



WITHHOLDING TAX MANUAL AGENT GUIDE

WHT
Withholding Tax

WEBSITE



<https://wht.abia.tax/>

SCOPE

The guide scope is for Taxpayers, Federal and State Board of Internal Revenue, WHT Agents and Sub Agents. The guide essentially is provided to help the users seamlessly perform WHT process and other services the portal provides.

Stake Holders:

Taxpayers

State Government

Federal Government

Agents– Banks, Companies, CSCS

Board Agents

Sub Agents – Individuals.

AGENTS REGISTRATION

Select the “Agent Signup” and the fill the registration form. An authentication code is sent to the email and phone provided to authenticate your account. Enter the email address and password provided. This takes you to your account authentication page. Enter the code sent to your email and phone number and verify. Click on Re-send if you didn’t get the authentication code on registration.

SIGNUP PAGE



Agent Registration

* Email	* Phone Number
<input type="text" value="ezezielchinaza57@gmail.com"/>	<input type="text" value="09135354838"/>
* Company Name	* Address
<input type="text" value="appmart"/>	<input type="text" value="No 3 Abam street"/>
* City	* Select a State
<input type="text" value="ezezielchinaza57@gmail.com"/>	<input type="text" value="ABIA"/>
* Password	* Confirm Password
<input type="password" value="....."/>	<input type="password" value="....."/>
* Company RC	
<input type="text" value="RC 123233"/>	

Sign Up

Already have an account? [Login](#)

AUTHENTICATION PAGE



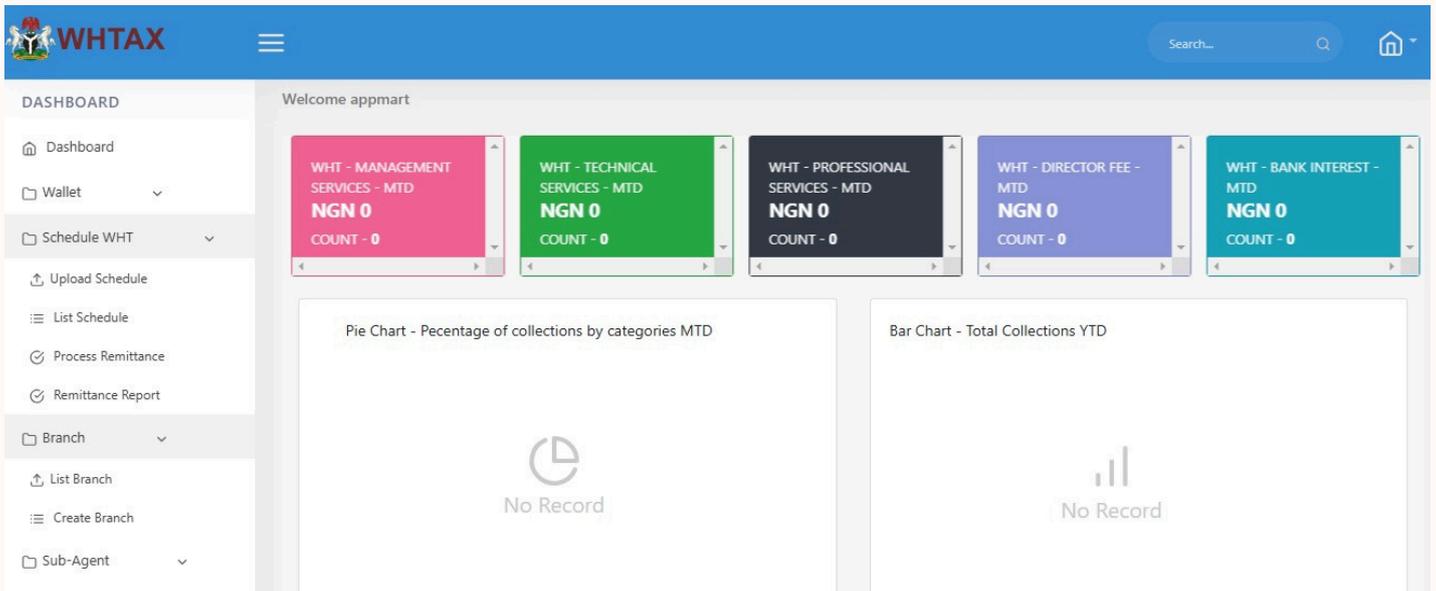
Email Verification

Enter Code

Verify

[Click to Re-send Code](#)

