YOBE STATE INTERNAL REVENUE SERVICE

ONLINE REVENUE COLLECTION AND PAYMENT PORTAL

TAXPAYERS/REVENUE OFFICER`S USER MANUAL

Version 1.0

GENERAL INFORMATION

1.1   System Overview

The Payment System is an application that utilizes an intuitive user interface and makes payment of taxes efficient and easier. This application provides a graphical user interface that allows a user to input necessary fields required for payment of a selected tax. This has eliminated the manual way of payment and therefore save the time for physical bank visitation. With the current COVID-19 and Omicron pandemic, the online payment platform came at the right time.
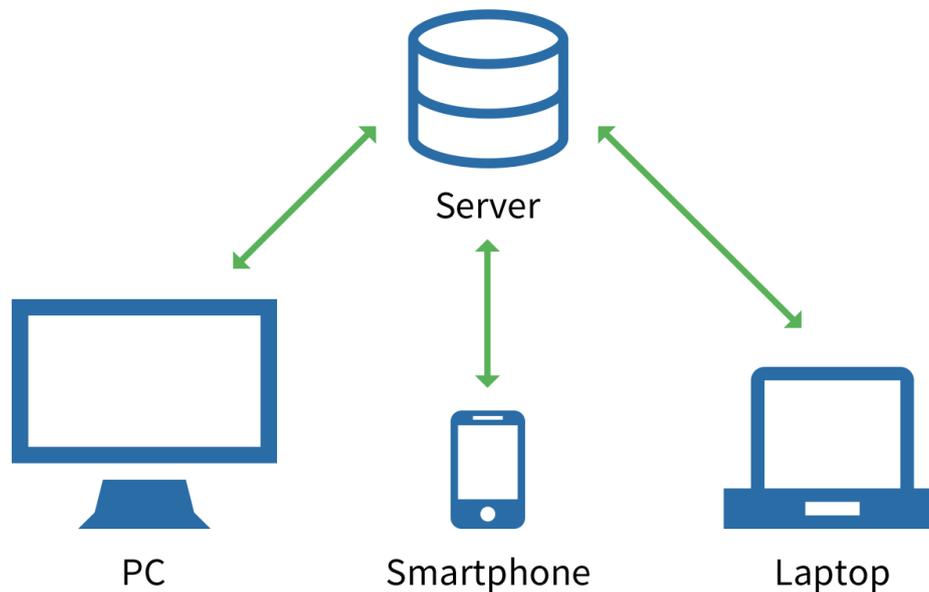
Client – Server Model

This application uses a web application/server-based model. The web application is what the user uses to fill the forms for payment.

SYSTEM SUMMARY

2.1   System Configuration & Accessibility

The Yobe State Payment platform system is a web-based application which can be accessed through the URL below with any up-to-date web browser on any internet enabled devices (laptop, desktop, mobile phones) to connect to the application. The system is accessible over the public internet via a secured URL.

