self- Assessment
6. Tax Clearance Certificate (TCC Application)
7. Payment Processing
  - a) Bill Generation
  - b) Payment Transactions



## 2.1 Tax-payer Registration

In fulfillment of the requirement to have every working-class citizen of the economy captured in the tax net, the self-service portal offers a unique taxpayer registration module that is integrated with third party identity systems such as Joint Tax Board (JTB) which minimizes the cases of duplicated errors. A Tax payer can register for either an Individual or a Corporate account. A unique ID is generated for the taxpayer after a successful registration. *(ERAS is compatible on mobile and desktop device)*

The Tax Payer Registration is divided into 2 sections:

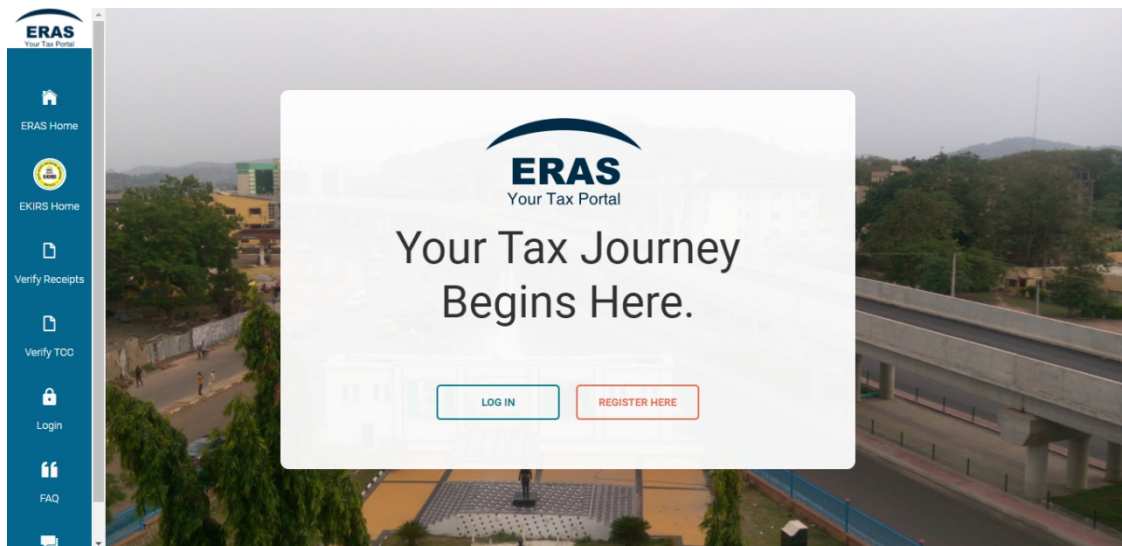
- a. Tax payer Registration with JTB TIN
- b. Taxpayer Registration without JTB TIN

### A. Tax payer Registration with JTB TIN

Follow the steps begin registration if you have been registered with JTB or you want to find your record.

Visit the url: <http://irs.ekitistate.gov.ng/>

- For first time users, click on “**Register here**” to start the registration process.
- Then click “**I HAVE JTBTIN**”



The screenshot shows the ERAS Taxpayer Registration Platform interface. On the left is a blue sidebar with the ERAS logo and navigation links: ERAS Home, EKIRS Home, Verify Receipts, Verify TCC, Login, FAQ, and a chat icon. The main content area has a background image of a city street. A white registration box is centered, titled "TAXPAYER REGISTRATION". It says "Welcome to Taxpayer Registration Platform. Please select an option that apply below." There are two buttons: "I HAVE JTBTIN" (highlighted with a red box) and "I DON'T HAVE JTBTIN". Below these is a link: "Already have an account? [Login](#)".

*Note that: User's phone number, date of birth is mandatory while the JTBTIN is optional to fill as seen below*

The screenshot shows the "Retrieve JTB Information" form on the ERAS platform. The sidebar is the same as in the previous image. The form is titled "Retrieve JTB Information" and includes the text "Use only JTB TIN (Optional)". There is a text input field labeled "Enter JTBTIN (Optional)". Below this are two mandatory fields, each highlighted with a red box: "\* Phone Number" with the value "08038479555" and "\* Date of Birth" with the value "07/29/1982" and a calendar icon. At the bottom right of the form is a blue "Search" button, also highlighted with a red box.

- Click on **"Search"**

*The system retrieves the details of the taxpayer as shown below*

**ERAS**  
Your Tax Portal

ERAS Home  
EKIRS Home  
Verify Receipts  
Verify TCC  
Login  
FAQ

**N.B- Verify details before proceeding or press cancel**

JTBTIN	Title	First Name *	Last Name *
1013325467	Mrs.	OLUWABUKOLA	ADENIYI
Middle Name	Email *	Phone Number *	Birth Date *
RACHEAL	--N/A--	08038479555	1982-07-29 00:00:00
Gender *	State *	Nationality *	
Male	--N/A--	Nigeria	
Address *			
OLORUNSOGO ZONE 1 ADO EKITI Alimosho, , EKITI, Nigeria			
CANCEL		Proceed	

- To fill the required Information, use the drop-down in “**People type**” to choose whether to register for an individual or a corporate account.
- Select the “**Tax Office**” from the list of options
- Click on “**Submit**”

**ERAS**  
Your Tax Portal

ERAS Home  
EKIRS Home  
Verify Receipts  
Verify TCC  
Login  
FAQ

People Type \*

-- Select People Type --

Occupation/Profession \*

Department

Tax Office \*

-- Select Taxoffice --

LGA (Local Government Area) \*

Select LGA

Email \*

Password \*

Confirm Password \*

Back

Submit

*An email notification is sent to the provided email address of the user and an identification number named as “**EKTIN**” is generated for the user.*

- Click on “**Download Certificate**” to download Certificate of registration

## B. Tax payer Registration without JTBTIN

- For first time users, click on **“Register here”** to start the registration process.
- Then click **“I DON’T HAVE JTBTIN”**
- Fill in the information required on the registration form
- Set a new password
- Click **“Complete registration”**



### Create Account

* Registration Type -- Select People Type --	Title Title (Mr., Mrs, Prof., Miss)	* First Name	* Last Name
Middle Name	* Business Sector Select Business Sector	* Occupation/Profession	Department
* Phone Number	* Date of Birth dd/mm/yyyy	* Gender Select Gender	Email Address
* Address	* LGA (Local Government Area) Select LGA	* Tax Office -- Select Taxoffice --	

To protect your transactions on this platform, please create a password.

Password	Confirm Password
----------	------------------

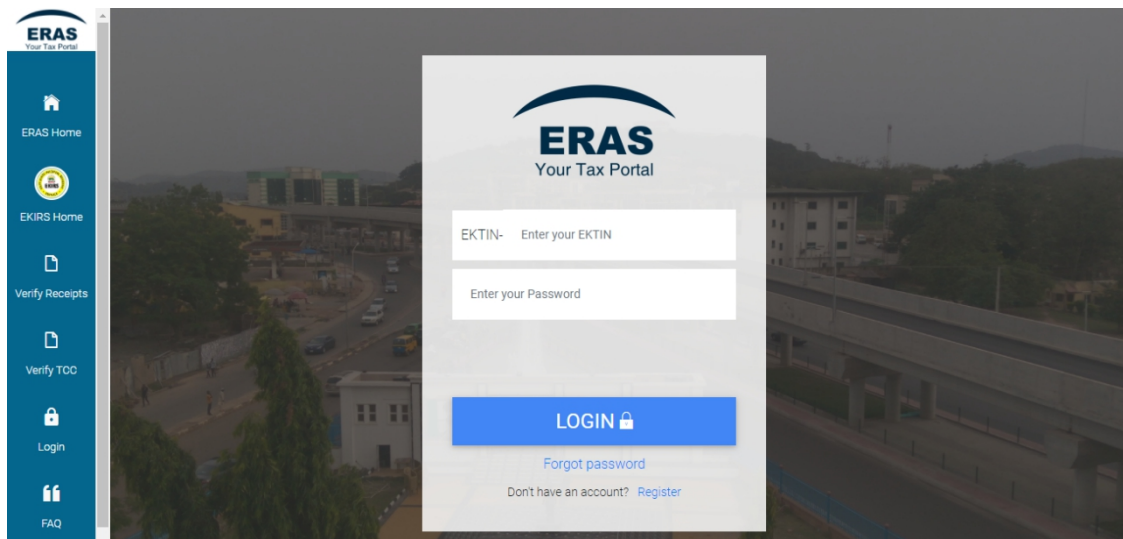
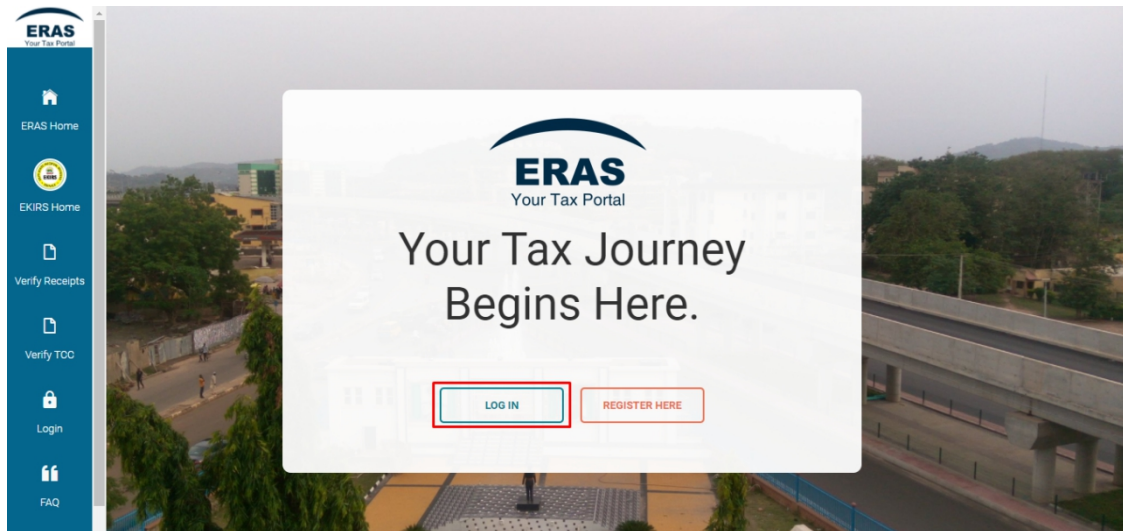
Cancel RegistrationComplete Registration





