



ENUGU STATE INTERNAL REVENUE SERVICE
OFFICE OF THE CHAIRMAN

Revenue Centre, 2 Leck Avenue, State Secretariat Complex, Enugu
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NOTIFICATION OF FILING OF EMPLOYERS' ANNUAL RETURNS FOR 2020

The Board, Management and Staff of Enugu State Internal Revenue Service wish to appreciate all Taxpayers in Enugu State for their unquantifiable support to the administration of Governor Ifeanyi Ugwuanyi, by being tax compliant in the year 2020.

All **Employers** domiciled in Enugu State are hereby reminded to render their **Annual Returns for year 2020** to the Office of the Chairman of Enugu State Internal Revenue Service on or before **January 31st, 2021** in accordance with **Section 81 of the Personal Income Tax Act, 2011 (As amended)**. Kindly note that failure to comply with the above provision of the Law on or before 31st January, 2021 will attract a **penalty of N500,000**.

Please ensure that your returns are submitted in both hard and soft copies with all emoluments paid to employers in 2020 representing Pay As You Earn (PAYE) Taxes deducted and remitted, Allowances, Reliefs, Deductions specified in the Annual Declaration and Certificate Forms H1 & G and any other relevant information.

STEPS TO FOLLOW FOR ONLINE FILING OF 2020 ANNUAL RETURNS

1. All employers and employees should go to Google Play or IOS stores and download Enugu State eTax Mobile to register and

get their Unique ID called the ESNB for free. If you are unable to register via the app, send an email to info@irs.en.gov.ng requesting to be registered.

2. Login using your ESNB as your Username and Password for your Self Service Account.
3. If you do not know your Self Service Account Password; Kindly email info@irs.en.gov.ng providing your ESNB or Company Registration Number and Address and request for your login details.
4. Go to Annual returns menu and click on file Annual Returns
5. Download the Employee List Excel/CSV Template and populate the Excel/CSV
6. Upload the Excel/CSV and fill the H1 Form
7. Submit the H1 Form online and the associated document uploads

ESNB stands for Enugu State Social Benefit Number. For further information in filing your return, please contact any of our tax offices in Enugu State or email info@irs.en.gov.ng or visit <https://irs.en.gov.ng>

Thank you

Emeka Odo
Chairman
Enugu State Internal Revenue Service