COMPLETE GUIDE TO TARABA STATE TAXPAYER REGISTRATION

Taraba State has modernized its tax administration through a centralized digital system designed to make taxpayer onboarding simple, secure, and fully compliant with state regulations. Whether you are an individual resident or a business operating within the state, completing your taxpayer registration is the first step toward accessing government services, paying taxes, and maintaining regulatory compliance.

This guide walks you through **requirements, processes, portal navigation**, and **post-registration obligations**—all based on the official Taraba State Government guidance.

1. Accessing the Registration Portal

All taxpayer registrations are completed online through the **Taraba State Central Billing System.**

- Visit: **govpayhub.com/taxpayer-registration**
- Ensure:
    - A stable internet connection
    - All required documents and identification numbers are available
    - Your email and phone number are active and accessible

The portal is optimized for both individuals and businesses.

2. Choosing Your Account Type

The system provides two registration pathways:

A. Individual (Personal Taxpayer Registration)

For:

- Employees
- Self-employed individuals
- Residents liable for personal income tax

B. Business / Corporate Registration

For:

- Companies
- Enterprises
- NGOs

- Partnerships
- Any registered business entity

Your selection determines the information you will be required to provide.

3. Registration Requirements

A. Requirements for Individuals

Prepare the following:

- Gender
- Full Name (as on official documents)
- Email Address
- Phone Number
- **BVN** (11 digits)
- **NIN** (11 digits)
- Nationality (default: Nigerian)
- Local Government Area (LGA) of residence
- Residential Address

These details help authenticate your identity and ensure accurate taxpayer profiling.

B. Requirements for Businesses

You will need:

- Business/Company Name
- CAC Registration Number
- Tax Identification Number (TIN) — if previously issued
- Official Business Email
- Business Phone Number
- Physical Business Address
- Sector/Industry Classification
- Authorized Representative's Name
  - With BVN/NIN for verification

This ensures the business is properly recognized and linked to a responsible officer.

4. Step-by-Step Registration Process

A. Individual Registration

1. Select **Individual (Personal Taxpayer Registration)**.

2. Fill in all required personal information.

3. Double-check BVN and NIN entries (must be exactly 11 digits).

4. Confirm your email and phone number.

5. Click **Register Taxpayer.**

6. Receive your **Taxpayer Identification Number (TTIN).**

Your TTIN is generated instantly upon successful submission.

B. Business Registration

1. Select **Business/Corporate Registration.**

2. Enter all company details, including CAC number.

3. Provide authorized representative information.

4. Review all entries for accuracy.

5. Click **Register Taxpayer**.

6. Receive your **Corporate TTIN.**

This TTIN becomes the official tax identity of the business in Taraba State.

5. After Registration: What Happens Next

Once your TTIN is issued:

- Save it securely

- You may receive a confirmation email or SMS

- Your TTIN will be required for:

  - Paying demand notices

  - Presumptive tax payments

  - Fees, levies, and charges

  - All future tax administration activities

Your TTIN is your permanent tax identity within the state.

6. Support & Additional Resources

If you need help:

- Use the **Support** tab on the portal
- Download official circulars for guidance
- Visit the **Taraba State Internal Revenue Service (TSIRS)** for in-person assistance

The system is designed to support both digital-first users and those who prefer physical engagement.

7. Key Tips for **Successful Registration**

- Ensure BVN and NIN are valid before submission
- Use an active email and phone number
- Keep your TTIN confidential but accessible
- Businesses should assign a responsible officer for tax compliance
- Double-check all entries to avoid delays

These small steps prevent errors and ensure smooth onboarding.