

Turnover Tax (TOT)

How to file and pay
TOT using ***222*5#**

User Guide



REPUBLIC OF KENYA



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Process at a glance

Starter Pack

- 01** Dial *222*5#
- 02** Select Option 3 – Turnover Tax (TOT).
- 03** Choose PIN to opt into TOT and Enter Monthly Turnover
- 04** For Filing
 1. Select Filing Cycle
 2. Confirm Sales & Tax
 3. Receive SMS Notification
 4. Make Payment
 5. Completion
- 05** Payment summary

Note: For other service providers which are not Safaricom, use *222# then option 5 to access KRA services

Introduction

TOT on small business sales.

This manual provides a step-by-step guide on how to file and pay your Turnover Tax (TOT) using the USSD Code *222*5#

It entails ;

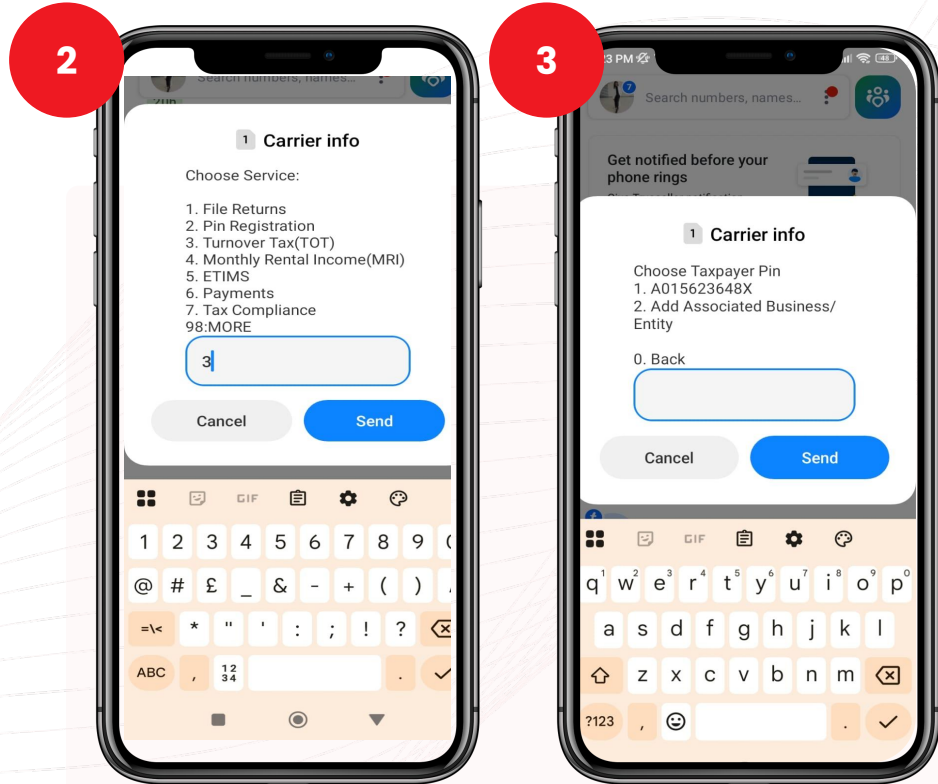
- Registering for TOT
- Filing TOT
- Paying for TOT



Getting Started (User with no TOT obligation)

- Dial *222*5#
- Proceed to select option 3 (Turnover Tax)
- Proceed by choosing PIN to opt into TOT

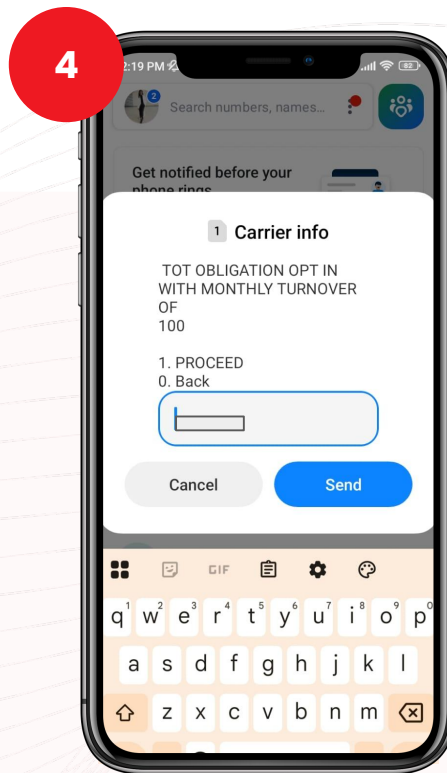
Note: For a first time USSD user, you are required to provide ID No and Year Birth to be onboarded on the platform