### Login

- Click **“Login”** on the ERAS home page
- Enter your new **EKTIN** and **password**
- Click on **“Login”**



### Taxpayer Dashboard

On the tax payer dashboard, you can View, Edit your profile, Reset password, Upload picture and download Certificate of Registration after Login.

#### To Edit your profile;

- Click on **“Account Settings”**
- Select **“Edit Profile”**
- A pop-up box will appear on your screen. You can make changes as preferred.



- Click **“Submit”** to update the new information.

Edit Profile
X

Organization Name
Bellefood

Email
t.amechi@csdcconsulting.coi
Phone Number \*
09057900000000000000

LGA \*
Ado-Ekiti
Tax Station \*
IJERO REGIONAL TAX OF

Address \*
Ado Road

Occupation/Profession \*
Food processor


Department
Manufacturing

Close
Submit

Welcome, Bellefood
Account Settings

Edit Profile
Reset Password
Logout

User Profile


Upload Picture

JTBTIN	--N/A--	Date of Incorporation	
EKTIN	EKTIN-10000395	CAC	122222222222222
Organization Name	Bellefood	Tax Station	IJERO REGIONAL TAX OFFICE
Taxpayer Type	Company	LGA	Ado-Ekiti
Email Address	t.amechi@csdcconsulting.com	Occupation/Profession	Food processor
Phone Number	09057900000000000000	Department	Manufacturing
Nationality	Nigeria		
Address	Ado Road		

Download Registration Certificate

### To Reset password;

- Navigate to **“Account Settings”** on Tax payer profile
- Click on **“Reset Password”**
- Select **“Edit Profile”**
- A pop-up dialogue will appear on your screen. You can make changes as preferred.
- Click **“Submit”** to update the new information.

Reset Password
×

Old Password

New Password

Confirm Password

Close
Reset

#### To Upload picture;

- Navigate to upload picture
- Click on **“Upload picture”**
- Select a picture from your local computer
- The picture will be uploaded

Taxpayer Type	Individual	Gender	Female
JTB TIN	-N/A-	Birth Date	1990-09-04
EKTIN	EKTIN-10007262	Tax Station	ADO 1 REGIONAL TAX OFFICE
Taxpayer Name	Ige Mide	LGA	Ado-Ekiti
Email Address	a.ige@csdcconsulting.com	Nationality	Nigeria
Phone Number	08106973276	Occupation/Profession	Designer
Address	31 sobo	Department	

#### To Download Certificate of Registration;

- Navigate below the Tax-payer profile
- Click **“Download Registration Certificate”**

## 2.2 ASSESSMENT - Tax Payer

The Self-Service portal offers capability to allow self-employed Tax payers process their assessment conveniently. If you are creating a new assessment, follow the following steps;

### Steps:

- Click on Tax Revenue on the left corner of the page,
- Select **“Self-Employed”**

The screenshot displays the ERAS Tax Payer portal interface. The left sidebar contains navigation links: Dashboard, Tax Clearance Certificate, Tax Revenue (highlighted with a red box), Non-Tax Revenue, E-Filing, and Reporting. The main content area shows a 'Welcome, Ige Mide' message and an 'Account Settings' link. Below this is a 'User Profile' section with a profile picture placeholder and an 'UPLOAD PICTURE' button. To the right of the profile is a table of user details.

Taxpayer Type	Individual	Gender	Female
JTBTIN	-N/A-	Birth Date	1990-09-04
EKTIN	EKTIN-10007262	Tax Station	ADO 1 REGIONAL TAX OFFICE
Taxpayer Name	Ige Mide	LGA	Ado-Ekiti
Email Address	a.ige@csdcconsulting.com	Nationality	Nigeria
Phone Number	08106973276	Occupation/Profession	Designer
Address	31 sobo	Department	

Below the user profile is a grid of assessment options. The 'Self Employed' option is highlighted with a red box. Other options include PAYE, Withholding Tax, Development Levy, Stamp Duty, Other Taxes, Presumptive Tax (Informal Sector), and Tax Audit.

- Click on **“Apply for Assessment”**

**Direct Assessment**

[APPLY FOR ASSESSMENT](#)

**Additional Assessment**

Assessment Year	Income(Self Reported) (N)	Tax Due(Self Reported) (N)	Income(Additional) (N)	Tax Due(Additional) (N)	Tax Outstanding (N)	Action
No data available in table						

**Assessment History**

Show  entries

Assessment Year	Gross Income (N)	Total Tax Due (N)	Generated Date	Receipt Number	Payment Status	Action
No data available in table						

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

- Input **"Sources of Income"** (User can add up to three sources of income by clicking on **"Add Income"**)
- User can also choose to add **"Pension"** and **"Insurance Premium"**
- Click on **"Submit"**

**Direct Assessment**

[DA HISTORY](#)

**Year of Assessment \***

2019

**SOURCES OF INCOME \***

**Trade**

-- SELECT --

**Income**

Income

[+ Add Income](#)

**Gross Income**

**Pension**

0

**Insurance Premium**

0

[Clear](#) [Submit](#)

- After submitting, click on **"Proceed"** you will land on an Assessment details page where you can see the breakdown of your self-assessment.

The screenshot shows a web interface for Direct Assessment. A modal window is displayed in the center with a green checkmark icon and the text "Direct Assessment submitted successfully." Below the text is a blue button labeled "Proceed" which is highlighted with a red rectangle. The background shows a form with fields for "Year of Assessment" (2019), "SOURCES OF INCOME" (Trade: Farming, Business), "Gross Income" (30000000), and "Insurance Premium" (0). There are buttons for "DA HISTORY", "+ Add Income", "Clear", "Submit", and "Remove".

- Click on **"Make Payment"** to make payment online or **"Generate Notice of Assessment"** if you wish to download your Direct Assessment Notice of Assessment

The screenshot shows the "Direct Assessment" summary page. It contains three columns of data:

EKTIN	Bill Number	Assessment Number
10000367	73232	193
<b>Gross Income</b>	<b>Assessable Income</b>	<b>Consolidated Relief Allowance</b>
30000000	30000000	6300000
<b>Other Reliefs</b>	<b>Total Relief</b>	<b>Chargeable Income</b>
0	6300000	23700000
<b>7% on 300,000</b>	<b>11% on 300,000</b>	<b>15% on 500,000</b>
21000	33000	75000
<b>19% on 500,000</b>	<b>21% on 1,600,000</b>	<b>24% on Excess</b>
95000	336000	4920000
<b>Total Tax Due</b>		
5480000		

At the bottom, there are three buttons: "Generate Notice" (highlighted with a red rectangle), "Make Payment" (highlighted with a red rectangle), and "Return To History".

- Selecting **"Generate notice"** on this page would prompt a new tab with Notice of Assessment (NOA). The NOA can be downloaded or printed.

## 2.3 ADDITIONAL ASSESSMENT

Tax manager can raise an Additional Assessment for the Taxpayer. The Tax manager does this by stating his/her own best of judgement Assessment. The Tax payer would be notified of any additional assessments via email. The Tax payer can then choose to either **"Generate Bill"** of the new assessment or **"Raise Dispute"**.

- When an additional assessment has been raised, an email would be sent to the Taxpayer as shown below.

## Additional Tax Assessment



From [csdcereg@csdcconsulting.com](mailto:csdcereg@csdcconsulting.com) on 2020-09-24 04:17

[Details](#) [Plain text](#)

Dear Nano,

Your Tax office 'ADO 1 REGIONAL TAX OFFICE' raised an Additional Assessment of **₦10** for your 2019 Tax assessment.

[Click here](#) or copy the following link and paste in your browser to login to your portal and raise a Dispute or generate a bill.

<https://www.irs.on.gov.ng/BackOffice/login.jsp>

**Kindly note;** A Dispute can only be raised within **30 Days** from when the Additional assessment was raised.

After viewing the email prompt, Login to your ERAS public portal with valid user credentials and then do the following

- Navigate to **"Tax Revenue"**
- Click on **"Self Employed"**



*You will be able to see the Assessment History page where you will find details of the additional assessment as shown below.*

Direct Assessment						
<a href="#">APPLY FOR ASSESSMENT</a>						
Additional Assessment						
Assessment Year	Income(Self Reported) (₦)	Tax Due(Self Reported) (₦)	Income(Additional) (₦)	Tax Due(Additional) (₦)	Tax Outstanding (₦)	Action
2019	1000	10	1000	10	0.0	<a href="#">GENERATE BILL</a> <a href="#">RAISE DISPUTE</a>

*The additional assessment is highlighted in red. If you are satisfied with the tax assessment, you can go ahead and click on "Generate Bill".*

### How to Raise a Dispute

In a case where the taxpayer is not satisfied with the tax assessment, the taxpayer has the privilege to raise a dispute on the public portal. Follow the steps below to raise a dispute.

