

Federal Inland Revenue Service (FIRS)

Payment Gateway Specification Document

DRAFT

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DOCUMENT CONTROL

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RELEASE NOTES

This release is to specifically address the issue of differentiating the collections by payment switches which was done on their own frontend platforms from those done on other platforms e.g. VATCollect and ISDS.

In resolving the issue stated above, a new classification code for payment switches was introduced (see page 16) and a new payment reference for the switches to report collections done for other payment providers e.g. VATCollect, ISDS etc. was also introduced.

There would be several impacts based on the above stated changes and FIRS will need to manage each impacted stakeholder to ensure they understand the new guideline for Service Providers who wish to provide a platform for tax collection for FIRS. These impacts will be managed in the following ways;

- Re-circulation of the updated Payment Gateway Specification Documentation (v1.4) by FIRS to all stakeholders, highlighting the introduced changes for their adoption
- Modification of the Tax Portal Database to accommodate these changes
- Adjustment to the existing payment web services to accommodate these changes
- Re-designing of the FIRS Tax Portal reports to reflect the new changes

INTRODUCTION

This document will act as a guideline for Service Providers who wish to provide a platform for tax payments for FIRS. Specific benefits to be derived from the adoption of e-payments for tax remittances include:

- Reduction in the time and cost involved in making tax payments
- Easier and more user friendly platform/solution for the payments of tax
- Improved revenue generation to the relevant tax offices and ensure that tax loopholes are plugged

SCOPE OF GUIDELINE

Federal Inland Revenue Service (FIRS) desires to receive payment of taxes through electronic channels, in addition to bank branches. The Guideline shall cover all bodies concerned with tax payments including but not limited to the following stakeholders:

- A. Tax Authorities
 - Federal Inland Revenue Service (FIRS)
- B. Authorised Tax Agents
 - All authorised agents of collection
 - Employers
- C. Payment Service Providers
- D. Third Party Data Service Providers
- E. Tax Payers
- F. CBN
- G. FIRS Tax Administration Solution Provider and Service Integrator

ROLES & RESPONSIBILITIES: STAKEHOLDERS

TAX AUTHORITIES - FEDERAL INLAND REVENUE SERVICE (FIRS)

FIRS shall have the following responsibility:

- Collect taxes, levies, duties and fees using e-payment solutions
- Select the service provider for the purpose of tax collections
- Register the service provider in the payment gateway interface
- Provide the service provider with a code
- Provide the interfaces for TIN validation, taxpayer assessments, CBN currency exchange rate validation and payments to service providers
- Ensure there is sufficient bandwidth connectivity to accommodate the traffic from the service providers
- Ensure the security over taxpayers data provided to the service providers
- Invest in the computers that have the capacity to effectively connect to the e-payment platforms
- Ensure real time posting of tax accounts and Provide evidence of payment to the taxpayers e.g. e-receipts, sms, e-mail e.t.c

AUTHORIZED TAX AGENTS

All Authorized Agents of Collection must pay taxes electronically to the relevant tax body, and must offer the tax payer the opportunity to pay electronically to the Authorised Agent

- Ensure confidentiality of tax payers data
- Deduct taxes/revenue at source using e-payment platform
- Remit deduction to the FIRS tax authority using appropriate e-payment solution
- Transmit evidence of payment to beneficiaries.

PAYMENT SERVICE PROVIDERS

Payment Service Providers shall have the following responsibilities:

- Provide payment/collection solution to drive e-payment
- Provide a functional and user friendly platform
- Provide evidence of revenue collected to the tax payer and FIRS
- Provide a system that collects all tax types as defined by FIRS
- Have the required network infrastructure for the e-tax payment system
- Send collections to FIRS via the interfaces explored by FIRS
- Ensure that the payment data and reports generated are in accordance with the specifications defined by FIRS
- Perform necessary data transformations to ensure that data matches FIRS specification
- Ensure the security of taxpayers' payments to FIRS

- Ensure that each transaction is tied to an assessment reference number
- Ensure that each transaction has a unique payment reference number
- Ensure that the unique payment reference number conforms to the standard defined by FIRS
- Generate a receipt on successful payment that conforms to the standard defined by FIRS
- Ensure adequate security is put in place against fraud or diversion of tax payments
- Ensure instant report on reversed payment errors to FIRS
- Ensure business continuity of the payment system
- Implement disaster recovery system
- Provision of audit trail

THIRD PARTY DATA SERVICE PROVIDERS

Third party data service providers shall have the following responsibilities:

- Provide a functional platform
- Have the required network infrastructure for the e-tax payment system
- Send information to FIRS via the interfaces explored by FIRS
- Ensure that the data and reports generated are in accordance with the specifications defined by FIRS
- Perform necessary data transformations to ensure that data matches FIRS specification
- Ensure the security of data exchanged with FIRS
- Ensure adequate security is put in place against fraud or diversion of tax payments
- Implement disaster recovery system
- Provision of audit trail

TAXPAYERS

All taxpayers must be given the opportunity to pay taxes electronically.