DASHBOARD



The dashboard presents monthly amounts and counts for each withholding tax item. It also includes percentage collections by category, total annual collections, and total gross collections, all displayed through tables and graphs. The side menu features all accessible menus and sub-menus according to the Agent's permissions.

SCHEDULE WHT

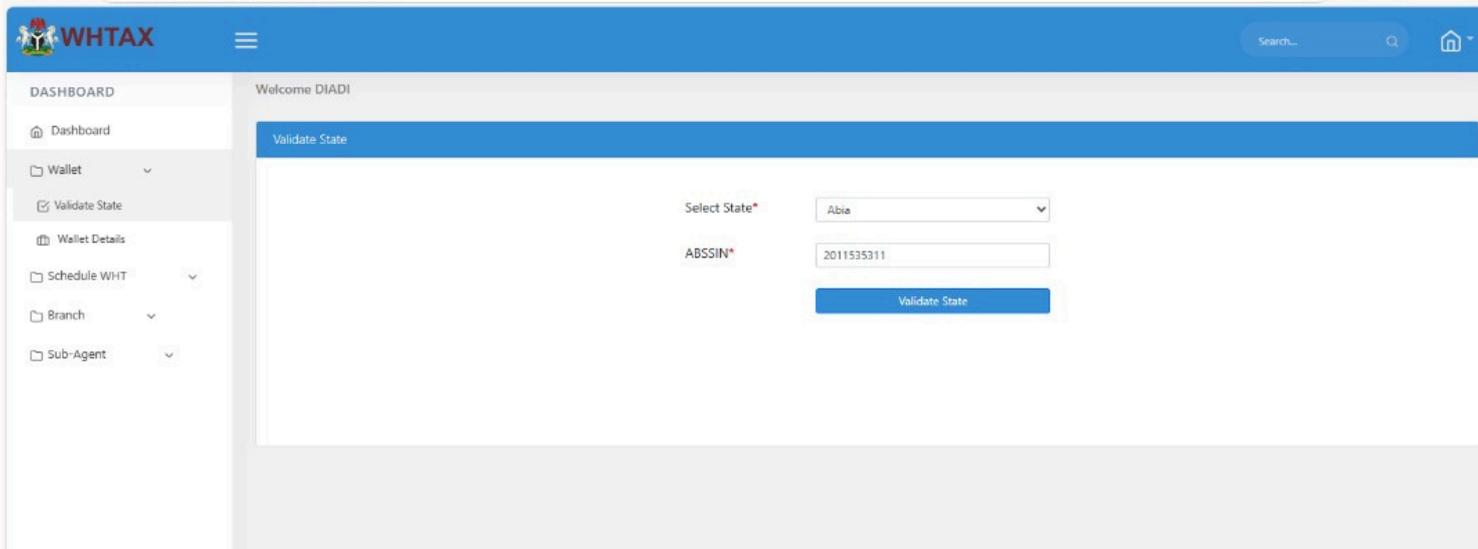
A schedule is a document detailing the withholding tax (WHT) items for processing, with each item having a specific schedule template. Schedules can be submitted in three formats:

