



KRA PIN AMENDMENT PROCESS (INDIVIDUAL)

1. Login to iTax Portal

- Go to <https://itax.kra.go.ke>.
- Enter your **KRA PIN** and **password**, then solve the security question to log in.

Welcome to iTax Online Service Area [FAQs](#) | [Forms](#) | [Report Problem](#) | [Contact us](#) | [Online Help](#) | [iTax Videos](#)

**KENYA REVENUE
AUTHORITY**

**iTax**
Simple, Swift, Secure

Login With PIN or ID? PIN ☒ ID ☐

Enter PIN/User ID *

Do you want to apply for a PIN?

**REGISTER** New PIN Registration
To get a new PIN, Click Here

[Guidelines for PIN Registration](#)

Manufacturer Authorization

**REGISTER** Manufacturer Authorization
To authorize manufacturer, Click Here

iTax Online eServices

PIN Checker
To verify PIN, Click Here

TCC/Exemption/Excise License Checker
To verify your Tax compliance/Exemption Certificate/Excise License, Click Here

WHT Checker
To verify a Withholding Certificate, Click Here

Status Checker
To consult status of your applications, Click Here

Agent Checker
To verify Withholding Agent, Click Here

Control Unit Checker
To verify Control Unit Serial Number, Click Here

Invoice Number Checker
To verify Control Unit Invoice Number, Click Here

Need Assistance?

 [Contact Us](#)

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VISION 2030**
Towards a globally competitive
and prosperous nation.

Times Tower, Haile Selassie Avenue,
P.O.Box 48240 - 00100 GPO Nairobi Tel: 020-310300, 020-281000 Fax: 341342
Call Center details Tel: 020-4999999, 020-4998000 Cell: 0711-099999 Email: callcentre@kra.go.ke
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2. Access Amendment Menu

- On the **main menu bar**, select **Registration tab**
- Select **Amend PIN Details**.
- A pop-up will ask if you want an amendment **Online** or **Through Upload**:
- Choose **Online Form** (easier for individuals).

3. Select Sections to Amend



- The system will display your current PIN details.
- Tick the boxes for the sections you wish to change (e.g., Basic Information, Source of Income, Contact Details, Postal Address, etc.).

Individual Registration Amendment Form

All fields marked with * are mandatory

Amendment Form

A_Basic_Info

B_Obligation_Details

C_Source_Income_Details

F_Agent_Details

Amendment Form

PIN Details

PIN

Taxpayer Name

Date of Amendment

PIN

☒ PIN(Please select PIN to view the Sections to be amended)

✕ Apart from changes in Residential and Physical Address Details , Amendment request will not require any approval.

☒ Basic Information

☐ Bank Account Details

☐ Tributary Bonds

☐ Tax Agent authorized to submit any application on behalf of Taxpayer

☐ Alternative Address and Contact Details

☐ Partnership, Corporate and Trust Information

☐ Source of Income

☐ Intermediary Agent to submit returns on behalf of the Taxpayer

[Click Here to Know Conditions For Auto Approval Amendment](#)

Submit

Cancel

Next

Your password will expire in 16 days.



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Can Be viewed with Internet Explorer 7 and above and Mozilla Firefox 10 and above.
Best viewed with screen resolution of 1280x1024.

4. Make the Changes

- Update the relevant fields (e.g., phone number, email, postal address, physical address, employer details, etc.).
- Ensure all mandatory fields are filled in.
- If you are adding a new income source (like Business Income or Rental Income), select it carefully.