- Payment Platform: **https://www.irs.yb.gov.ng or https://www.ybirs.com/**
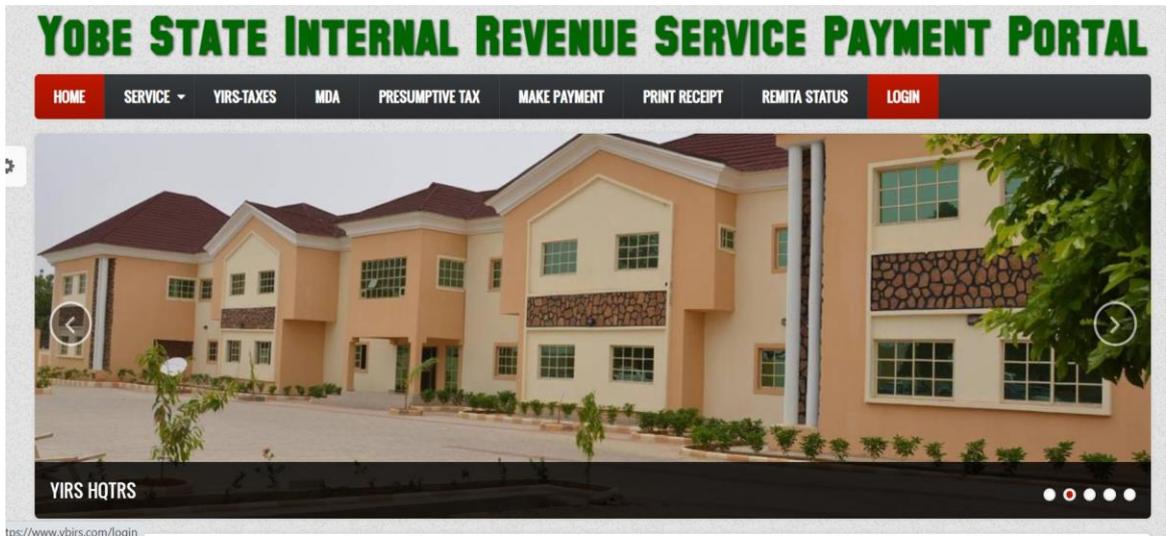
The Application comprises up several menus with different roles and responsibilities.   It is equally important for the readers to note that, the payment platform uses **Remita** for payment services.

This user manual will provide a step-by-step process on how to use the application from access to making the successful payments and printing of the receipt on the following key Menus on the Interface:

- YIRS-Taxes
- Ministry Department and Agency (MDA)
- Presumptive Tax

3.0   Understanding the Payment Platform Module

The Yobe state online payment platform was designed to enable efficient payment of taxes by the potential taxpayers of the state. The solution was aimed at maximizing revenue collection at the same time blocking leakages by efficient and direct payment to the government account.

In line with the above fact, this platform was built to not only ensure stress free payment of taxes but also ensure end-to-end security of the taxpayers' financial details. A scenario approach will be used to enable easy understanding of the working principle of the platform.

Payment Scenario

- *"A potential taxpayer is expected to visit the website* **https://www.irs.yb.gov.ng** *or* **https://www.ybirs.com/**

- *and he/she may select the type of tax he/she want to pay (**under either MDA, Generate Invoice or Presumptive tax**) from the menu. A form will be displayed (with revenue heads and subheads) requesting for the input of the remaining mandatory fields before proceeding with payment via **Remita** API. A successful payment will enable the taxpayer to print his/her payment receipt."*

To actualize the above scenario, let use **Mukhaf Innovative Technology (MIT)** as the potential taxpayer who will pay tax on MDA, Generate Invoice and Presumptive Tax Module on the system. The following steps are what is expected of **MIT** for a successful payment transaction:

MDA Payment Scenario

- Visit **https://www.irs.yb.gov.ng** or **https://www.ybirs.com/**
1. by typing the address in the address bar of the browser. The following page will be displayed as the landing page of the platform.
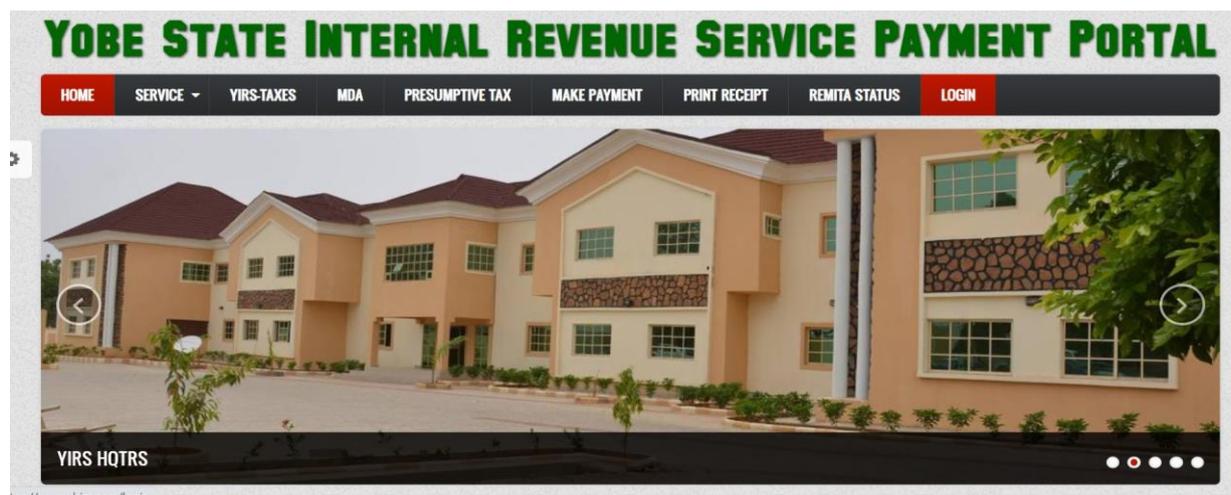
The above landing page has two arrows indicating movement of website uploaded pictures. This also means that, the site was designed with latest web application technology.