- Batch API call
- Single API calls
- Excel upload

WALLET

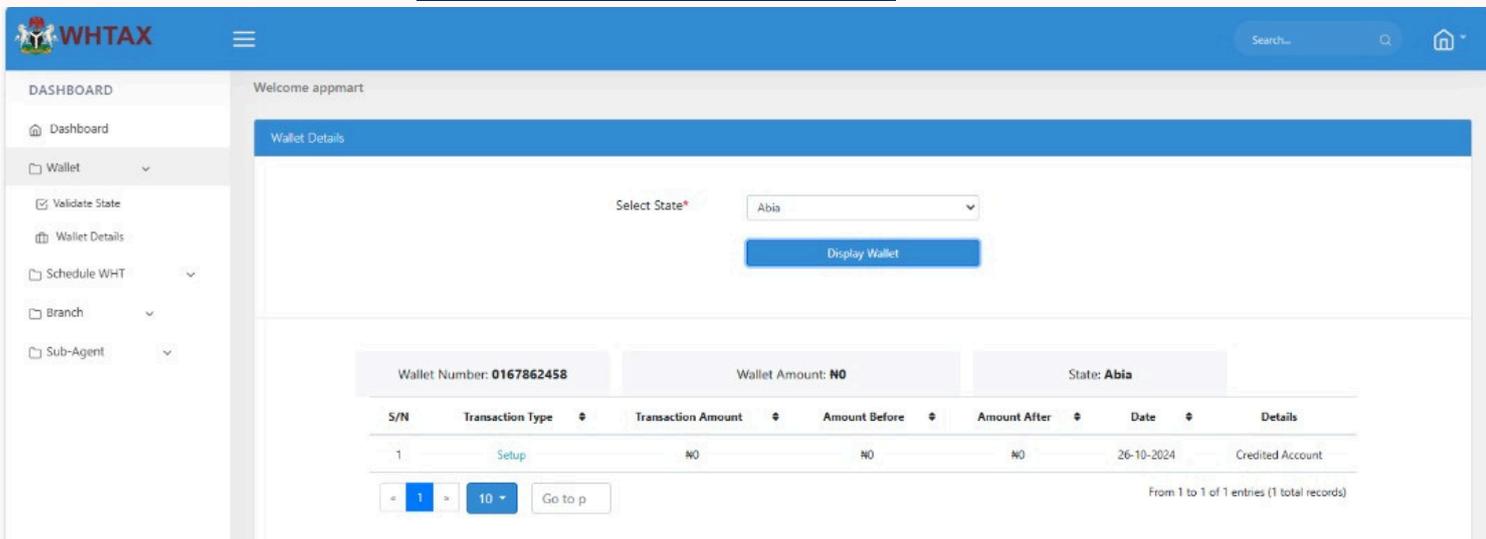
VALIDATE SETUP:

To validate the setup, select the state and input the company ABSSIN. Click on "validate," and the system will send a four-digit verification code to the company’s registered email or phone number.



Once the code is successfully verified, you can select an item, such as bank interest.