## Steps

- Navigate to Assessment history page as shown below
- Click on **“Raise Dispute”**

Welcome, Nano

Account Settings

Direct Assessment

APPLY FOR ASSESSMENT

Additional Assessment

Assessment Year	Income(Self Reported) (₦)	Tax Due(Self Reported) (₦)	Income(Additional) (₦)	Tax Due(Additional) (₦)	Tax Outstanding (₦)	Action
2019	1000	10	1000	10	0.0	<a href="#">GENERATE BILL</a> <a href="#">RAISE DISPUTE</a>

Assessment History

Show 10 entries

ADDITIONAL ASSESSMENT DISPUTE

Pension

Insurance Premium

Income \*

Trade

Income

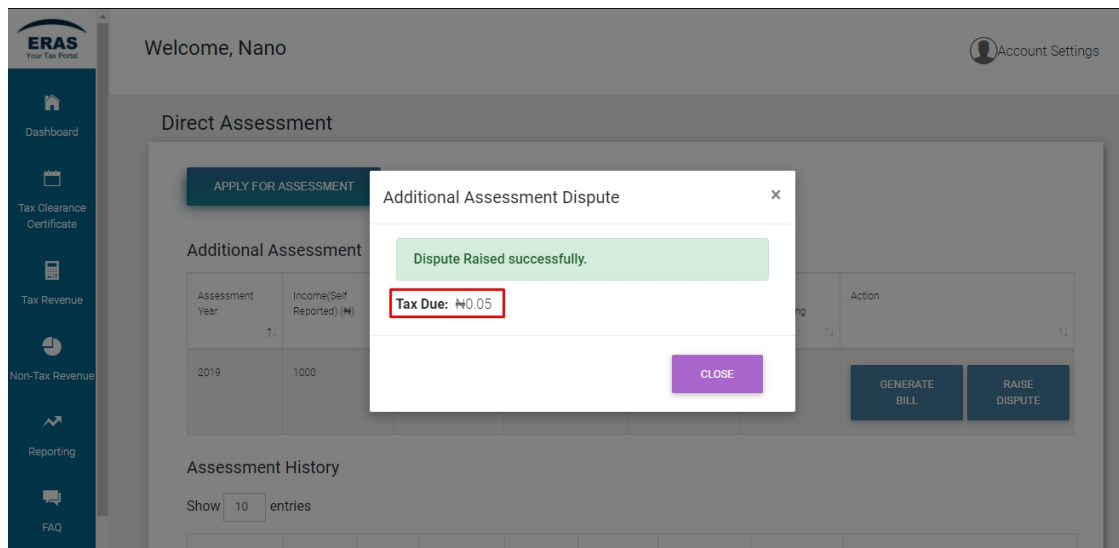
+ Add Income

Gross Income

CLOSE SUBMIT

The additional assessment dispute page appears. On this page, you have the privilege to state an assessment that is convenient for you to pay. For Instance, if an additional assessment of 250,000 naira was raised by your taxpayer and you can only afford to pay 200,000.

- Select **“Trade”**
- Input your convenient amount in **“Income”**
- Click **“Submit”** to complete the dispute. A new bill will be raised for the new assessment.



*If the taxpayer adds an additional amount less than what has been assessed by the Tax Officer, a meeting would be scheduled by the tax station. An assessment amount would be agreed upon during the meeting and the Taxpayer will be required to pay that amount.*

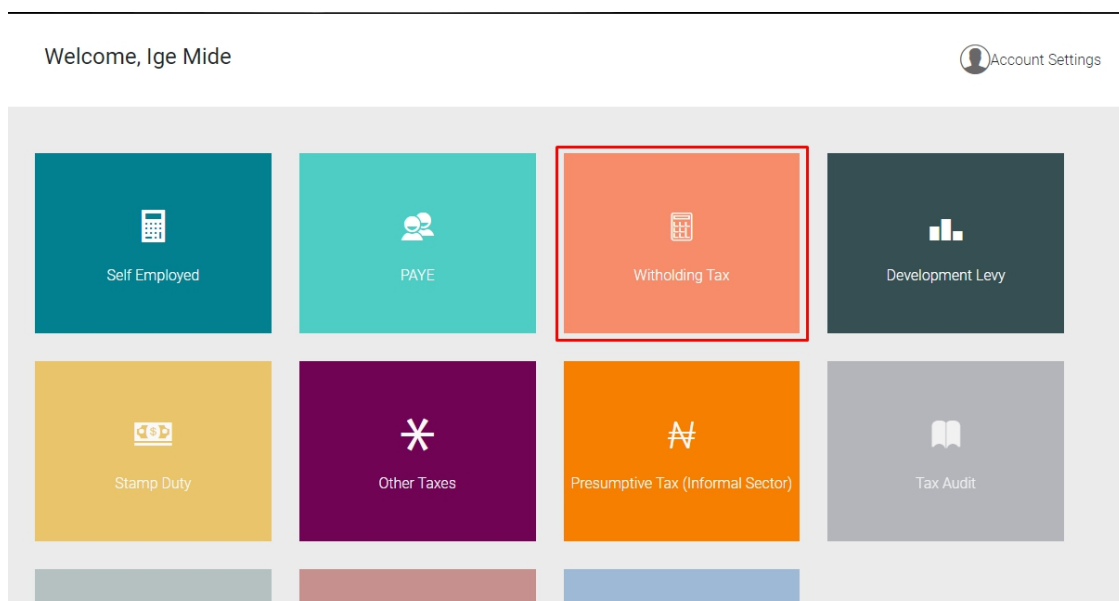
## 2.3 WITHHOLDING TAX - Tax Payer

The Self-service portal offers capability to allow tax payers declare and pay for Withholding taxes electronically.

The Following steps should be followed by Tax Payers in order to process Withholding tax.

### Steps:

- Login into your self-service portal account using your EKTIN and password
- Select **"Tax Revenue"** Module
- Click on **"Withholding Tax"**





**Steps:**

- Click on **“New Withholding Tax”**, to create a new transaction
- Click on **“Select a category”**, a drop down will be displayed and you may choose a category that applies
- Input **“Contract Description”**
- Input the **“Contract Amount”**
- Click on **“Process”**

Welcome, Ige Ayomide Motunrayo

**Withholding Tax**[NEW WITHHOLDING TAX](#)

Show 10 entries

Tax Category	Contract Description	Contract Amount (N)	Bill Amount (N)	Bill Number	Bill Date	Payment Status	RRR	Action
No data available in table								

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Welcome, Ige Ayomide Motunrayo

**Withholding Tax**[VIEW HISTORY](#)**Withholding Tax**

Total Due (N0.0)

[Select a category](#)

The screenshot shows a web interface for a user named 'Ige Ayomide Motunrayo'. The main heading is 'Withholding Tax'. There is a 'VIEW HISTORY' button. A dropdown menu is open, showing a list of categories: Dividend (10%), Interest (10%), Rent (10%), Royalties (10%), Commission (5%), Consultancy (5%), Professional Service (5%), Technical & Management Fees (5%), Building (5%), Construction & Related Activities (5%), Contract & Supplies (5%), and Director Fees (10%). Below the dropdown are input fields for 'Contract Description' and 'Contract Amount'. At the bottom are 'Process' and 'Clear' buttons. The 'Process' button is highlighted with a red box.

- The system displays the Bill number. You can also proceed to either **“Download Invoice”** a payment invoice or **“Make Payment”** online.

The screenshot shows a 'Bill Generation' modal window. It displays a green message: 'Withholding Tax processed successfully'. Below this, the 'Bill Number: 192946' is shown, with the number highlighted by a red box. At the bottom of the modal are three buttons: 'DOWNLOAD INVOICE' (blue), 'MAKE PAYMENT' (blue), and 'CLOSE' (purple). Below the modal, the 'Clear' and 'Process' buttons from the previous form are visible.