Section A : Basic Information			
Residential Details			
Citizenship* ☒ Kenyan ☐ Non Kenyan Resident ☐ Non Kenyan Non Resident			
Do you want to register for TOT? ☐ YES ☒ NO			
Employee's Profession			
Major Group* 71-Students		Sub Group* 714-Degree	
Minor Group* 7114-6 years			
NID Details			
National Id. Number*		Issue Date 04/02/2019	
Issue Place WESTLANDS			
NSSF Details			
NSSF Number			
Individual Data			
First Name		Middle Name	
Last Name		Date of Birth*	
Place of birth		Sex ☒ Male ☐ Female	
Marital Status --Select--			
Particulars of Father			
National Id. Number		First Name	
Middle Name		Last Name	
Date of Birth		Place of birth	
Particulars of Mother			
National Id. Number		First Name	
Middle Name		Last Name	
Date of Birth		Place of birth	

5. Updating Obligation Details

- Under the **Tax Obligation Details section**, add or remove obligations:
- Add (e.g., VAT, PAYE, Rental Income Tax, Turnover Tax, Excise).
- Deactivate obligations you no longer need (you'll need to apply for cancellation and provide justification).
- Enter the **effective date** for the new obligation (must be accurate e.g., the date you started earning rent or sales income).
- Submit → If additional documentation is required (like a lease agreement for rental, business registration for VAT/PAYE), upload them.
- Await approval → once approved, obligations will reflect in your iTax profile.



At field marked with * is mandatory

Amendment Form | A_Return | A_Regulation_Return | A_Create_Income_Details | A_Agree_Return

Section B - Taxpayer Obligation

Income Tax

☐ Income Tax Resident

☐ Income Tax Non Resident

☐ Income Tax PPR (For Employer only)

☐ Turnover Tax

☐ Significant Economic Presence Tax

☐ Income Tax Rent Income

Value Added Tax

☐ Value Added Tax

Turnover Details (Applicable only for VAT/Turnover Tax)

Turnover of Goods/Services of taxable and foreign supplies in Kenya and of exports	Turnover Year	taxable supplies in Kenya (Ksh)	foreign supplies in Kenya (Ksh)	exports (Ksh)
Turnover Third Year				
Turnover Second Year				
Turnover Last Year				
Estimated Turnover Next Year*				

Previous Submit Cancel Next

6. Changing Source of Income

This is to update whether you earn from:

- Employment
- Business
- Rental Income

Steps:

- In the amendment form, tick **Source of Income**.
- On the **Basic Details section**, update your income sources:
 - Employment → enter employer PIN.
 - Business → select sole proprietorship and business details.
 - Rental → specify type (residential/commercial).
- Submit and, if required, attach documents:
 - Employment: Appointment letter / employer confirmation.
 - Business: Business registration certificate.
 - Rental: Tenancy/lease agreements or property ownership proof.
- KRA verifies → once approved, the source of income will appear in your profile, and filing obligations will align accordingly.



7. Changing/Updating Agent Details

If you want to appoint or change a **Tax Agent / Tax Representative** (common for individuals abroad, incapacitated, or those with agents handling tax affairs):

Steps:

- In the amendment form, tick **Tax Agent/Representative Details**.
- Enter the **Agent's KRA PIN** and details.
- Upload supporting documents:
 - Tax Agency Appointment letter (signed by both parties).
 - Copy of ID for both agent and taxpayer.
 - If applicable, Power of Attorney or court order (for legal representatives).
- Submit → System generates an acknowledgment.
- KRA reviews → If approved, the agent will be officially linked to your PIN.



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

PUBLIC

Individual Registration Amendment Form

Navigation: A. Home, B. Registration Details, C. Search, Account Details, D. Agent Details

Section 5.1: Tax Agent authorized to submit any application on behalf of Taxpayer

Fields: PAN, Telephone Number, Email Address, Authorization Date Upto, Agent Name, Mobile Number, Authorization Date Since

Buttons: Save, Cancel

Table Headers: Sl. No., Delete, Modify, PAN, Telephone Number, Mobile Number, Email Address, Authorization Date Since, Authorization Date Upto

Section 5.2: Intermediary Agent to submit returns on behalf of the Taxpayer

Fields: PAN, Middle Name, Type of Authorization, Telephone Number, Email Address, Authorization Date Upto, First Name, Last Name, Obligation Name, Mobile Number, Authorization Date Since

Buttons: Save, Cancel

Table Headers: Sl. No., Delete, Modify, PAN, Type of Authorization, Obligation Name, Telephone Number, Mobile Number, Email Address, Authorization Date Since, Authorization Date Upto

Buttons: Previous, Submit, Cancel

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