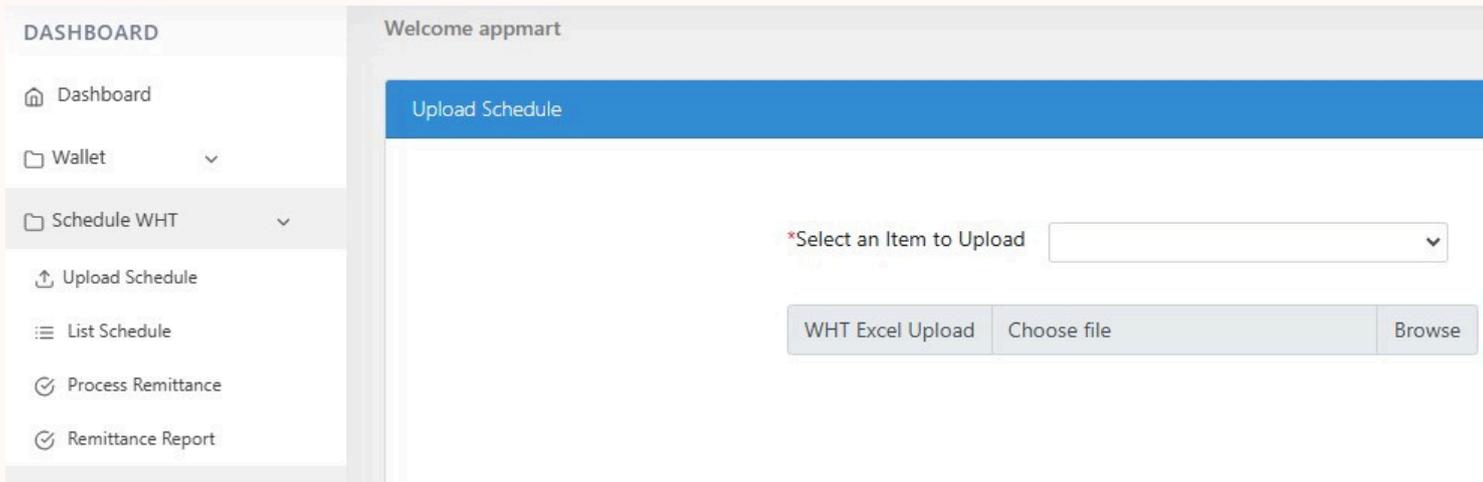
WALLET DETAILS



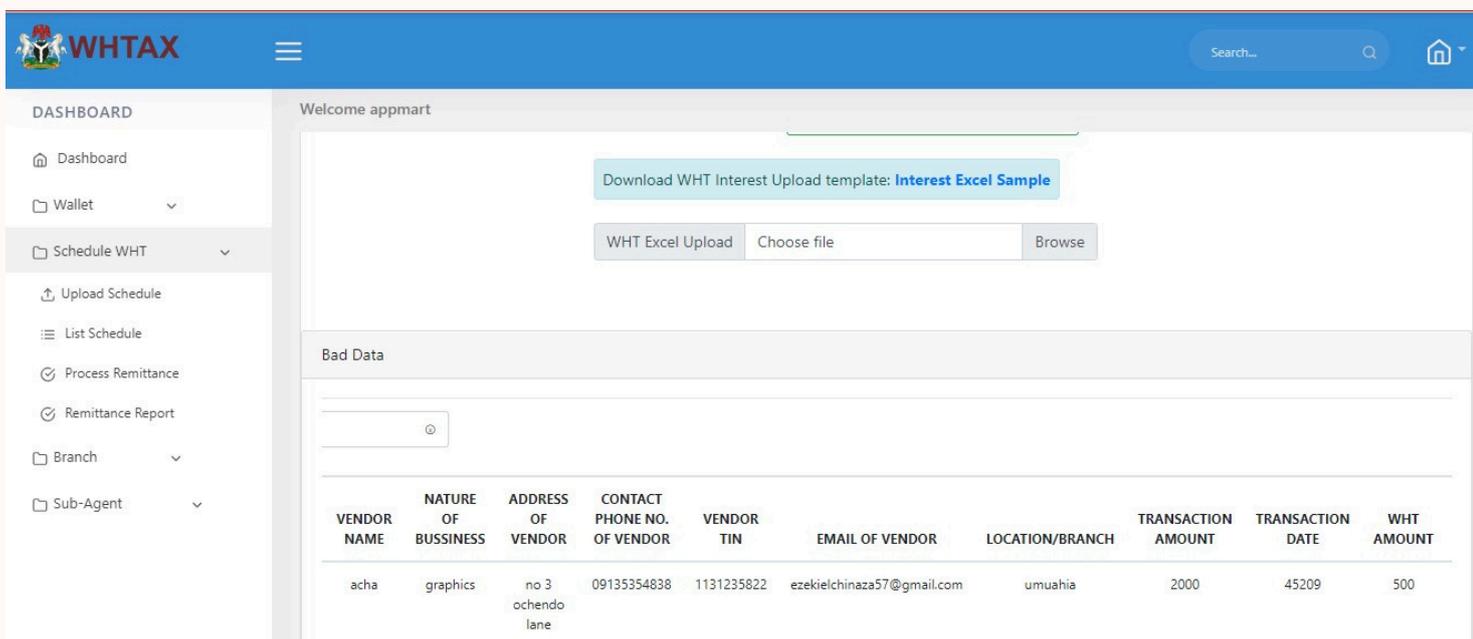
Once you select State, click on display wallet it will automatically display the wallet of the selected state.

