Appmart

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WITHHOLDING TAX
USER'S MANUAL

WHT
Withholding Tax

WEBSITE

🌐 https://wht.abia.tax/

USER LOGIN

The user is the tax payer. He is the one whose withholding tax is withheld for. An agent or sub agent can also be a user. To register as a User, Select the "User Signup" and the fill the registration form. An authentication code is sent to the email and phone provided to authenticate your account. WHT

AUTHENTICATION PAGE

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.

USER 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 User's permissions.
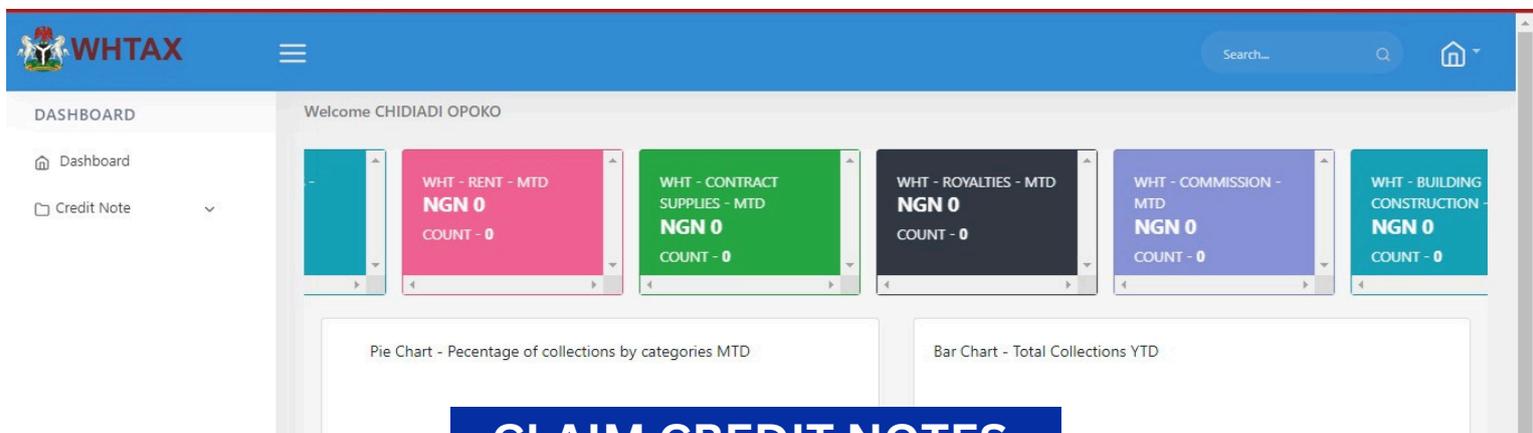
CLAIM CREDIT NOTES

To validate the credit note, select the state and input the individual ABSSIN. Click on "validate," and the system will send a four-digit verification code to the company's registered email or phone number.
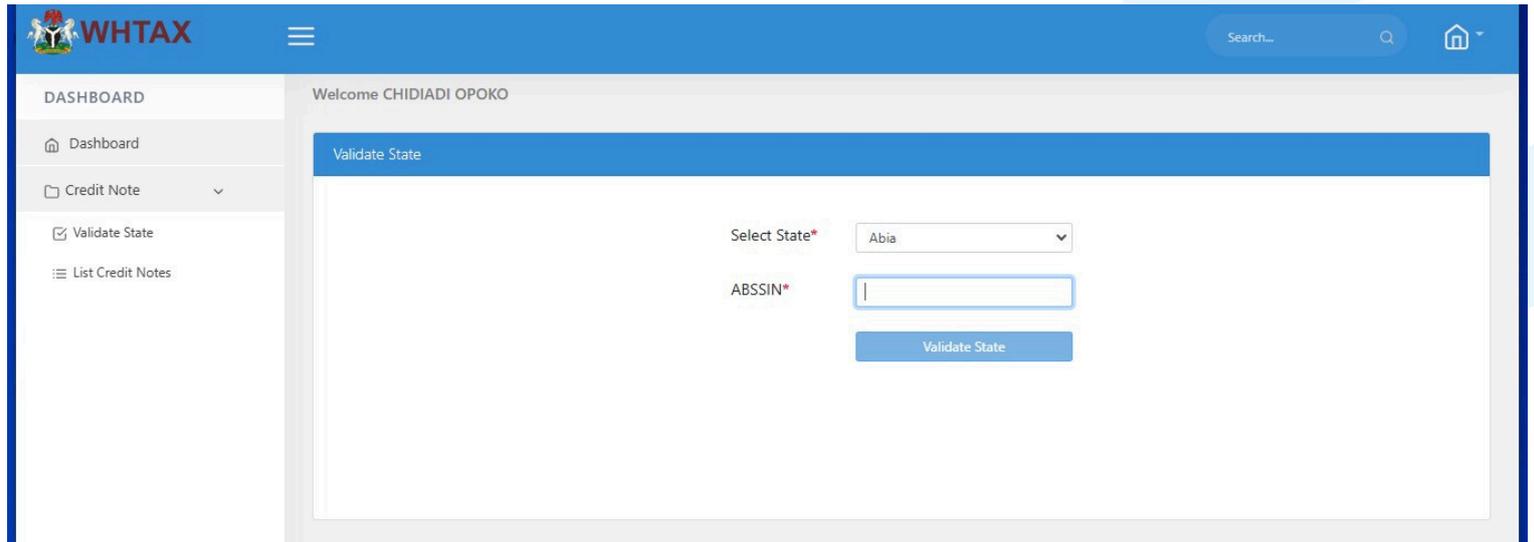
At successful validation, it redirects to the "List Credit Notes" page

LIST CREDIT NOTES

This shows the list of the user's credit notes that has been claimed but in the situation below there's no record because there's no credit record to be claimed.