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Once logged in, the taxpayer can either start the process by clicking on declaration from the mega menu or can also click on the file your income tax return tile on the dashboard. Upon clicking the return tile, a pop-up will open in which relevant tax period will be entered. Once the tax period is selected, the taxpayer shall click on continue button to begin with the process.

The taxpayer will land on the data tab and will click on employment tab and in the section of pay wages or other enumeration will enter the annual income. Once the income is entered, the taxpayer will click on calculate button. Next, the taxpayer will click on tax chargeable payments on the same page.

From the drop-down menu, the taxpayer will click on computation. Now scroll down to view the admitted income tax amount. The taxpayer shall copy this amount and on the same screen, click on the adjustable tax tab.

Paste the copied amount in the section of salary of employees under section 149. Once the amount is copied, click on calculate button once again. Now, back in the computations, the taxpayer can view that the admitted income tax has been shifted to the withholding income tax.

Furthermore, to complete the process, the taxpayer has to give the relevant information in the wealth statement section. To begin with, in the personal expenses tab, the taxpayer will enter all the relevant information. Next, in the personal assets and liabilities, other relevant information will be entered.

Please note, return will only be submitted when the taxpayer has successfully adjusted the unreconciled amount to zero. Once the unreconciled amount is zero, the taxpayer shall click on save button to save the data. Once the data is saved, the taxpayer shall click on submit button.

Once the submit button is clicked, a verification screen shall open where the taxpayer will enter the four-digit PIN and click on submit button to submit the request.