AGENT UPLOAD SCHEDULE

The agent selects an item and downloads an Excel sample to fill out. After uploading the completed file, the system automatically validates it.



Once validation is done, it displays a table with accepted and rejected data. The agent can either push the accepted data or review and correct the rejected entries before re-uploading.



LIST SCHEDULE

The LIST SCHEDULE menu displays a table of all schedules uploaded by the agent, allowing you to filter by item, state, branch, and date.

PROCESS REMITTANCE

To process the WHT schedule, the agent selects the WHT item along with the month and year, then clicks “Fetch Data.”

The system will display the schedule details, including the amount. Finally, the agent selects “Process Remittance.”

Remittance Report

The Remittance Report menu displays all processed remittances, indicating their payment status. To view details, select the WHT item, month, and year, then click “Fetch Data.”

The screenshot shows the 'Remittance Report' page. On the left is a sidebar menu with options like Dashboard, Wallet, Schedule WHT, Branch, and Sub-Agent. The main content area has a 'Welcome appmart' header and a 'Remittance Report' title. Below the title are three dropdown menus for 'Item', 'Month', and 'Year', followed by a blue 'Fetch Data' button. At the bottom, there is a table header with columns: S/N, Item, State, Batch Id, Month, Year, Payment Status, Total Amount, Date Booked, and Action. Below the header, it says 'No results found' and includes a pagination control with '10' items per page and a 'Go to p:' field.

BRANCH

In the BRANCH section, an agent can create branches and assign them to sub-agents by selecting the “Create Branch” menu and filling out the required fields, including the branch code and TIN.

The screenshot shows the 'Create a branch' form. The sidebar menu is visible on the left, with 'Branch' and 'Create Branch' highlighted. The main form area has a 'Welcome appmart' header and a 'Create a branch' title. The form contains five required fields, each with a green checkmark indicating they are filled: '*Select a State' (ABIA), '*Branch Name' (Aba zone), '*Branch Code' (1234), '*Tax Identification Number' (777), and '* Address' (Osisioma). A blue 'Create Branch' button is located at the bottom of the form.

Branch Code is the code of a company’s existing branch. For Example; Every UBA branch has a branch code.

List Branch

The "List Branch" option displays all branches created and managed by the agent.

