



JIGAWA STATE INTERNAL REVENUE SERVICE

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

Website: www.jsirs.gov.ng,

Phone number: 08030687681,08085400040)

Email: (jigawairs@gmail.com)

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

PROCEDURE FOR OBTAINING eTCC in Jigawa State

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

Step 1. Electronic Tax Clearance Certificate .

This process recently introduced by the current administration of the Executive Chairman Jigawa State Internal Revenue Service, was initiated to replace the old paper and manually processed Tax Clearance Certificate (TCC). The e-TCC in the state is an achievement of the Jigawa State Government objectives.

The process of obtaining e-TCC are:

Requirement: The tax payer ought to have been for paying for taxes for the last 3 years

Taxes are made manually at - Zenith bank JIGAWA STATE GOVERNMENT REVENUE ACCOUNT 1011289787.

OR Online platform at www.jirs.org.ng through the Remita gateway

To Apply for TCC

Step 1:

Pick up the Self Assessment form Rev 49 and Rev 15 for Pay As You Earn (PAYE) at the Jigawa State Internal Revenue Head Quarters, Director assessment office and complete the information.

Manual Process

Step 1

Application

Write application via completion of the **Self Assessment form Rev 49 and Rev 15 for Pay As You Earn (PAYE)** by the tax payer at the Jigawa State Internal Revenue Head Quarters from the Director assessment office.

Step 2

Assessment

There will be 3years assessment of the declaration of taxpayers income this will done by the scheduling tax officer, (Senior Inspector of Taxes) at Department of assessment at the Internal Revenue office.

After completion of the form, it is submitted to the resident tax officers at the Internal revenue office for assessment. This will be assessed within 72 hours. If additional payment is required, the applicant will also be informed within this timeline

In case of additional assessment and verification, the tax payer has 5-7 days to comply with this

Step 3

Proceed for Payment .

Payment should be done via Pay Direct or our electronic platform of JIGTAS (www.jirs.org.ng) Remita before Issuing of TCC, Taxes can be paid either online or using manual by filing bank teller in-person at Zenith bank JIGAWA STATE GOVERNMENT REVENUE ACCOUNT 1011289787. in order to make the relevant tax payment.

Step 4

Payment procesing

This can be completed within a time line of 2 to 3 hours to make the payment successfully. Receipt will be sent immediatly into the taxpayers email. Or tax payer can proceed to the JIRS Payment and verification unit Office and collect signed printed receipt @ Jirs Revenue Accounting and Government Business Department at address above.

Step 5

Collection

After payment is approved, the applicant will be notified of the completion of assessment by the resident tax officer(s) and informed of collection of TCC via contact details provided by tax payer. This usually takes 3 working days. Collection can be made during business hours at the Tax office.

Online process for obtaining eTCC

Step 1: Ensure that tax payments are up to date. Tax payments can be done on the JIGTAS platform I.e www.jirs.gov.ng

Step 2

For tax payers that choose to make payment of taxes on the JIGTAS system must ensure that their tax payment is up to date and ought to have consistent in the last 3 years in remitting taxes.

Guide for payment on JIGTAS:

- 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 QUARETS
- 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.

Step 3

Application for Tax clearance is done manually by following the manual process above.

Step 4

Tax Clearance Certificate Collection:

After application processes and payment is made, a certificate is generated for the applicant within 72hours i.e maximum of to 3 working days.



DR. Nasir Sabo Idris FCA.
EXECUTIVE CHAIRMAN
JIGAWA STATE INTERNAL REVENUE SERVICE

December, 24 2023

Appendix:

List of Jigawa State Zonal and regional offices

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