**STEPS TO ACCESS YOUR PAGE USING THE SELF-SERVICE PORTAL**

**STEP 1:**

From the Oyo State Internal Revenue Service website (https://oyostaterevenue.com)Click on Self-service

**STEP 2:**

On the self-service portal (https://selfservice.oyostatebir.com/)Click “Login Here” or “Register Here”; Note (Login is for those that have done a transaction in the state and have STIN, while Registration is for new users)

**STEP 3:**

1. **When you click Login:**

If you already have a STIN and you are accessing the Page for the first time, Click “Get Password”

On the Get Password Page, Enter your STIN and click “Get Password”; a link will be sent to your email address used at the point of registration.

1. **When you click Register.**
2. **To register as an Individual:**
* Click the “REGISTER HERE” button.
* On the Payer Registration: Select Individual Payer.
* Enter a valid phone number and then click the “Search” button.

You will be redirected to the registration page.

* Fill out the form and click on the “Register” button at the bottom of the form.
* An activation link containing instructions on creating a new access password will be sent to your registered email.
1. **To register as an Incorporated Body:**
* Click on the “REGISTER HERE” button;
* On the Payer Registration: Select Corporate Payer.
* Enter your RC/CAC number and click search.

You will be directed to the registration form, if you are not previously registered.

* Fill the form and click on the “Register” button at the bottom of the form.
* An activation link containing instruction on how to create a new access password will be sent to your registered email.

**STEP 4:**

* Access your email and then click on the link sent to your mail.
* Input and confirm your password and then click on “Submit” button.

**STEP 5:**

On the login page;

* Enter your STIN or Email address.
* Enter your Password and then click on “Login” button,

In view of the preceding, all employers of labour are required to complete the tax Form HI, Data Form which can be downloaded online when you click on ‘Downloads’ at https://oyostaterevenue.com.

**Annual Tax Returns should be submitted online with the following documents attached;**

* Copies of receipts of PAYE payments from January to December 2023.
* Evidence of Director{s} tax payment for years 2021, 2022, 2023.
* Copies of receipts of withholding taxes from January to December 2023.
* Proof of Payment of Development Levy for the year 2023.
* Copy of Lease Agreement and Rent Receipts for your office space.
* Salary Payroll projection for the year 2024.

**HOW TO UPLOAD ANNUAL RETURNS USING YOUR SELF-SERVICE PLATFORM:**

1. Access your page using your S-TIN or email address on the self-service portal : https://selfservice.oyostatebir.com
2. On your dashboard click on FILE RETURNS, if you have not previously downloaded the template, you can download it now.
3. Fill the downloaded Excel sheet with the required data as stated in the template.
4. NOTE: The column CLASS OF EMPLOYEE in the downloaded template refers to whether the employee is a LOCAL or an EXPATRIATE specify as appropriate for each employee.
5. In the application click the ASSESSMENT YEAR text box to select the assessment year.
6. Click SELECT FILE on the ATTACH RETURNS text box to attach the completed excel file.
7. Click SELECT FILE on the ATTACH DOCUMENTS text box to attach supporting documents.
8. Click on UPLOAD FILE to submit your returns.

**Section 41 of the Personal Income Tax Act 2004, as amended, has made it compulsory for self-employed individual to file their tax returns on or before 31st March every year.**

**A taxable person can file the returns as stipulated in this section with the relevant tax authority within 90 days from the commencement of every assessment year.**