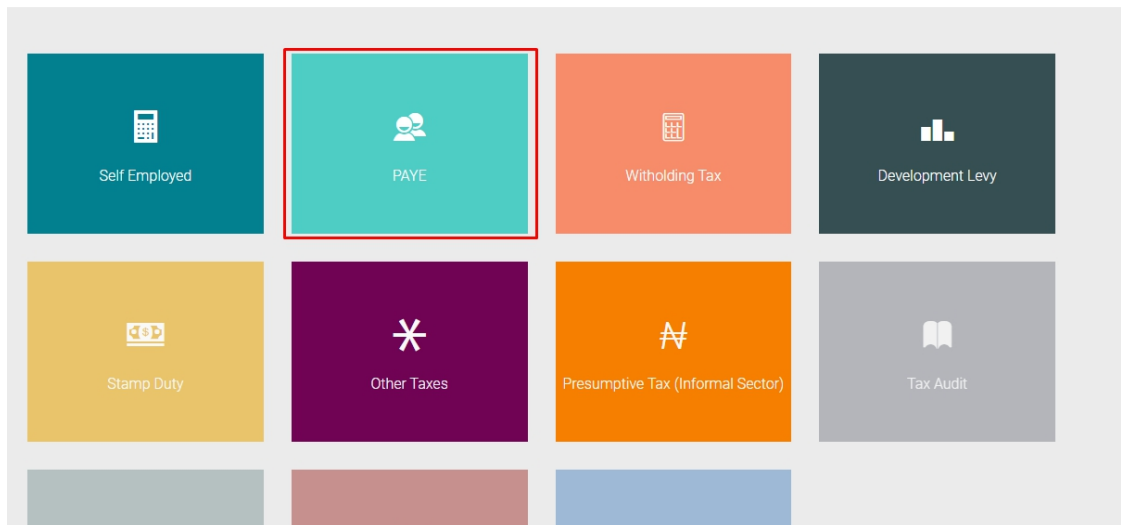
- If you choose to download invoice, click on *“Download Invoice”*, you will be redirected to another tab on your browser where you can view, download and print your invoice.

## 2.4 PAYE (Returns filling) – Corporate Tax Payer

The Self-service portal offers capability to allow business or corporate user to upload Schedule template and process PAYE electronically. The Following steps should be followed by Tax Payers in order to process PAYE.

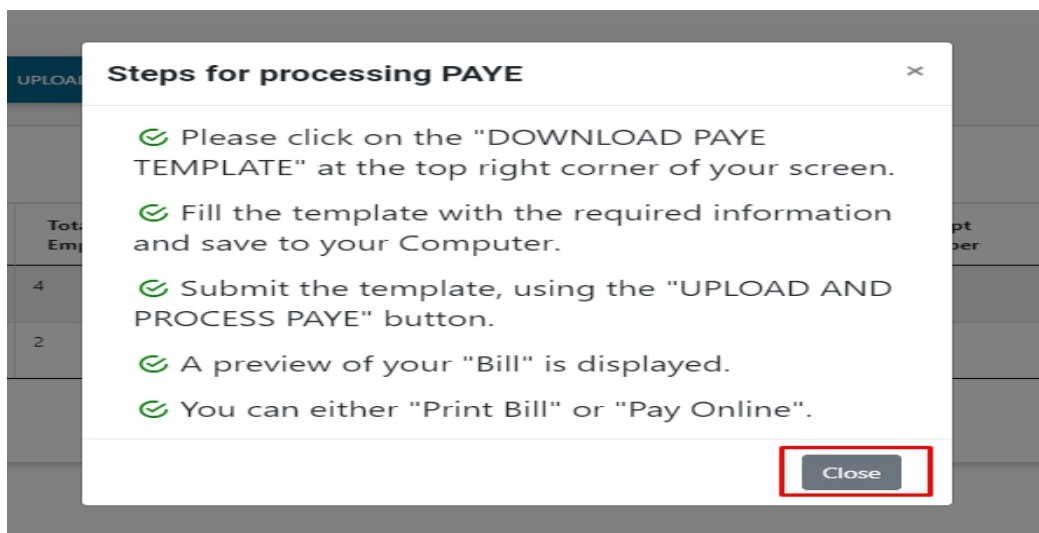
### Steps:

- Login into your self-service portal account using EKTIN and Password
- Click on **"Tax Revenue"** Modules
- Click on the **"PAYE"**



A pop-up notification will be displayed as shown below (*read these messages carefully as they serve as a guideline on the steps for processing PAYE*).

- After the messages are digested, Click on **"Close"**



**Step 1: Click on “Download PAYE Template”**

PAYE TRANSACTION HISTORY    UPLOAD AND PROCESS PAYE    **DOWNLOAD PAYE TEMPLATE**

Show  entries

Application ID	Company Name	Total Employee	Amount Billed (N)	Bill Number	Generated Date	Receipt Number	Transaction Reference	Transaction Response	Action
No data available in table									

Showing 0 to 0 of 0 entries    Previous    Next

*A Tax remittance excel template will be downloaded on your device, Input values for the available fields (Name, Phone Number, Basic Salary etc. are compulsory)*

**Step 2: After filling the template, save to your computer.**

**EKITI Internal Revenue Service**  
PAYE Assessment Template

Payment Period:    Month:..... Year:.....

STAFF INFORMATION						INCOME PER ANNUAL					RELIEF							
S/N	SURNAME	OTHER NAMES	DESIGNATION	EKITI	PHONE NUMBER	BASIC SALARY	HOUSE ALLOWANCE	TRANSPORTATION ALLOWANCE	MEAL ALLOWANCE	OTHER INCOME	Gross Income	Consolidated Relief Allowance	Pension	Insurance Premium	Interest on Mortgage	NHF	NHIS	Other Relief
1	Igi	Ayomide			08106973276	1,000.00					1,000.00	1,000.00						
2	Bamidele	Ayomide			09073216962	1,000.00					1,000.00	1,000.00						
3																		
4																		

**Step 3: Click on “Upload and Process PAYE”**

PAYE TRANSACTION HISTORY    **UPLOAD AND PROCESS PAYE**    **DOWNLOAD PAYE TEMPLATE**

Show  entries

Application ID	Company Name	Total Employee	Amount Billed (N)	Bill Number	Generated Date	Receipt Number	Transaction Reference	Transaction Response	Action
No data available in table									

Showing 0 to 0 of 0 entries    Previous    Next

**Step 4: Click on “Upload” button or drag the document from your file directory into the “Drop file here” as shown below**

[PAY TRANSACTION HISTORY](#)
[UPLOAD AND PROCESS PAYE](#)
[DOWNLOAD PAYE TEMPLATE](#)

**Drop File Here.**

Only one file can be uploaded at a time

[OR UPLOAD](#)

**Step 5:** The system processes the amount payable (*please note that this may take some time*) “PAYE NOTICE OF ASSESSEMENT” bill is previewed and can either be printed with the highlighted button or “PAY ONLINE”

**EKITI STATE BOARD OF INTERNAL REVENUE**  
**PAY-AS-YOU-EARN NOTICE OF ASSESSEMENT**

COMPANY NAME	Mide Ige	Foldersn	190380
ADDRESS	31 sobo	Tax Station	ADD 1 (ADD 1 REGIONAL TAX OFFICE)
NOTE:	Bill is payable at the bank through Interswitch payment channel using Interswitch Reference or Remita RRR printed on the bill.	EKTIN	10007262
		INTERSWITCH REFERENCE:	5588192954
		REMITA RRR:	null
		Date of Issue	2020-09-23 15:58:57.0
		Period Covered	Month:..... Year:

SIN	NAME	DESIGNATION	EKTIN	PHONE	ANNUAL GROSS INCOME	TOTAL NONTAXABLE RELIEF	CHARGEABLE INCOME	ANNUAL TAX DUE	MONTHLY TAX DUE	MINIMUM TAX
1.0	Ige Ayomide	0.0	10007262	08106973276	1000	1000	0	10	1	10
2.0	Bamidele Ayomide	0.0	10007197	09073216962	1000	1000	0	10	1	10

Expected Monthly Remittance: NGN 2

Amount in Words: TWO NIGERIAN NAIRA ONLY

**EKIRS should be notified in the event of**

1. Employee Pay Change
2. New Employee hire/Transfer
3. Employee Leaving either by Resignation/ Termination/Retirement/Death.

**Olumuyiwa Ogunmilade**  
 Executive Chairman  
 EKITI State Board Of Internal Revenue

Please, print or preview your bill for bank payment or proceed to Online Payment by clicking the button below.

[PRINT BILL](#)

[PAY ONLINE](#)

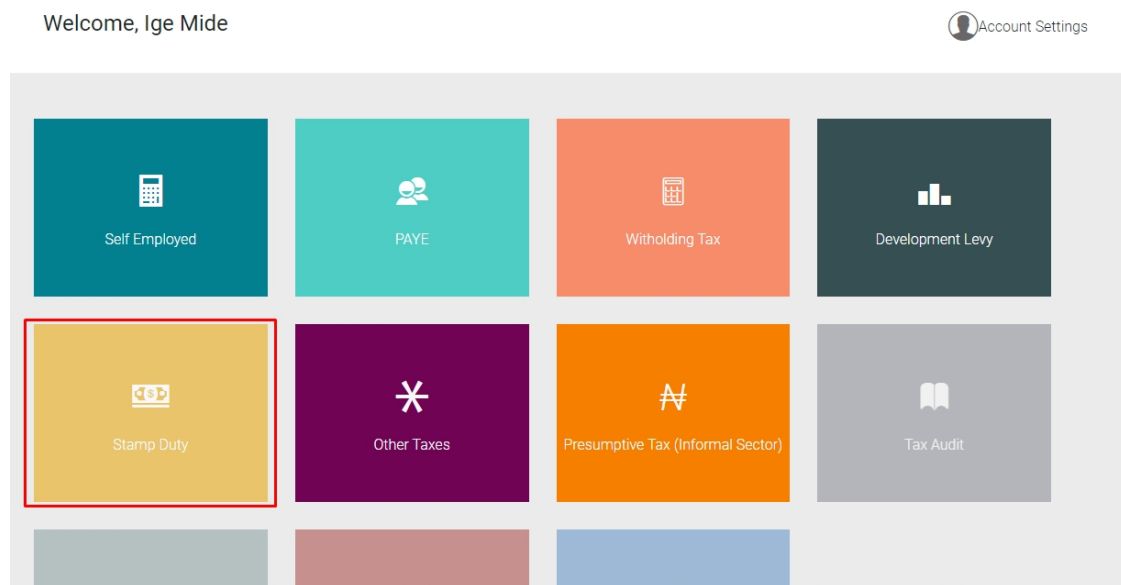
**Step 6:** Click on “Print Bill” to download the PAYE NOA or “Pay Online” if you wish to make payment online.

