



JIGAWA STATE INTERNAL REVENUE SERVICE (JIRS)

Address:- State Secretariat Complex, PMB 2067, Dutse, Jigawa State,

Website: jirs.org.ng

Phone number: 08030687681, 08085400040, Email: jigawairs@gmail.com

Business hours: 9am – 5:00pm Monday to Friday, except Public Holidays

PROCEDURE FOR TAX REGISTRATION AND PAYMENT

Taxes, Levies, Fees, Charges, and Rates (Administered and Collected by the Service) Order as per provisions of the Law No. 4 of 2019 (Jigawa State Revenue Harmonization, Consolidation and Codification Law) and other extant

Tax registration and payment process in Jigawa State

Individuals and businesses operating in Jigawa State are expected to pay taxes to the Jigawa State Internal Revenue Service.

Taxes can be paid either online or in-person at the tax office. The following are procedures:

Service 1: Procedure of application for Tax Identification Number (TIN)

All individuals and businesses are expected register to obtain their Tax Identification Number (TIN) in order to make the relevant tax payments.

To obtain the TIN, the following documents are required:

Individuals

- Proof of address
- Identification document
- Evidence of date of birth:
- Email address
- National Identity Number
- Bank Verification Number

Corporates

- Corporate Affairs Commission Certificate
- Registration Number
- Organization type
- Identification document

Step 1: Visit the Joint Tax Board TIN registration website: www.tin.jtb.gov.ng and make your application with the information/documents above.

Step 2

- The applicant TIN number will be sent via email within 24 Hours

Service II: Procedure for payment of taxes

Manual payment

Manual by filing bank teller in-person at **Zenith bank JIGAWA STATE GOVERNMENT REVENUE ACCOUNT 101128978** in order to make the relevant tax payment.

Online Payment

This can be made via Pay Direct or our electronic platform of JIGTAS Remita On the JIGTAS platform on www.jirs.org.ng

Manual Procedure for payment of taxes

According to the (Law no 4 of 2019) Jigawa State Revenue Codification and Consolidation passed by the State House of Assembly , gives the Board some powers to set a solution on all taxes and levies matter within Executive power given to the Executive Chairman.

1. Application Form:

- o Obtain the application form at the Office of the Director Revenue Operations (Assessment) Jigawa State Internal Revenue Service Headquarters, located at Block A-Q4 2nd & 3rd Floors, State Secretariat Complex, 3Arms Zone, PMB 7022, Dutse, Jigawa State Nigeria.

- o You may also visit any of our nearest 5, Zonal and 9 Area offices listed below. During working days of Monday to Friday @ the available working hours from 6:00am to 5:00pm to obtain details of assesable income to taxes

o List Of Offices:	Address	Mon to Friday	WORKING HOURS
Dutse Zonal Office.	Maikano house Dutse		8:00am to 5:00pm
Kazaure Zonal Office	Kanti Kazaure		8:00am to 5:00pm
Ringim Zonal Office.	Near GHospital Ringim		8:00am to 5:00pm
Gumel Zonal Office. &	S/Tankarkar road Gumel		8:00am to 5:00pm
Hadejia Zonal Office.	Girniwa Road Hadejia		8:00am to 5:00pm

- o List Of Area Offices :

Dutse Area Office	Sulaimanu House Dutse	8:00am to 5:00pm
Birnin Kudu Area Offic	Birnin town Road Birnin Kd	8:00am to 5:00pm
Jahun Area Office	Jahun Near General Hospital	8:00am to 5:00pm
Kazaure Area Office	Kanti Kazaure LGA	8:00am to 5:00pm
Ringim Area Office	Ringim Zonal Office Ringim	8:00am to 5:00pm
Babura Area Office	By JICORAS Babura	8:00am to 5:00pm
Gumel Area Office	@Gumel Zonal Office	8:00am to 5:00pm
Hadejia Area Office	@ Hadejia Zonal Office	8:00am to 5:00pm
M/Madori Area Office	Dunari bakin titi Malam Madori	8:00am to 5:00pm

2. Review of application

- o An officer from the Jigawa State Internal Revenue Service will go through and contact the taxpayer applicant within three days of receiving your application for assessment
- o If you are not contacted by the Desk Officer within a one week, you may call the following numbers (08030687681 / 08085400040) or send email to (jigawairs@gmail.com).

3. Compliance checks:

- o The Jigawa State Internal Revenue Service will review your application and perform legal, regulatory and compliance checks to ensure all is in order. This process will be completed within 72 hours

4. Completion of assessment:

- o Taxpayer will be notified by the Office via email or phone on completion of the assessment and the applicable taxes to be paid

5. Proceed for payment

Payment should be done by filing bank teller in-person in order to make the relevant tax payment.

Bank: Any Zenith Bank Plc branch

Account name: JIGAWA STATE GOVERNMENT REVENUE ACCOUNT

Account number: 1011289787

6. Collection of receipt

Then the tax payer proceeds to the JIRS Payment and verification unit Office and collect signed printed receipt @ JIRS Revenue Accounting and Government Business Department.

Online platform

Guide on payment of tax on JIGTAS electronic platform

Step 1

- Log on to www.jirs.gov.ng
- Click on Generate Invoice
- Put your JTIN (Optional)
- Fill the information on the page
- PUT PAYER NAME
- Put email address
- Select tax MDA
- Select payment name (Item of Tax to pay)
- Date from
- Date to
- Put amount
- Select payment Center HEAD QUARTERS
- Click on **Generate**
- Gate way (Remita)
- Click on Pay INVOICE Now

- Select 1 Payment Method
- Pay the money from your Bank.
- Process Completed.

NB: All this can be done within the timeline of 30minute @ Central Cashier's Office,
Department of Revenue Accounting And Government Business JIRS at any of the offices.

Step 2

Receipt or evidence of payment

Payment process can be completed within a time line of 2 to 3 hours successfully. Receipt will be sent immediately into the taxpayers email. Then the tax payer proceeds to the JIRS Payment and verification unit Office and collect signed printed receipt @ JIRS Revenue Accounting and Government Business Department.

Approved & Signed by:



DR. NASIR SABO IDRIS FCA

Executive Chairman

JIGAWA STATE INTERNAL REVENUE SERVICE

December 30, 2024