2. The taxpayer (**MIT**) will then navigate and click on the **MDA** menu on the page for the online payment form retrieval as shown below:

The MDA Menu consist of the **MDA-Dropdown_list and the Revenue sub-head.** Each MDA selected has a list of Revenue sub-head with their corresponding rate embedded. It is also equally important to note that MDAs and their corresponding Revenue Sub-heads were arrange in an alphabetical order to ease navigation of the portal. The following picture shows a drop-down list of MDAs in the portal:

Generate-MDA-Invoice-form also contained both mandatory and non-mandatory fields for the taxpayer to fill and submit. Also, the **Rate of each sub-head** selected will automatically be displayed in the amount contained in the form.

One of the tax types is expected to be selected for payment and the remaining mandatory fields are to be populated by the taxpayer.

The following two image shows **MIT** selecting one of the tax type and also populated the remaining fields for payment purposes:

A submit button is expected to be clicked after reviewing and certifying all the inputs by the taxpayer.

3. By submitting the filled form, an Invoice with **Remita Retrieval Reference (RRR)** will be generated for payment. The following Invoice was generated after submitting the filled form by **MIT:**

Invoice Form

The above Invoice was designed to note the generated **RRR.** The payment can be proceeded or can be delayed for another time. The system is flexible for taxpayer's convenience. Incase of any power interruption or any reason not to proceed with the payment, kindly note that the system has a section where RRR will be keyed to proceed with payment (*See Page 9*). The **MIT** proceeded with the payment to test the functionality of the deployed solution. Clicking on the "**Make Payment**" button will redirect the taxpayer to the **Remita** site capturing the name of **BIR** as the beneficiary. This has proven the seamless integration of the Payment system and Remita services. The following page shows the re-directed page at **Remita** site (*kindly note that the RRR on the MDA Invoice is the same as the one on the Remita generated Invoice***.)**:

The above was the Payment details with the email address of the **Mukhaf Innovative Technology (MIT).**

4. After confirmation of the details, a taxpayer is expected to go ahead and click the submit button for the payment Gateways as shown below:

Taxpayer has an option to use any payment options displayed. MIT uses **Card Payment method** for this scenario**.** However, any other method can be used as well**.** We encouraged taxpayers to also use other payment options such as **USSD** as the choice is their own.

MIT has key-in the Card Details as shown below (**for** *security reason, the card numbers shown here are not the actual numbers, this was used for picture view while real card has been used for the real transaction*):

