

# Mastering Tax Administration

## Course Description

In recognition of the difficulty accounting officers often encounter when dealing with and preparing tax computations and returns, this course has been specially designed to assist candidates to overcome obstacles as well as bridge the gap in their knowledge of up-to-date tax management methods. The course will also promote understanding of the tax authorities, their powers and operations. The topics and their treatment will equally be a valuable refresher for officers who are more experienced in these issues. In handling the subject matters, emphasis is all on applications and procedures.

### Course Contents

#### DAY ONE

Tax Laws and Regulations

Classification of Taxes

Registration for Tax Payments

Obligatory Returns and their Filing

Relationship Management

- State Board of Internal Revenue Service
- Federal Inland Revenue Service
- Joint Tax Board
- Technical Committees of the Boards
- Tax Appeal Tribunal

Tax Clearance Certificates and their Administration

- Exemptions and Reliefs
- Multiple (Vexatious) Taxes
- Tax Avoidance and Tax Evasion.

#### DAY TWO

Corporate Tax Issues and Computations

- Company Income Tax

i,§ Limited liability business

ii,§ Partnership

- Value Added Tax and Stamp Duties
- Education Tax
- Types of Assessment

o Self Assessment Scheme

- o Provisional Assessment
- o Best of Judgment Assessment
  - Relevant Documents and Documentation Procedures
  - Filing of Returns and the Timing
  - Withholding Tax Treatments
  - Penalties for Infringements.

### **DAY THREE**

Tax Issues Concerning Individuals

Taxable Persons

Personal Income Tax

- o Pay As You Earn (PAYE) tax computations

- o Direct assessment on individuals

- o Capital Gain Tax

- o Property and investment income tax

Expatriates Personal Income Tax

Relevant Documents and Documentation Procedures

Exemptions and Reliefs

Penalties for Infringements.