SUB-AGENT

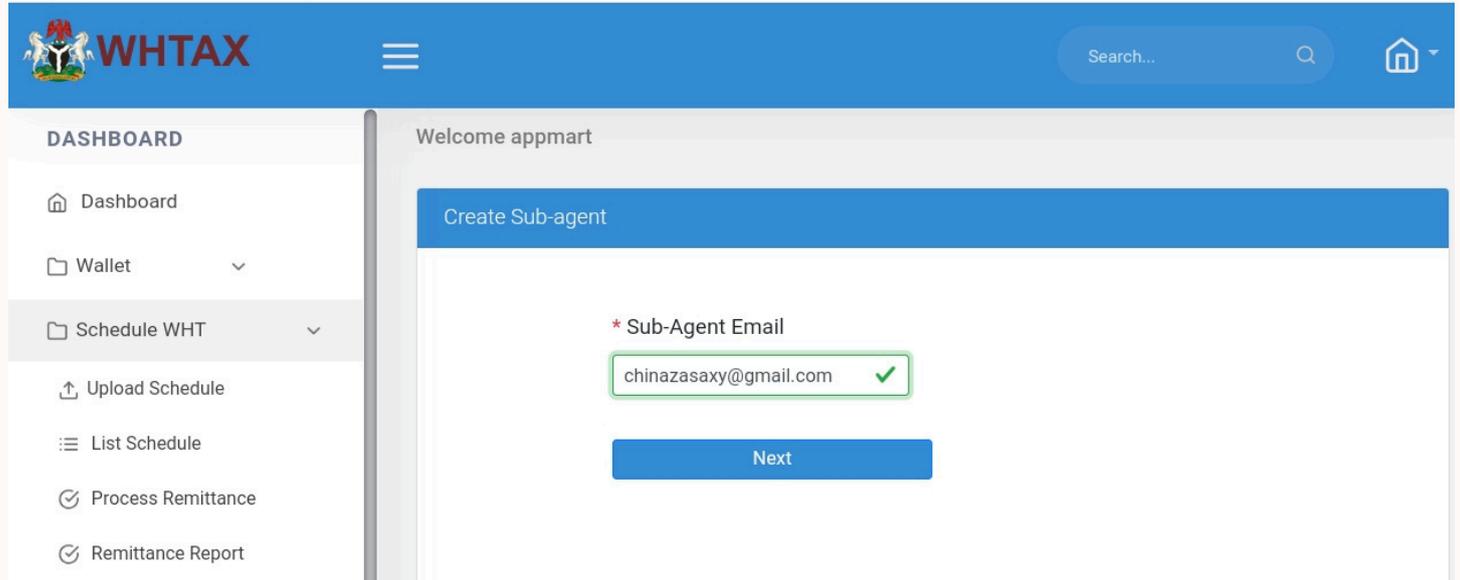
SUB-AGENT refers to individuals created by an agent to manage specific branches or portions of WHT activities within a state. For instance, a bank as an agent can create sub-agents to oversee its branches. Each sub-agent is assigned to an existing branch.

Create Sub Agent

To create a sub-agent, enter the email address and select “Next.”

