STEP BY STEP GUIDE FOR FILING OF
INCOME TAX INDIVIDUAL RETURN-EMPLOYMENT INCOME ONLY

Type https://itax.kra.go.ke on the address bar and log in with your iTax password.

If you have forgotten your password, retrieve one using 'FORGOT PASSWORD' option on the bottom right of the iTax portal page.

*N/B: The password reset process may require one to respond to a security question. In the event that this is forgotten, the details of the security question and answer can be retrieved from the email address used for iTax purposes. You are therefore advised to search mails sent through **admin.iTax@kra.go.ke**.*

Step 1

Under the "Returns" menu, click the last item **'ITR for employment income only'**.

NB:

Those with any other income other than employment income will have to fill in the Excel Income Tax Return and provide details of the other income

Step 2

Fill in ALL the fields marked with a red asterix in Section A.

Note that selecting a "yes" from the drop down menu, will populate an additional field that you will be required to fill.

Step 3

Under the tax computation in section T, only 2 items are to be filled in:

- "Defined/Pension contribution" item 1.1 (This should be the actual amount contributed by the employee)
- "Personal relief" item 2.5 (Annual relief upto a maximum of 13,944)

	Section T : Tax Computation	
Section T : Tax Computation		
Sr.No.	**Description**	
1	Total Deduction (1.1 + 1.2 + 1.3)	0.00
1.1	Defined / Pension Contribution	0.00
1.2	Mortgage Interest (Total of "Amount of Interest Paid" from J_Computation_of_Mortgage but subject to Maximum 1,50,000 Ksh)	0.00
1.3	Deposit in Home Ownership Saving Plan (Total of "Total Deposit for the Year" from K_Home_Ownership_Saving_Plan but subject to Maximum 48,000 Ksh)	0.00
2	Total of Tax Payable Less Reliefs and Exemptions (2.4 - 2.5 - 2.6)	435,562.95
2.1	Employment Income ("Total Taxable Employment Income" from F_Employment_Income)	1,648,100.00
2.2	Allowable Tax Exemption in case of Person with Disablility	0
2.3	Net Taxable Income (2.1 - 1 - 2.2)	1,648,100.00
2.4	Tax on Taxable Income (2.3 *applicable rates)	435,562.95
2.5	Personal Relief	0.00
2.6	Insurance Relief (Total of "Amount of Insurance Relief " from L_Computation_of_Insu_Relief but subject to Maximum 60,000 Ksh)	0.00
3	Tax Credits (3.1 + 3.2 + 3.3)	379,160.00
3.1	PAYE Deducted from Salary (Total of "Amount of Tax Deducted (PAYE)" from M_Details_of_PAYE_Deducted)	378,960.00
3.2	Income Tax Paid in Advance (Total of "Amount of Income Tax Paid" from Q_IT_Payment_Credits)	200.00
3.3	Credits u/s 41 (Total of "Amount of Tax Relief" from R_DTAA_Credits)	0.00
4	Tax Due/Refund Due (2 - 3)	56,402.95

Step 4

Details of Employment income (Section F)

Scroll to the bottom of Section F and confirm Gross pay as per the P9.

This information has been pulled from the Monthly PAYE returns filed by your employer. This can be modified (by clicking 'Modify') if the employer submitted less than 12 returns (in iTax) for the year of income 2015.

Home	Registration	Returns	Debt and Enforcement	Payments	Assessment Disputes	Refund	Certificates	Useful Links
e-Communication	My Ledger	Logout						

Welcome DAMACRINE MORAA MASIRA (A004511281M) – Last Login : NOV 06, 2015 04:42:10

Section F : Details of Employment Income

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PIN of Employer *
Gross Pay (Ksh) (A) *
Value of Car Benefit (Total of "Value of Car Benefit" from I_Computation_of_Car_Benefit)(Ksh) (C) *
Pension if in excess of Ksh 3,00,000 (Ksh) (E) *

Name of Employer *
Allowances and Benefits from Employment (Other than Car and Housing) (Ksh) (B) *
Net Value of Housing (Ksh) (D) *
Total Employment Income (Ksh) (F) = (A+B+C+D+E) *

Add   **Clear**

Sr. No.	Delete	Modify	PIN of Employer	Name of Employer	Gross Pay (Ksh) (A)	Allowances and Benefits from Employment (Other than Car and Housing) (Ksh) (B)	Value of Car Benefit (Total of "Value of Car Benefit" from I_Computation_of_Car_Benefit)(Ksh) (C)	Net Value of Housing (Ksh) (D)	Pension if in excess of Ksh 3,00,000 (Ksh) (E)	Total Employment Income (Ksh) (F) = (A+B+C+D+E)
1	Delete	Modify	P051109164C	KENYA REVENUE AUTHORITY	1,577,000.00	71,100.00	0.00	0.00	0.00	1,648,100.00

Total Employment Income (Ksh) : 1648100.00

Step 5

Details of PAYE Deducted at source (Section M)

Once again, confirm that the details captured under the taxable salary, tax payable on taxable salary and tax deducted tally with the information reflected on the P9. Modify if necessary.

Step 6

Fill in the Details of income tax paid in advance (Section Q) *if applicable.*

This is the last section of the return.

If there was any tax paid prior to filing the return so as to clear any pending tax liability capture the details of the PRN as per the bottom section of the screen shot below:

If there is no PRN to be declared, click the "Submit" button

On successful submission, the message below will be displayed:

| Home | Registration | Returns | Debt and Enforcement | Payments | Assessment Disputes | Refund | Certificates | Useful Links |
| e-Communication | My Ledger | Logout |

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Returns

⌂HOME >>e-Returns >> Form>> Return Receipt Generated

✅ **Return Receipt Generated**

Return Submitted successfully with Acknowledgement Number: KRA201606416941

Download Returns Receipt