## 2.5 STAMP DUTY – Tax Payer

The Self-service portal offers capability to allow Tax payers pay for Stamp duties electronically. The Following steps should be followed by Tax payers in order to pay Stamp duty.

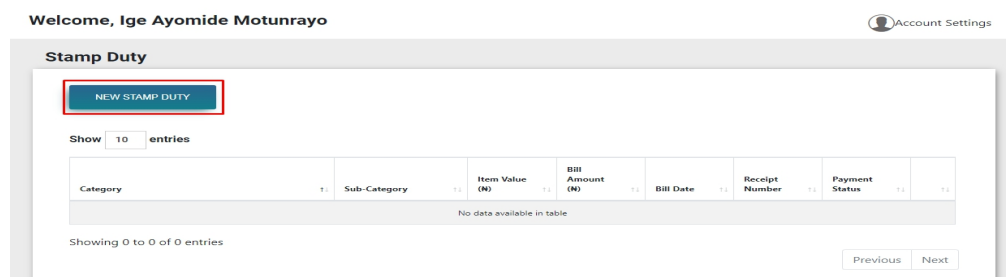
### Steps 1:

- Login into your self-service portal account using your EKTIN and password
- Click **“Tax Revenue”** Module
- Select **“Stamp Duty”**



### Step 2

- Click on **“New Stamp Duty”** and a new page will be displayed
- Click on **“Select Category”**, a drop down would be displayed where you can choose from all the different categories and sub-category. An amount would be automatically generated at the top of the page as Item Value is being inputted
- Click on **“Process”**



ERAS

Your Tax Portal

Dashboard

Tax Clearance Certificate

Tax Revenue

Non-Tax Revenue

Contact Us

Stamp Duty

VIEW HISTORY

Contract Agreement

Deeds of Assignment, Confirmation

Gifts (Land)

Deeds on Conveyance or transfer on sale of property

Certificate of Occupancy

Housing Loan

Vehicle Loan

Lease agreement or rent agreement

Appraisement or Valuation of Property

Power of Attorney (Irrevocable/Land Related)

-- Select Category --

Select sub-category

Item Value

Cancel

Process

ERAS

Your Tax Portal

Dashboard

Tax Clearance Certificate

Tax Revenue

Non-Tax Revenue

Contact Us

Stamp Duty

VIEW HISTORY

Stamp Duty

Rate (1%)

Total Due (₱10,000.00)

Vehicle Loan

1000000

Cancel

Process

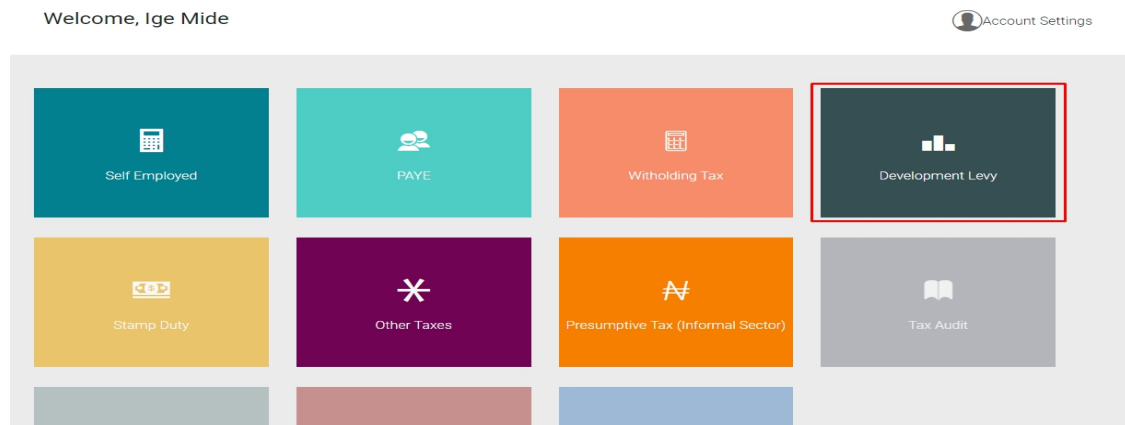
A prompt message will be displayed with **“Bill Number”**. You can then proceed to either **“Download Invoice”** or **“Make Payment”**.

## 2.6 DEVELOPMENT LEVY – Tax Payer

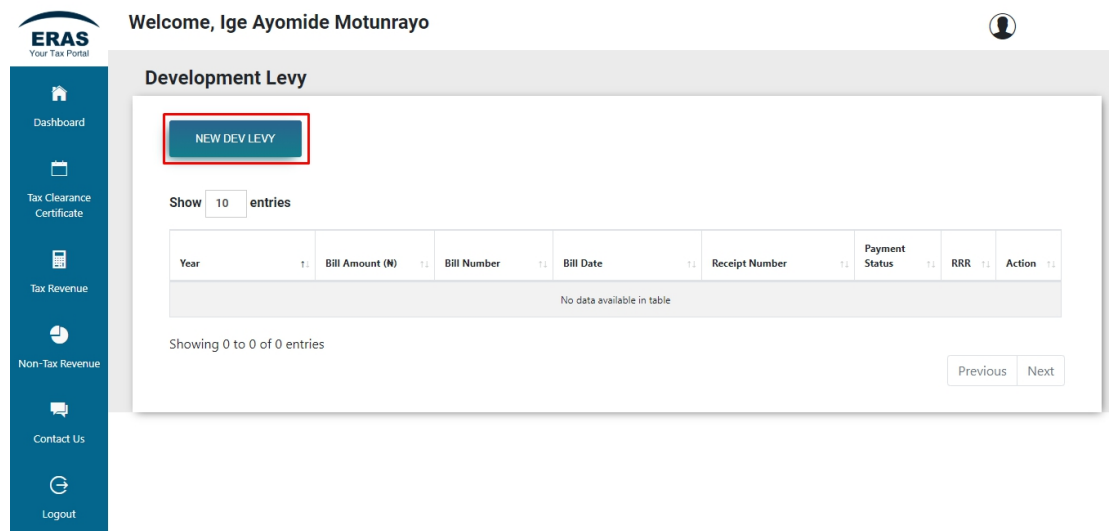
The Self-service portal offers capability to allow Tax payers pay tax levy online electronically. The Following steps should be followed by Tax payers in order to pay Development levy.

### Steps 1:


- Login into your self-service portal account using your EKTIN and password
- Select **“Tax Revenue”** Module
- Click on **“Development Levy”**




- Click **“New Dev Levy”**
- Click **“Select Type”**, a drop down would be displayed where you can choose either “Individual” or “Corporate”. An amount would be generated for whichever type you choose
- Click on **“Process”** to proceed to the bill generation page








**ERAS**  
Your Tax Portal


Welcome, Ige Ayomide Motunrayo





Dashboard

Tax Clearance Certificate

Tax Revenue

Non-Tax Revenue

Contact Us


Logout

Development Levy


VIEW HISTORY


Development Levy


-- SELECT TYPE---  
-- SELECT TYPE---  
Individual  
Corporate  
PROCESS


**ERAS**  
Your Tax Portal


Welcome, Ige Ayomide Motunrayo





Dashboard

Tax Clearance Certificate

Tax Revenue

Non-Tax Revenue

Contact Us

Logout

Development Levy

VIEW HISTORY

Development Levy

Individual  
Amount  
200  
PROCESS

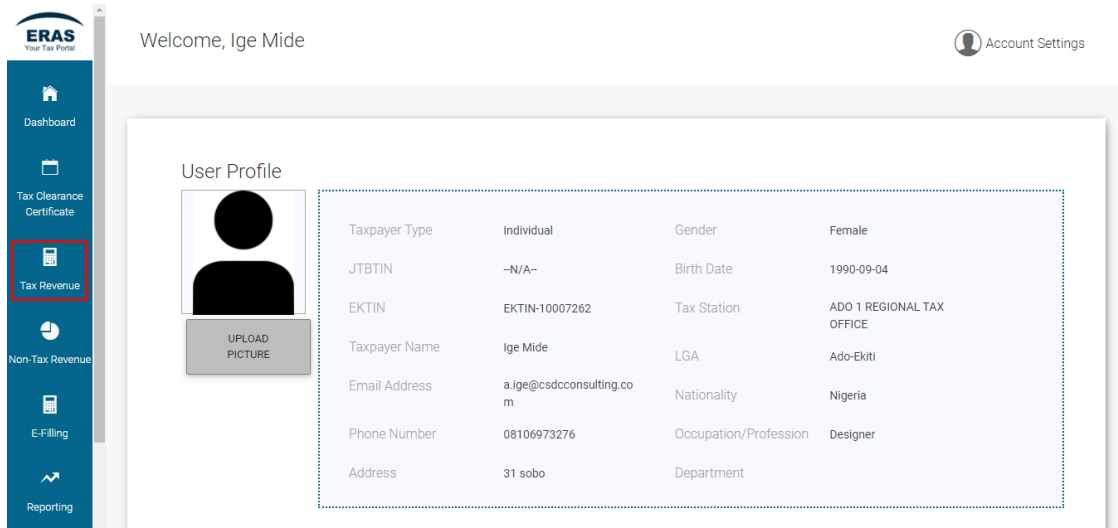
A prompt message will be displayed with **“Bill Number”**. You can then proceed to either **“Download Invoice”** or **“Make Payment”**.