The next stage was to pay the amount. However, as additional layer of security, a **One-Time-Password (OTP)** was sent to the taxpayer registered phone line for two factor authentications of the taxpayer. This will ensure the authenticity of the transaction and maintained non-repudiation principle.
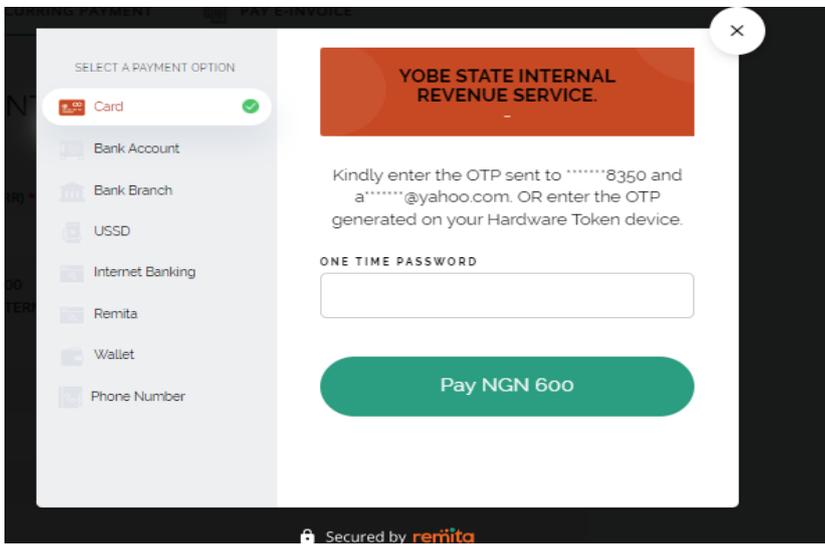
MIT received the **OTP** and inserted it for verification and a successful verification has been noticed. At this stage, A successful payment has been made to Board of Internal Revenue. However, **MIT** needed a receipt of payment for its references and display to the Board for final.

5. Successful Payment will make the application to re-direct the taxpayer back for the status and receipt printout. The re-direction page are shown below with the transaction **RRR** inserted:
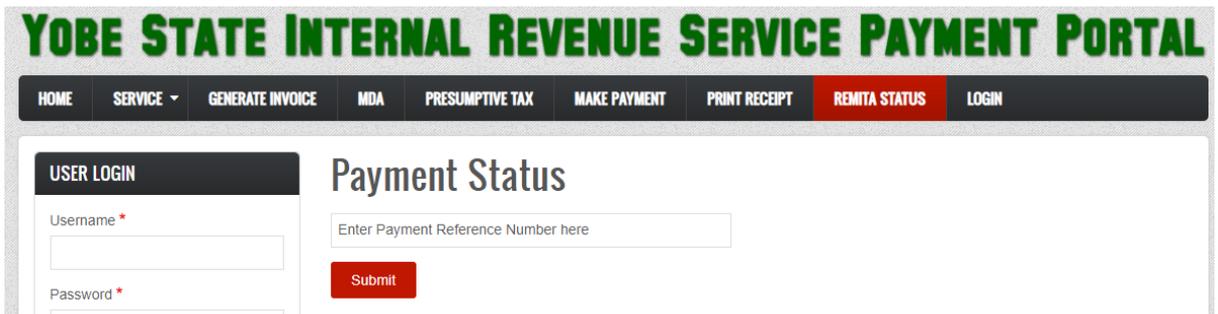
The RRR generated through the invoice was typed or pasted in the Payment status to download the receipt as shown below:
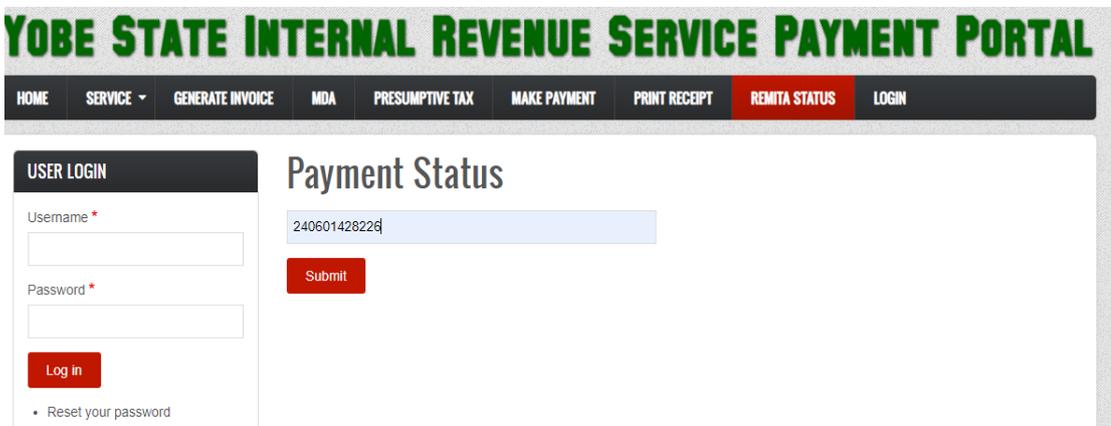
The following shows the generated report After clicking the submit button on Payment status:

YOBE STATE INTERNAL REVENUE SERVICE

Payer:	MIT
Address:	10 Anka road G.RA
Phone:	09012345678
Amount:	N600.00 << Six Hundred Naira Only
Agency /Revenue Code:	Albumin || 240601428226 || || 2022-01-13 15:43:32
Payment Details:	

_____
Authorized By

Printed On: 13-01-2022 04:49:54

Your TIN Which is << 1051870333 must be qouted when making the payment to YBIRS

It is Important to note that the above receipt will be taken to the YIRS for verification and authorization. Again, this receipt was designed with **barcodes technology** to help the YIRS from tax-evaders who may be engaged into manufacturing of payment receipts.

Presumptive Tax Payment Scenario

The process of payment for the presumptive tax is like the **MDA_payment_scenario**. In the presumptive tax payment process, the taxpayer will select the presumptive tax menu and relevant sub-heads. All other process up to the level of downloading payment receipt are the same.

The **Generate Invoice** Menu has been changed to **YIRS-TAXES**. Payment Process follows the same principle. The following Screen shows the new label on the Page (***please note that the Generate Invoice was changed and replaced with the YIRS-TAXES***).

To demonstrate a step-by-step process of payment from the **YIRS-Taxes**, one of the following taxes where selected for demonstration sake;

By Selecting of the above taxes, a form with <mark>Mandatory fields</mark> is expected to be completed for a successful payment process as shown below;

The above form shows selection of the ***PAYE org Sector*** tax type. Please note that TIN, Payer Name, Phone number, Email, payer address and amount must be assigned for a successful process flow. Any omission on one of the above fields might result in a blank form or a failed process.

After a successful completion of the above fields, by submitting the form, an invoice with **RRR** will be generated for payment tracking as shown below.

As previously described, taxpayer will note the RRR on his invoice for tracking purposes of his payment. By clicking on the Payment button, the page will be re-directed to remita gateway for payment processes as shown below.

Note that the RRR, Payer name, Phone number and Email are the same on the invoice. The next stage is for the taxpayer to click the submit button to get the payment option page on Remita. The following payment options appeared after clicking the Submit button.

Note that several Payment Options were presented above. Among them are, Card(default payment option), Bank account, Bank Branch, USSD, Internet Banking, e.t.c.. Any selected one will work seamlessly.

Using card details, an OTP or codes on the Hardware token of the taxpayer will be required. This is to authenticate the taxpayer to ensure maximum security on the process.

Once the OTP is inserted, a successful payment will be process and a redirection to Yobe Online Payment will occur for the print of a receipt.

The next major step is for the taxpayer to navigate to Print Receipt menu and supply the RRR as shown above. Please note that the RRR is still the same. Once the RRR is entered and a View e-receipt button is clicked, the E-receipt will be downloaded in Pdf format with QR code technology embedding the details of the taxpayer and the amount paid. The following e-receipt were downloaded after clicking the View e-receipt button above;

YOBE STATE INTERNAL REVENUE SERVICE

Payer:	MIT
Address:	10 Anka road G.RA
Phone:	09098384040
Amount:	N200.00 << Two Hundred Naira Only
Agency /Revenue Code:	|| 230620663421 || || 2022-02-19 07:22:20
Payment Details:	Test

_____

Authorized By

Printed On: 19-02-2022 07:30:40

Your TIN Which is << 1051870333 must be qouted when making the payment to YIRS

Note that the taxpayer details and the RRR with the time and date of Payments were all reflecting on the receipt.

The above description of the processes of Payments on the online Payment system, make it very easy for the payment of taxes at all angles.

Thank you.