- Pay the appropriate amount of tax/levy/fee as at and when due using the e-payment platform
- Provide evidence of payment on demand
- Ensure that assessment reference number (ARN) is obtained before making payment
- Register with FIRS for e-filing and e-payment platform

CBN

- Shall be responsible for the regulation of the electronic payment systems.
- Provide the daily exchange rates for foreign payments.

FIRS TAX ADMINISTRATION SOLUTION PROVIDER AND SERVICE INTEGRATOR - TELNET

- The tax administration solutions provider shall be responsible for the backend automation and administration of FIRS Integrated Tax Administration System.
- Provide integration platform to interface with service providers.
- Provide tax reconciliation system.
- Provide centralised notification for FIRS.
- Enforcement of the FIRS payment standards.
- Validation of Exchange rate from authorized source (CBN)
- Providing management reporting system.

DISPUTE RESOLUTION

Errors could be caused by systems malfunctions or posting errors for that reason the following would be required:

- It is necessary that a dispute resolution process be put in place
- Transactions should be designed in such a way that they could be reversed immediately in cases of wrong or double posting
- Proper call over of transactions by relevant agencies
- Close monitoring and reporting in cases of double or wrong posting
- A new payment reference number generated must be linked to the old payment reference number if this was as a result of an earlier payment reversal.

PRIVACY POLICY

FIRS shall take all reasonable steps to protect the personal information and privacy of Taxpayers. All the information of taxpayers collected is fully secured and shall be used in full accordance with the privacy policy.

Except as provided by applicable laws, all stakeholder (as defined under Scope of Guideline) shall not disclose personal information of taxpayers with third parties, unless FIRS consents thereto.

TIN VALIDATION

FIRS will provide the interface for TIN validation. Successful validations will return the following taxpayer detail:

- FIRS TIN
- JTB TIN
- Taxpayer Name
- Tax Office Id
- Taxpayer Address

The TIN validation interface from FIRS will require the service provider to supply the FIRS or JTB TIN of the taxpayer.

TAXPAYER ASSESSMENTS

Taxpayer assessments will be sent to Payment Service Providers that require this information

- Assessment Number#
- FIRS TIN
- JTB TIN
- Tax Type Code
- Assessment Period
- Amount assessed

CBN EXCHANGE RATE VALIDATION

Exchange rate validation will be based on CBN's daily Exchange rate, on the day of transaction.
Exchange rate validation will require the following information

- Assessment Number#
- FIRS TIN
- JTB TIN
- Tax Type Code
- Assessment Period
- Amount assessed
- Currency of assessment

PAYMENT NOTIFICATION

Service Providers will provide notification of successful payments via the interface provided by FIRS. Every payment notification will contain the following detail:

- Payment Reference (**Mandatory**)
- Payment Date (**Mandatory**)
- Service Provider Code (**Mandatory**)
- FIRS TIN (**Mandatory**)
- New TIN (**Not Mandatory**)
- Taxpayer Name (**Mandatory**)
- Tax Office Id (**Mandatory**)
- Payment Amount (**Mandatory**)
- Payment Currency Code (**Mandatory**)
- Tax Type Code (**Mandatory**)
- Payment Channel Code (e.g. Cash, Internal Transfer, Cheque etc) (**Mandatory**)
- Assessment Number (**Mandatory except for WHT and Stamp Duties**)
- Assessment Period (**Mandatory**)
- Payment Bank Code (**Mandatory**)

Withholding tax (WHT) payments must be accompanied by a schedule of beneficiaries for upload with the following details:

- Bulk Payment Reference (**Mandatory**)
- Beneficiary TIN (FIRS) (**Mandatory**)
- Beneficiary TIN (New) (**Not Mandatory**)
- Beneficiary Name (**Mandatory**)
- Transaction Date (**Mandatory**)
- Contract Description (**Mandatory**)
- Contract Types (**Mandatory**)
- Amount (**Mandatory**)
- WHT Rate (%) (**Mandatory**)
- WHT Amount (**Mandatory and Computed**)
- Period covered

Payment Reference Code **for payment providers** must comply to the below format

BankCode/PaymentServiceProviderCode/ChannelCode/Date_Of_Payment/System_Generated_No

Payment Reference Code **for switching platforms sweeping money for payment providers** must comply to the below format

BankCode/PaymentServiceProviderCode/ChannelCode/**PaymentSwitchCode**/Date_Of_Payment/System_Generated_No

FIRS SERVICE PROVIDERS

Code	Description
ISW	Interswitch
NIBSS	Nigerian Interbank Settlement System
eTRAN	eTransact
SPEC	Systems Specs
FITEC	FinaTech Software Solutions
NCS	Nigeria Customs Service
CBN	Central Bank of Nigeria
ISDS	Integrated Stamp Duties System

SWITCHING PLATFORMS

Code	Description
ISWP	Interswitch
NIBSSP	Nigerian Interbank Settlement System
SPECP	Systems Specs

TAX TYPES

Code	Description
BPRF	Business Premises Registration Fees
CGT	Capital Gains Tax
CIT	Company Income Tax
EDT	Education Tax
INT	Interest
NITDEF	National Information Technology Development Fund
PAYE	Pay As You Earn
PAYEW	Pay As You Earn – Wages Withholding
PEN	Penalties
PIT	Personal Income Tax
PITER	Personal Income Tax - Employer
PITEE	Personal Income Tax - Employee
POL	Pre-Operational Levy
PPT	Petroleum Profit Tax
PRT	Provisional Tax
STD	Stamp Duties
VAT	Value Added Tax
WHT	Withholding Tax
DIW	Dividends, Interest and Withholdings
RCSFC	Rent, commission, services, fees and contract
LRP	Late Returns Penalty

PAYMENT CHANNELS

Channel #	Code	Description
8	CAS	Cash
5	CAR	Card
9	OBC	Own Bank Cheque
10	TBC	Other Bank Cheque
11	INT	Internal Transfer
3	MOB	Mobile
12	FOT	Foreign Transfer
2	INB	Internet Banking
4	POS	POS Terminal
1	BTL	Bank Teller
6	VMP	Vendor/Merchant Web Portal
7	OPP	Other – Party Payment Platform

PAYMENT CURRENCIES

Code	Description
NGN	Nigerian Naira
USD	US Dollars
GBP	Great British Pound
EUR	Euro

BANKS

Sort Code	Code	Description
044	ABP	Access Bank Nigeria Plc
001	CBN	Central Bank of Nigeria
023	CITI	Citibank Nigeria Limited
063	DBP	Diamond Bank Plc
050	ECO	Ecobank Nigeria
084	ENB	Enterprise Bank Plc
011	FBN	First Bank of Nigeria Plc
070	FBP	Fidelity Bank Plc
214	FCMB	First City Monument Bank
085	FIB	First Inland Bank Plc
058	GTB	Guaranty Trust Bank Plc
082	KSB	Keystone Bank Ltd
014	MSB	Mainstreet Bank Plc
232	SBP	Sterling Bank Plc
068	SCB	Standard Chartered Bank
076	SKYE	Skye Bank Plc
221	STANBIC	Stanbic IBTC Plc
033	UBA	United Bank for Africa Plc
032	UBN	Union Bank Nigeria Plc
215	UNITY	Unity Bank Plc
035	WEMA	WEMA Bank Plc
057	ZIB	Zenith Bank Plc

WEB SERVICE FIELD DESCRIPTIONS

Component	Description
AssessmentNumber	Assessment Number
BeneficiaryFirsTin	Beneficiary FIRS TIN
BeneficiaryNewTin	Beneficiary JTB TIN
BeneficiaryName	Beneficiary Name
FIRSTin	FIRS TIN of the taxpayer
NewTin	JTB TIN of the taxpayer
PaymentAmount	Tax Amount
PaymentBankCode	Payment bank code e.g. ABP, FBN
ServiceProviderCode	The code of FIRS service provider e.g. NIBSS, ISW
PaymentDate	Tax payment date (format: mm/dd/yyyy)
PaymentMethod	The payment method code. E.g. CAS, CAR, TBC e.t.c.
PaymentReference	A unique value to reference the payment
PaymentCurrencyCode	Currency of payment e.g. NGN, USD, GBP
TaxOfficeId	Tax office Id of the taxpayer
TaxpayerAddress	Address of taxpayer
TaxpayerName	Full name of the taxpayer
TaxTypeCode	The tax type code e.g. VAT, PAYE, e.t.c.
TransactionAmount	Transaction amount
TransactionDate	Date of transaction (format: mm/dd/yyyy)
TransactionDescription	Description of the transaction
WHTRate	The WHT rate (%)