## 2.7 OTHER TAXES – Tax Payer

The Self-service portal offers capability to allow Tax payers pay other taxes online electronically. The Following steps should be followed by Tax payers in order to pay “Other Taxes”. you can process revenue payments that have no fixed rates in this module.

Steps:

- Click on **“Tax Revenue”**



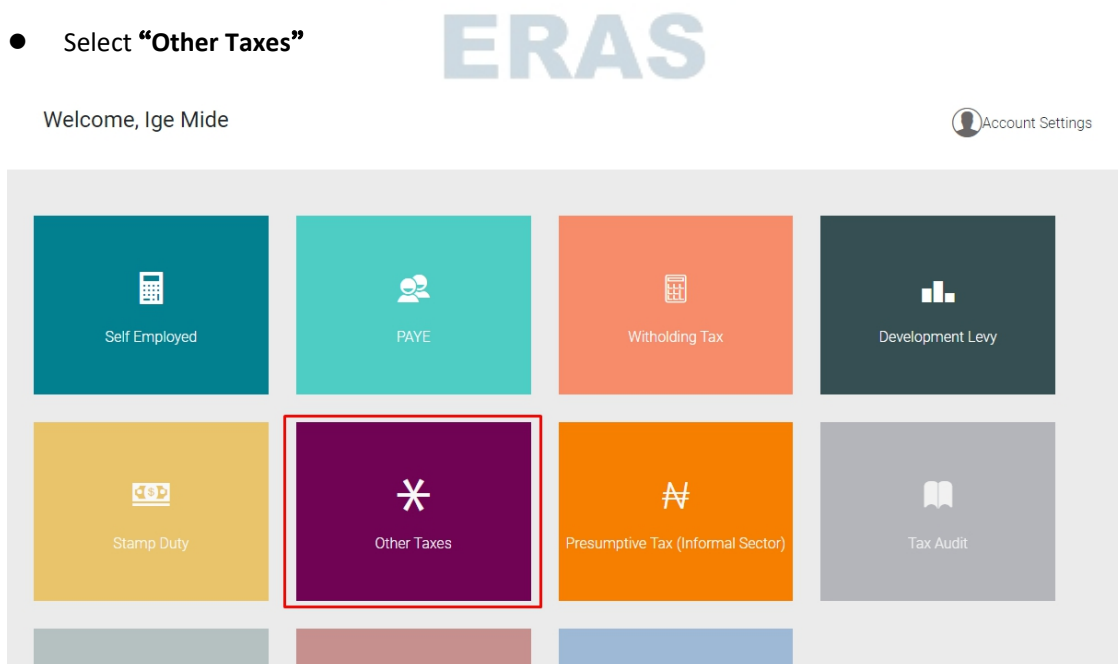
Welcome, Ige Mide

Account Settings

User Profile

Taxpayer Type	Individual	Gender	Female
JTB TIN	-N/A-	Birth Date	1990-09-04
EKTIN	EKTIN-10007262	Tax Station	ADO 1 REGIONAL TAX OFFICE
Taxpayer Name	Ige Mide	LGA	Ado-Ekiti
Email Address	a.ige@csdcconsulting.com	Nationality	Nigeria
Phone Number	08106973276	Occupation/Profession	Designer
Address	31 sobo	Department	

- Select **“Other Taxes”**



Welcome, Ige Mide

Account Settings

Other Taxes

Self Employed

PAYE

Withholding Tax

Development Levy

Stamp Duty

Presumptive Tax (Informal Sector)

Tax Audit

- Click on **“New Transactions”**

Other Taxes

**NEW TRANSACTION**

Show  entries

Tax Description	MDA	Bill Amount (₦)	Bill Number	Bill Date	Payment Status	Transaction Reference	Transaction Response	Action
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

- Click on the **“Select a Ministry”** drop down and select
- Click on **“Revenue Items”** and select an item
- Input the amount and click on **“Process”** to proceed to bill generation page

Other Taxes

**VIEW HISTORY**

**Pay for Other Taxes**

Total Due (₦1,000.00)

AGRICULTURAL DEVELOPMENT PROGF

FOOD PROCESSING

Clear **Process**

A prompt message will be displayed with **“Bill Number”**. You can then proceed to either **“Download Invoice”** or **“Make Payment”**.

*Note: if the revenue you want to pay for is not listed, select **“Revenue not listed”** in the options. Manually type the revenue item name and amount in the options provided then generate your bill.*


- Click on **“Close”** go to the transaction history page

## 2.8 PRESUMPTIVE TAX – Tax Payer

The Self-service portal offers capability to allow Tax payers pay other taxes online electronically. The Following steps should be followed by Tax payers in order to pay Presumptive Tax

- Click on **“Tax Revenue”**
- Select **“Presumptive Tax (Informal Sector)”**
- Click on **“New Transaction”**

Welcome, Ige Mide

 Account Settings

Presumptive Tax (Informal Sector)

**NEW TRANSACTION**

Show  entries


Tax Description	MDA	Bill Amount (₦)	Bill Number	Bill Date	Payment Status	Transaction Reference	Transaction Response	Action
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

- Select an option from the **“Select Option”** drop down and click on **“Process”**

Welcome, Ige Mide


 Account Settings

Presumptive Tax (Informal Sector)

**VIEW HISTORY**

**Pay for Presumptive Tax**

Total Due (₦0.0)

Select an Option 

Clear **Process**

*A prompt message will be displayed with **“Bill Number”**. You can then proceed to either **“Download Invoice”** or **“Make Payment”**.*

- Click on **“Close”** to direct user to transaction history page

### 3.0 NON-TAX REVENUE – MDA Revenue Payments

The Self-service portal offers capability to allow Tax payers generate bill and pay for several MDA revenue electronically. The Following steps should be followed by Tax payers in order to generate bills for MDAs revenue.

#### Steps 1:

- Login with your EKTIN and password
- Click on **“Non-Tax Revenue”**
- Click on **“Create New Transaction”** on the top right corner of the new page

Welcome, Ige Mide

Account Settings

User Profile

UPLOAD PICTURE

Taxpayer Type	Individual	Gender	Female
JTBTIN	-N/A-	Birth Date	1990-09-04
EKTIN	EKTIN-10007262	Tax Station	ADO 1 REGIONAL TAX OFFICE
Taxpayer Name	Ige Mide	LGA	Ado-Ekiti
Email Address	a.ige@csdcconsulting.com	Nationality	Nigeria
Phone Number	08106973276	Occupation/Profession	Designer
Address	31 sobo	Department	

Your Tax Portal

Welcome, Ige Ayomide Motunrayo

Account Settings

Non Tax Revenue Payment History

Show 10 entries

Create New Transaction

Application ID	Ministry	Revenue Item	Rate (N)	Amount Billed (N)	Generated Date	RRR	Action
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

*A new page would be displayed where user would be required to do the following*

**Step 2:** Click on the drop-down menu to **“Select Ministry”** and **“Select Revenue Item”**. (Note; payment of some revenue items is only available in the ministry)

**Step 3:** Click on **“Process Transaction”**

Non Tax Revenue Payment History

Show 10 entries

Create New Transaction

Application ID	Ministry	Generated Date	RRR	Action
----------------	----------	----------------	-----	--------

Showing 0 to 0 of 0 entries

Previous Next

### Non Tax Revenue

Welcome to Non-Tax Revenue Platform. Select a Ministry below to make payment.

Select a Ministry

Select Revenue Item

Close Process Transaction

Non Tax Revenue Payment History

Show 10 entries

Create New Transaction

Application ID	Ministry	Revenue Item	Transaction Reference	Transaction Response	Action
----------------	----------	--------------	-----------------------	----------------------	--------

Showing 1 to 1 of 1 entries

Previous 1 Next

### Non Tax Revenue

Welcome to Non-Tax Revenue Platform. Select a Ministry below to make payment.

Amount Due: ₦100.00

EKITI STATE JUDICIARY

COURT FEES (MATRIMONIAL CASES (Filing a notice of char

Close Process Transaction

A new page will be displayed.

**Step 4:** Click on **“Print Bill for Bank Payment”** to download invoice or **“Pay Online”** to make payment online.

Welcome, Ige Mide

Account Settings

Non Tax Revenue Payment History

Show 10 entries

Create New Transaction

Application ID	Ministry	Revenue Item	Transaction Reference	Transaction Response	Action
----------------	----------	--------------	-----------------------	----------------------	--------

Showing 1 to 1 of 1 entries

Previous 1 Next

### Non Tax Revenue

Welcome to Non-Tax Revenue Platform. Select a Ministry below to make payment.

Amount Due: ₦100.00

Dear Ige Mide, your bill and payment is ready. Click the button below to print a copy of your bill or make payment.