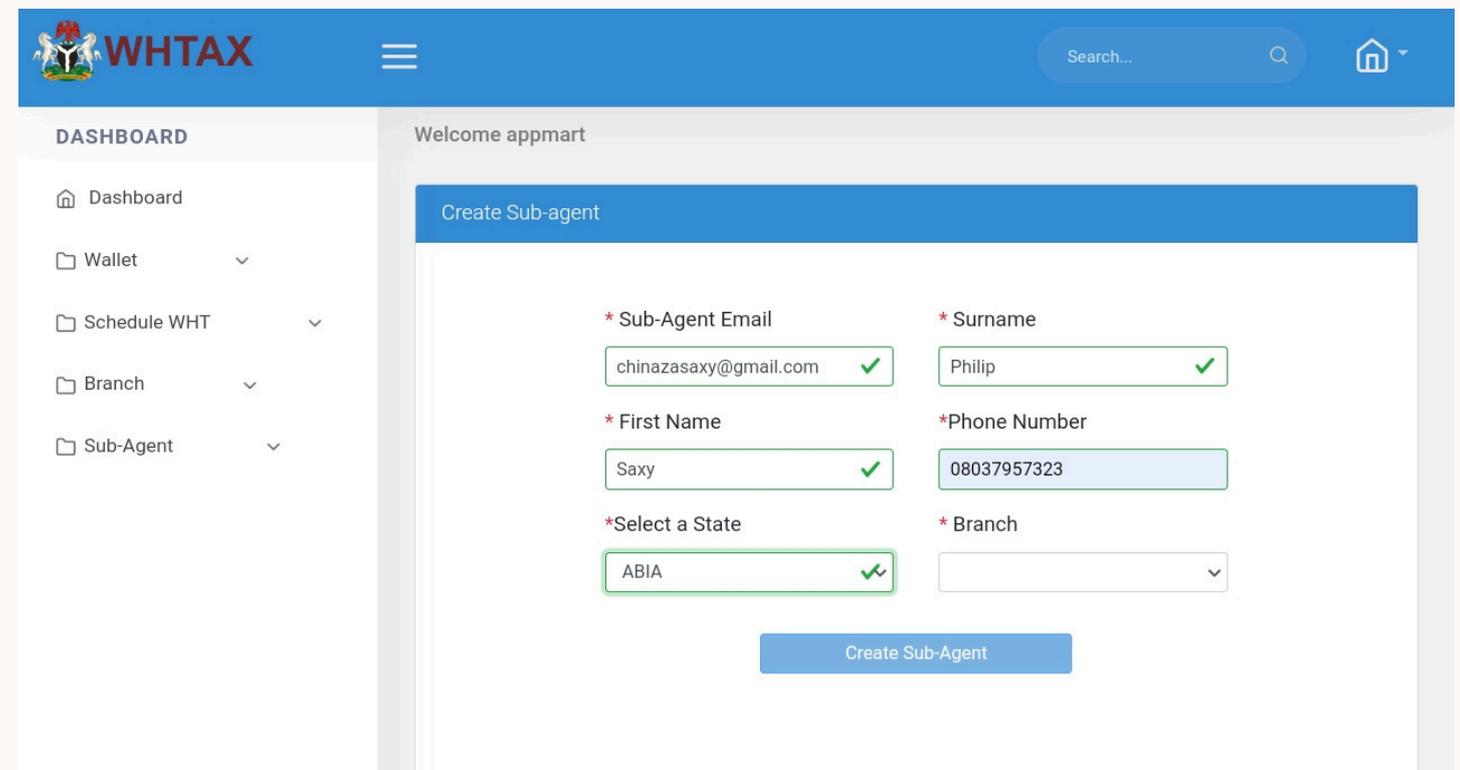
Create Sub Agent

To create a sub-agent, enter the email address and select “Next.”



The screenshot shows the WHTAX dashboard with a sidebar menu on the left containing 'Dashboard', 'Wallet', 'Schedule WHT', 'Upload Schedule', 'List Schedule', 'Process Remittance', and 'Remittance Report'. The main content area is titled 'Welcome appmart' and features a 'Create Sub-agent' form. The form has a blue header and a single input field for '* Sub-Agent Email' containing 'chinazasaxy@gmail.com' with a green checkmark. Below the field is a blue 'Next' button.

Then, fill in the sub-agent's details and Tax ID before completing the creation process.



The screenshot shows the WHTAX dashboard with a sidebar menu on the left containing 'Dashboard', 'Wallet', 'Schedule WHT', 'Branch', and 'Sub-Agent'. The main content area is titled 'Welcome appmart' and features a 'Create Sub-agent' form. The form has a blue header and several input fields: '* Sub-Agent Email' (chinazasaxy@gmail.com), '* Surname' (Philip), '* First Name' (Saxy), '* Phone Number' (08037957323), and '* Select a State' (ABIA). Each field has a green checkmark. There is also a dropdown menu for '* Branch'. At the bottom of the form is a blue 'Create Sub-Agent' button.

An SMS confirmation is sent to the sub-agent's phone number.

List Sub-Agent

The List Sub-Agent menu displays all sub-agents created by the agent, with a search bar available to filter the list.

The screenshot shows the WHTAX web application interface. The top navigation bar is blue and contains the WHTAX logo, a search bar with the text "Search...", and a home icon. The left sidebar is white and contains a "DASHBOARD" section with the following menu items: Dashboard, Wallet, Schedule WHT, Branch, Sub-Agent (selected), List Sub-Agent, and Create Sub-Agent. The main content area is white and contains a "Welcome appmart" message. Below this is a "List Of Sub-agent" section with a search bar containing the text "Saxy". Below the search bar is a table with the following columns: S/N, Sub-Agent Id, Surname, Name, Email, Phone, Status, Created at, and Action. The table currently displays "No results found". Below the table is a pagination control with a "10" dropdown and a "G" button. The text "No results found (0 total records)" is displayed at the bottom right of the table area.