ITAS REQUIREMENT DEFINITION

CATEGORY A: STAMP DUTIES

Non pilot Offices

- TIN is not required for Stamp Duties payments for unregistered taxpayers
- TIN is required for stamp duties for all on-going concerns/entities
- The flow is as shown below: Tax Type -> Originating Stamp Duty Office -> Make payments

ITAS Pilot Offices

- TIN is required for stamp duties for all on-going concerns/entities
- Promoter's TIN would be used to generate document number for all unregistered taxpayers
- Classification is by originating stamp duty office. The flow is as shown below: Tax Type -> Originating Stamp Duty Office -> Document number -> Make payments

CATEGORY B: SCHEDULE RELATED PAYMENTS (WVAT, WHT & PAYE)

Non pilot Offices

Phase 1: Capability to handle Schedule related transactions not yet ready in SIGTAS ('As Is').

- **Payments Processing:**

Document number will not be mandatory for all schedule related payments both in Webportal & SIGTAS. The flow is as shown: Tax Type -> TIN -> Upload schedule -> Make payments

Phase 2: Capability to handle Schedule related transactions is ready in SIGTAS but not in all offices (Near 'To Be').

Treatment is as Phase 1 above. The WHT capability will not be put to use. This is because the schedules will be uploaded in SIGTAS and not at the payment platform.

ITAS Offices (When WHT payments is ready in all FIRS offices)

Phase 3: Capability to handle Schedule related transactions is ready in SIGTAS in all offices (Final 'To Be').

At this point WHT payments will be mapped to document number. All the beneficiaries will get the credit at once when payments are made. The flow is as shown: Tax Type -> Final (Dividends/interest) or Non Final (others) -> Document Number -> Make payments

However, WHT is broken into two groups namely final and non-final WHT. Final WHT include Dividend and Interest. While non-final WHT are others (Rent, Contract of Supply, Directors Fee, Consultant Fee, Management Fee, Royalty, Commission, and Professional Fee).

At the point of payment, the payer will select the appropriate type whether dividend, interest or others. This is to avoid crediting taxpayer tax account with dividend or interest related WHT paid in their favour.

CATEGORY C: OTHERS (CIT, CGT, PPT, NITDL, EDT, POL, VAT)

Non Pilot Offices

All payments will be done with reference to TIN.

Pilot Offices

All payments will be treated with reference to document number

NUMBER OF TIMES DOCUMENT NUMBER CAN BE USED

There are two types of document numbers namely:

Option 1: can be used for one tax period, one tax type and for multiple payments. Currently this is functional in SIGTAS. Additional functionality under configuration is mapping the Doc No to amount payable for all withholdings

Options 2: can be used for specific tax type, for any specific period and for multiple payments. Yet to be deployed in SIGTAS

HOW TO GENERATE / COMMUNICATION DOCUMENT NUMBER FROM SIGTAS TO TAXPAYERS

E-Filers will get document number when they file on the E-Filing platform. Non E-Filers will have to visit a tax office or any access points created by FIRS

WEB OPERATION ERROR CODES

CODE	Description
9000	Successful
8000	Mandatory Fields Not Set
8001	Incorrect Tax Type
8002	Incorrect Date (Expecting DD/MM/YYYY)
8004	Duplicate Upload
8005	System Error
8006	Record Does Not Exist
8007	No Upload Id Present
8003	Wrong Period Covered

GLOSSARY OF TERMS

In this framework, the terms below shall have the following meaning

- **Tax:** It is a compulsory levy imposed by a government on its citizens and used to run the government and finance projects
- **Tax Authority:** refers to the relevant agency with authority to collect tax on behalf of the federal government
- **Taxpayer:** Refers to the individual or organization paying tax
- **Service Providers:** refer to system providers who own the technical infrastructure for the e-payment platform