EKITI STATE JUDICIARY

COURT FEES (MATRIMONIAL CASES (Filing a notice of char

Print Bill for Bank Payment Pay Online Close

- Click on **“Close”** to direct user to transaction history page

## 4.0 ONLINE TAX PAYMENTS ON ERAS

The Self-service portal offers capability for taxpayers to generate a bill and pay online. Bill payment online is possible for any of the Tax Revenue and Non-Tax revenue modules and can be done across approved payment platforms which are Remita, Interswitch and Quick-teller.

After a bill is generated for any transaction, making payment online requires to do the following

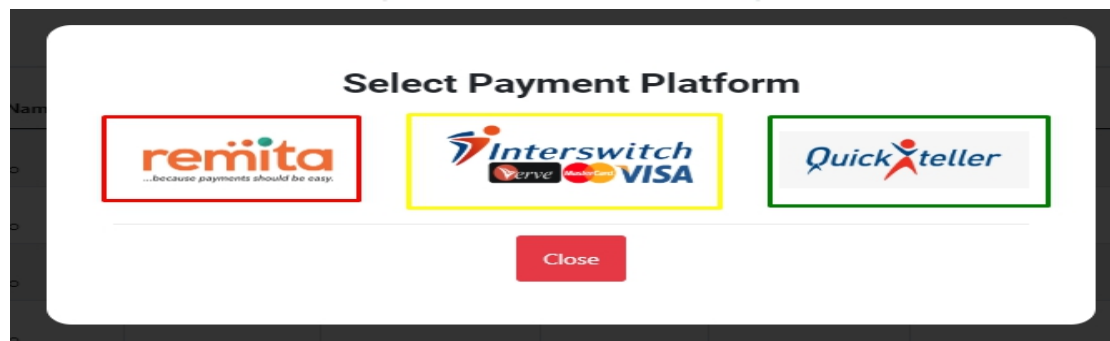
**Step 1:** Click on “Pay Online” just at the end of each bill as shown below.

Show 10 entries

Application ID	Company Name	Total Employee	Amount Billed (₦)	Bill Number	Generated Date	Receipt Number	RRR	Action
77838	Olukayode Morounmubo	3	3000	73079	2020-06-23		130007835864	Print Bill Pay Online
77820	Olukayode Morounmubo	2	8000	73064	2020-06-22		330007835639	Print Bill Pay Online
77817	Olukayode Morounmubo	2	8000	73063	2020-06-22		290007835637	Print Bill Pay Online

**Step 2:** Click on the preferred payment platform icon as shown below.

*The system populates the amount billed automatically, and directs you to the third-party payment page where the payment can now be made online.*



## 5.0 E-FILING

The following steps should be followed by Taxpayer in order to file for E-filing

### Steps

- Login into your self-service portal account using your EKTIN and password
- Select **“E-filing”** module
- Complete the forms in **“Statement of Income for the Year”**

E-Filing	Assets	Support Staff	Other Disclosure For Reliefs
----------	--------	---------------	------------------------------

N.B All marked Fields(\*) are compulsory.

#### STATEMENT OF INCOME FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER

Year	Trade, Business, profession, Vocation / Othes	Foreign Income
2019	Income	income
Dividends	Interest	Rents
income	Income	income
Salary	Commission/ Bonuses	Allowances
income	Income	income
Tax payer Annuity	Gratuities	Pension
income	Income	income

#### MANDATORY DISCLOSURE ON ACCOMMODATION

Residential Address	Accommodation Type	Accommodation Owner
Address	Accommodation Type	Landlord
Owner's name	Owners Taxpayer 's ID	Owner Address

- Complete the forms in **“Mandatory Disclosure of Accommodation”**
- Once filled, click on **“Save Assessment”**. A pop up would be displayed notifying the Taxpayer of successful submission

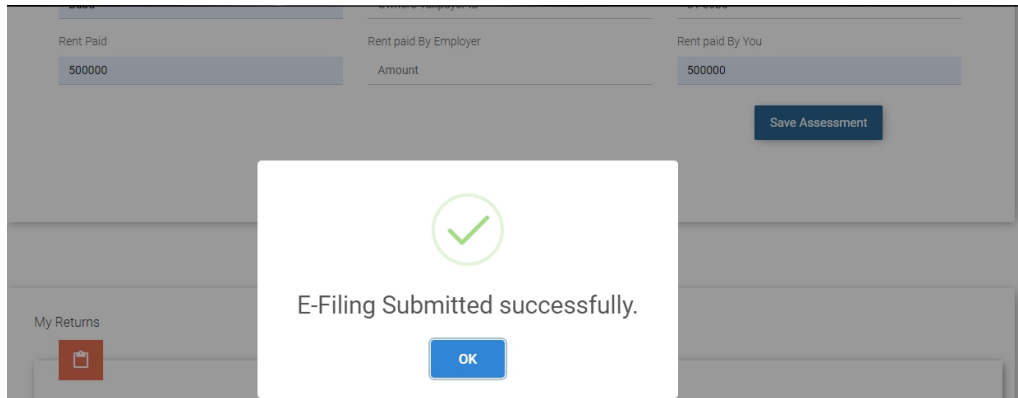
10000000	2000000	Income
Tax payer Annuity	Gratuities	Pension
income	Income	income

#### MANDATORY DISCLOSURE ON ACCOMMODATION

Residential Address	Accommodation Type	Accommodation Owner
Address	Accommodation Type	Landlord
Owner's name	Owners Taxpayer 's ID	Owner Address
Owner's Name	Owners Taxpayer ID	Addres
Rent Paid	Rent paid By Employer	Rent paid By You
Amount	Amount	Amount

Save Assessment





- Click on “OK” to direct the user to Assets page.
- Go to “Add Assets” and select the drop-down menu. Taxpayer can choose an asset that applies and fill in the form

A screenshot of the ERAS Your Tax Portal interface. The top navigation bar includes buttons for 'E-Filing', 'Assets', 'Support Staff', and 'Other Disclosure For Reliefs'. On the left, a sidebar contains 'Dashboard' and 'Tax Clearance Certificate'. A red-bordered button labeled 'ADD ASSETS' is highlighted. Below this, a modal form titled 'Vehicle Form' is displayed. It includes a 'Select Assets' dropdown menu with options: 'Vehicle' (selected), 'House/Real Estate/ Property', 'Farmland', and 'Others'. The form fields are: 'Date of Purchase' (04/07/2019), a numeric field (4000000), 'Lexux', 'ES 350', and '2007'. An 'Add' button is at the bottom of the form.

The screenshot shows the 'ADD ASSETS' form in the ERAS system. A modal window displays a green checkmark and the text 'Asset Added successfully.' with an 'OK' button. In the background, the 'Vehicle' form is visible, showing fields for Date of Purchase (04/07/2019), VIN (4000000), Make (Lexus), Model (ES 350), and Year (2007), with an 'Add' button at the bottom.

- Taxpayer can also add staff by clicking **“Support Staff”** at the top of the page and selecting **“Add Staff”**

The screenshot shows the 'Support Staff' page in the ERAS system. The 'ADD STAFF' button is highlighted with a red rectangle. The page includes a sidebar with 'Dashboard' and 'Tax Clearance Certificate' links, and a top navigation bar with 'E-Filing', 'Assets', 'Support Staff', and 'Other Disclosure For Reliefs' buttons.

- If staff is not a registered Taxpayer, user can proceed to select role from the drop down menu, fill in the form and click on “Add”

The screenshot shows the 'ADD STAFF' form in the ERAS system. A dropdown menu is open, displaying a list of roles: Cleaner, Cook, Driver, Gardener, Security, and Other Support Staff. The form includes a checkbox for 'Staff is a registered Tax Payer?' and an 'ADD STAFF' button.

---

E-Filing

Assets

Support Staff

Other Disclosure For Reliefs


---

ADD STAFF

☐ Staff is a registered Tax Payer?

Driver

▼




Driver's Form

Bode

Surulere

30000

Add



E-Filing

Assets

Support Staff


Other Disclosure For Reliefs

ADD STAFF

☐ Staff is a registered Tax Payer?

Driver

▼




Driver's Form

Bode

Surulere

30000

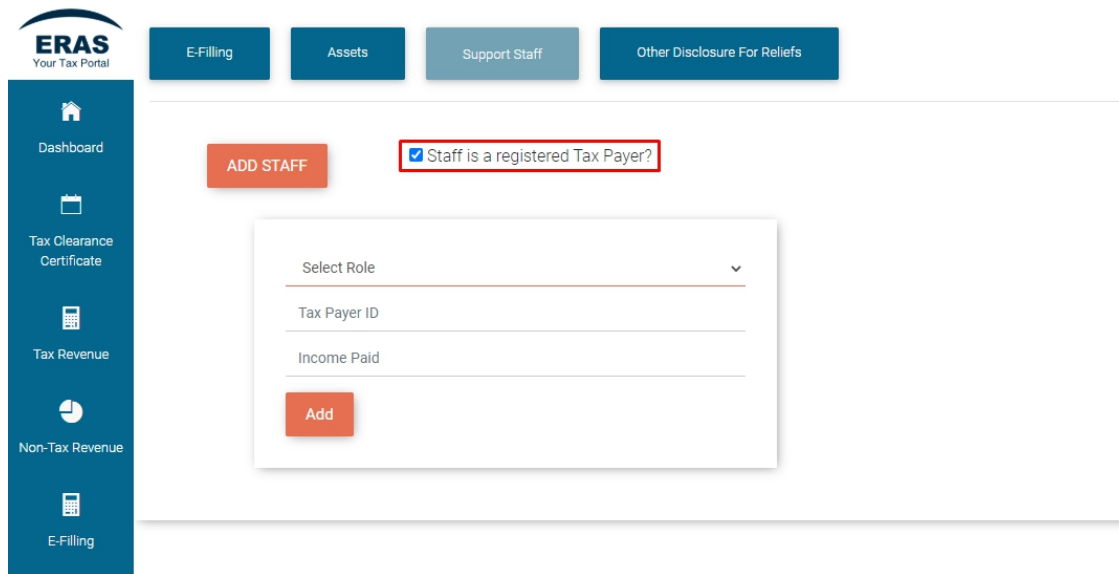
Add



Support Staff Added successfully.

