PIT PORTAL GUIDE

OVERVIEW

The pit portal is a simple app designed to automate payment of paye.

The app make payment easy for taxpayers (individual and non-individual taxpayers). For easy and correct filing of Paye, a format is provided on the site for download; taxpayers can choose convenient payment option of their choice. They get to see their tax history and can print receipt from this site.

INTRODUCTION.

The guild will walk users through the steps to use the Pit Portal. Once logged into the website, follow step by step the instructions to pay your tax.

APPLICATION ARCHITECTURE

The diagram below provides a visual representation of the pit portal app. This is ensuring easy usage of the app. Information to guide you through every stage of the app will be provided in the guide.

CHAPTERS

1. How to on board- Enter kgtin and set password
2. Upload and view schedule – click on the suitable button to upload and view annual PAYE schedule, monthly schedule and withholding tax.
3. Upload /view annual PAYE schedule- download csv file, file with the correct format, upload and view annual PAYE schedule
4. Upload/view monthly schedule – File monthly remittance, view upload and upload PAYE.
5. Upload/view withholding tax schedule – download format, file and view withholding tax schedule.
6. Payment options. Choose payment option most suitable for you.

Chapter one – how to onboard. The basic requirement for onboarding on this app is the kgtin (Tax Identification Number)

The home page provides different options for users and helps users without kgtin obtain one.

1 sign up: for new users who have not onboarded before.

2 individual kg registration: for individuals without kgtin.

3 non individual kg registration: for non-individuals without tin.

* if you have your tin already click on SIGNUP which is at the top of the home page.
* Provide your kgtin, fill in the Turing, accept terms and condition then CLICK SIGN UP. The tin number provided will be verified. A token will be sent via mail/sms to the mail and phone number connected to the tin number. This is to ensure that the user has the right to onboard the TIN used.
* The initial action will lead you to the page where you fill in the token sent to the user via mail/sms and allow user set their password, enter the Turing, accept terms and conditions and CLICK on GET STARTED. This will take you to your dashboard which means you have successfully onboarded.

PS: If you have on boarded with your TIN before, you can go ahead and sign in by clicking SIGN UP on the home page without going through the onboarding process again. There is also an option provided for returning users who forgot their password and wants to retrieve it on the home page.

* Successful onboarding takes you to your dash board where you can view your account profile and history, file returns, payment options and logout after use.

Chapter two – upload and view annual.

To file any returns, click on the FILE RETURNS option provided on the dash board. It leads you to a page where six options are provided.

* Upload annual paye returns (on the left)
* View annual paye returns (on the right)
* Upload monthly remittance schedule (on the left)
* View monthly remittance schedule (on the right)
* Upload monthly withholding tax schedule (on the left)
* View monthly withholding tax schedule (on the right)

Click on the most suitable option of the return you intend to file.

To file annual PAYE returns, click on FILE RETURNS on the dashboard which will take you to upload/view page. Click on UPLOAD ANNUAL PAYE RETURNS (on your left).

On the upload annual PAYE returns page, there are options to

* Select year – this provides you with a dropdown which you select

the year you intend to upload for.

* Choose csv file – Click on CHOOSE FILE to upload the file already entered by the taxpayer

PS: A sample is shown on the page, download csv file and down guide options are provided below the page. The download csv file option is to ensure taxpayers gets the correct format to file in the annual return and the guide to guide taxpayers through the process.

* After choosing the correct file click on UPLOAD.

The app will then show you the status of your filing by displaying successful or indicating an error message(s) if there is/are any.

To view annual PAYE returns uploaded simply click on VIEW ANNUAL PAYE RETURNS (by the right) on the upload/view page. It leads you view annual PAYE page; you get the option to select the year you want to view or uploaded. Select the year and click SEARCH.