

TAXMASTER – COURSE OUTLINE

Beginner to Intermediate Level

Duration: 6–8 Weeks

Mode: Online / Offline / Hybrid

COURSE OVERVIEW

- Target Audience:
 - Students
 - Freelancers
 - Accountants
 - Business Owners
 - Tax Consultants

MODULE 1: INTRODUCTION TO TAXATION IN PAKISTAN

- What is Tax? Types of Taxes
- Overview of the FBR (Federal Board of Revenue)
- Tax Laws & Regulations in Pakistan
- Importance of Tax Compliance

MODULE 2: INCOME TAX FUNDAMENTALS

- Who is a Taxpayer? (Salaried, Business, AOP, Company)
- Tax Year & Filing Deadlines
- NTN Registration Process (Individual & Business)
- Income Tax Slabs (Salaried & Non-Salaried Individuals)
- Withholding Tax (WHT) Overview

MODULE 3: FILING INCOME TAX RETURNS

- Documents Required for Filing
- Online FBR Portal (IRIS) – Introduction
- Step-by-Step: Filing Salaried Person Return
- Step-by-Step: Filing Business Individual Return
- Use of Tax Calculator

MODULE 4: TAX ON BUSINESS & FREELANCERS

- Tax for Sole Proprietors & AOPs
- Sales vs Service Income
- Taxation for Freelancers (IT & Export Services)
- Foreign Remittances & Exemptions

MODULE 5: SALES TAX (GST)

- What is Sales Tax? Who Should Register?
- GST Registration Process (STRN)
- Filing Monthly Sales Tax Returns
- Sales Tax Invoices & Input/Output Adjustments

MODULE 6: ADVANCE TAX & TAX CREDITS

- Advance Tax Deductions (Banking, Vehicles, etc.)
- Tax Credits for Education, Insurance, etc.
- Understanding Tax Refunds

MODULE 7: TAX PLANNING & COMPLIANCE

- Legal Ways to Save Tax
- Record Keeping & Audit Preparation
- Notices from FBR – How to Respond?
- Penalties & Consequences of Non-Compliance

MODULE 8: PRACTICAL TRAINING & CASE STUDIES

- Real-life Filing Scenarios (Live Demonstration)
- IRIS Practice Session (Live or Recorded)
- Freelancer Tax Filing Walkthrough
- Business Tax Return Review

BONUS CONTENT

- Excel for Tax Professionals
- FBR POS Integration (Retailers)
- Professional Ethics in Tax Practice
- Starting Your Own Tax Consultancy

FINAL ASSESSMENT & CERTIFICATION

- Quiz/Test
- Practical Return Filing Task
- Certificate of Completion (TaxMaster Certified)