OK

- If staff is a registered Taxpayer, tick the box that says **“Staff is a registered Tax Payer”** and select role, input **“Taxpayer ID”** and **“Income Paid”**
-



ERAS  
Your Tax Portal

E-Filing Assets Support Staff Other Disclosure For Reliefs

Dashboard  
Tax Clearance Certificate  
Tax Revenue  
Non-Tax Revenue  
E-Filing

ADD STAFF

☒ Staff is a registered Tax Payer?

Select Role

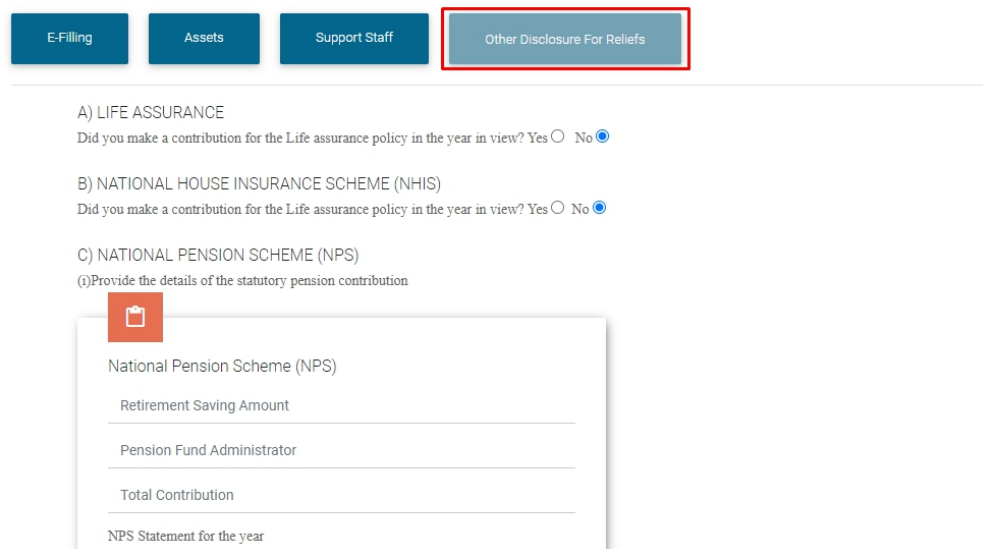
Tax Payer ID

Income Paid

Add

- The Taxpayer can then proceed to clicking **“Other Disclosure for Relief”** at the top of the page to fill the form and upload document where required
- Once completed, click on **“Save Relief”**

Welcome, Ige Ayomide Motunrayo



E-Filing Assets Support Staff Other Disclosure For Reliefs

A) LIFE ASSURANCE  
Did you make a contribution for the Life assurance policy in the year in view? Yes ☐ No ☒

B) NATIONAL HOUSE INSURANCE SCHEME (NHIS)  
Did you make a contribution for the Life assurance policy in the year in view? Yes ☐ No ☒

C) NATIONAL PENSION SCHEME (NPS)  
(i) Provide the details of the statutory pension contribution

National Pension Scheme (NPS)

Retirement Saving Amount

Pension Fund Administrator

Total Contribution

NPS Statement for the year

- Dashboard
- Tax Clearance Certificate
- Tax Revenue
- Non-Tax Revenue
- E-Filing

Total Contribution
NPS Statement for the year
 pension.pdf

ii) Did you make voluntary contribution to a RSA in the year in view? Yes ☐ No ☒

D) NATIONAL HOUSING FUND
Did you make contribution to national housing fund in the year in view? Yes ☐ No ☒

E) INTEREST ON OWNER OCCUPIED ACCOMODATION
Did you make contribution for the Mortgage of your current accommodation in the year in view? Yes ☐ No ☒

Save Relief

Total Contribution
NPS Statement for the year
 pension.pdf

Files Uploaded successfully.

ii) Did you make voluntary contribution to a RSA in the year in view? Yes ☐ No ☒

D) NATIONAL HOUSING FUND
Did you make contribution to national housing fund in the year in view? Yes ☐ No ☒

E) INTEREST ON OWNER OCCUPIED ACCOMODATION
Did you make contribution for the Mortgage of your current accommodation in the year in view? Yes ☐ No ☒

Save Relief

My Returns

At the bottom of the page, you can view details of all your returns on E-filing by clicking on “**View Details**”

ii) Did you make voluntary contribution to a RSA in the year in view? Yes ☐ No ☒

D) NATIONAL HOUSING FUND
Did you make contribution to national housing fund in the year in view? Yes ☐ No ☒

E) INTEREST ON OWNER OCCUPIED ACCOMODATION
Did you make contribution for the Mortgage of your current accommodation in the year in view? Yes ☐ No ☒

Save Relief

My Returns

Ref ID	Year of Return	Created Date	Updated Date	Total Income (₹)	Total Expenses (₹)	
78942	2019	2020-07-22	2020-07-22	0.00	530000.00	<input type="button" value="View Details"/>

## 6.0 TAX CLEARANCE CERTIFICATE (TCC) APPLICATION

The Self-service portal offers capability for taxpayers to apply for TCC and follow up on the status of TCC while it is being processed. To apply for TCC, go through the following steps.

### Steps 1

- Login with EKTIN and password
- Click on **“Tax Clearance Certificate”** on the left corner of the page, the system will open a new page
- Go to **“Apply for TCC”**

Welcome, Bamidele Ayomide A.O Account Settings

### Tax Clearance Certificate

Year	Application Number	Application Date	Application Status	Comment	TCC Number

### Step 2

- Click on the drop-down menu next to **“Source of Income”**
- Input the values in other fields. *(Note; Required fields are marked with \* symbol. If an assessment has been paid for any year, “Receipt No” and “Receipt Date” fields must be filled Also, all payment fields are necessary, if no payment is made for a specific year, enter field as 0)*

### Tax Clearance Certificate

TCC HISTORY

\*\* If any payment is made, Receipt No. and Receipt Date are required.  
\*\* All Amount fields are compulsory. Enter 0 if no payment was made for the specified year

\* Source of Income

-- Select Source of Income --

Total Income

\* Income 2019

0

\* Income 2018

0

\* Income 2017

0

Assessment Tax Paid

\* Amount 2019

0

\* Amount 2018

0

\* Amount 2017

0

Receipt No. 2019

Receipt No. 2018

Receipt No. 2017

Receipt Date 2019

mm/dd/yyyy

Receipt Date 2018

mm/dd/yyyy

Receipt Date 2017

mm/dd/yyyy

Total Outstanding Tax

\* Outstanding 2019

0

\* Outstanding 2018

0

\* Outstanding 2017

0

Development Levy Paid

\* Amount 2019

0

\* Amount 2018

0

\* Amount 2017

0

Receipt No. 2019

Receipt No. 2018

Receipt No. 2017

- Click on **“Submit”**

**Development Levy Paid**

* Amount 2019	* Amount 2018	* Amount 2017
200	200	200

Receipt No. 2019	Receipt No. 2018	Receipt No. 2017
24567	2334	233

Receipt Date 2019	Receipt Date 2018	Receipt Date 2017
04/18/2019	07/19/2018	06/17/2017

**TCC For Previous Years (if any)**

TCC Number 2019	TCC Number 2018	TCC Number 2017

Issue Date 2019	Issue Date 2018	Issue Date 2017
mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy

**Submit**

A pop-up page saying **“TCC Application Submitted Successfully”** will be displayed with **“Application Number”**. You will then receive an email with your Application Number.

### TCC History page

- You can view the summary of your TCC application on the history page.
- Once the TCC is submitted successfully, and you click on **“Close”**, the system directs you to the TCC History page.
- The processing of the application will be done by the Tax managers and you will receive updates on your application status either by email or SMS notification.
- Also, the TCC status in the history page will be seen as **“Pending”** at this time. An option to **“Download Certificate”** will be available when the TCC application is completely processed.

**TCC Application**

TCC Application Submitted Successfully


Application Number: 77837

**Close**

### Download TCC

**Step 1:** Login to your self-service portal with EKTIN and password

**Step 2:** Click on **“Download TCC”** on the TCC History page



ERAS  
Your Tax Portal

Dashboard

Tax Clearance Certificate

Tax Revenue

Non-Tax Revenue

Contact Us

Welcome, Bamidele Ayomide A.O

Account Settings

Tax Clearance Certificate

APPLY FOR TCC

Show 10 entries

Search:

Year	Application Number	Application Date	Application Status	Comment	TCC Number	
2020	77713	2020-06-18	Issued	Document complete	10001003	<div>Download TCC</div>
2020	77698	2020-06-17	Issued	APPROVED	10001004	<div>Download TCC</div>

Showing 1 to 2 of 2 entries

Previous

1

Next