No TOT Obligation pop up

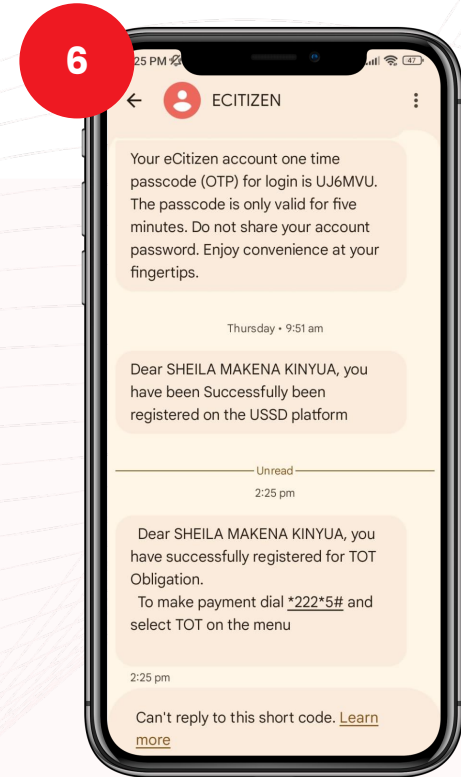
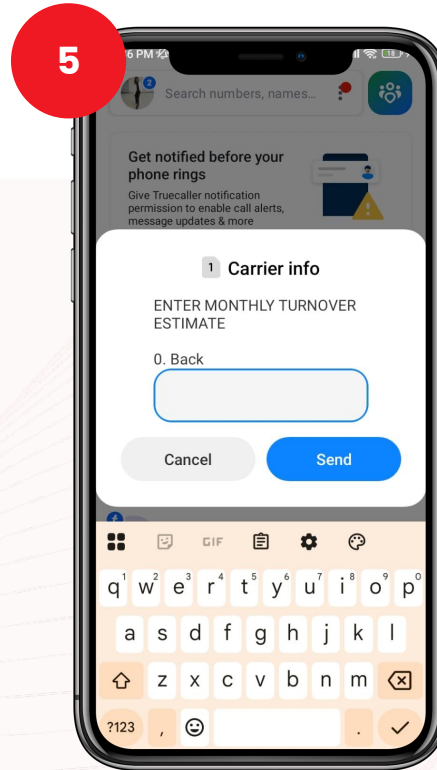
You'll receive a pop up indicating you don't have TOT obligation and if you'd want to opt in.

Enter Option 1 – Proceed



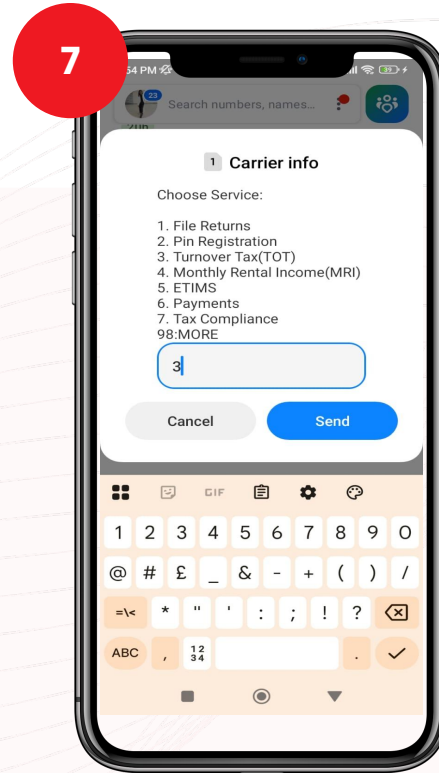
Successful registration

- Enter monthly turnover estimate.
- A pop up of the amount you estimated will prompt you to proceed
- You'll get a text message of successful registration



Filing and Payment of Turnover Tax (TOT)

- Dial *222*5#
- Click **Send**
- Enter Option 3 –
Turnover Tax(TOT)
Click **Send**
- If you click **Cancel**, the
USSD session ends

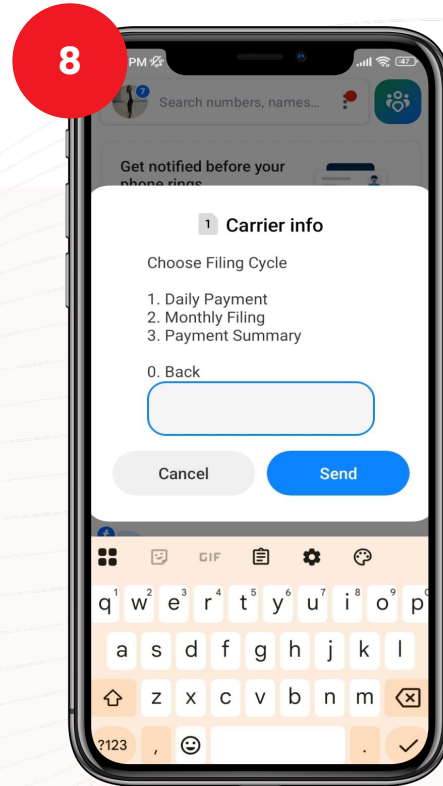


Select Filing Cycle

Select filing cycle from the options.

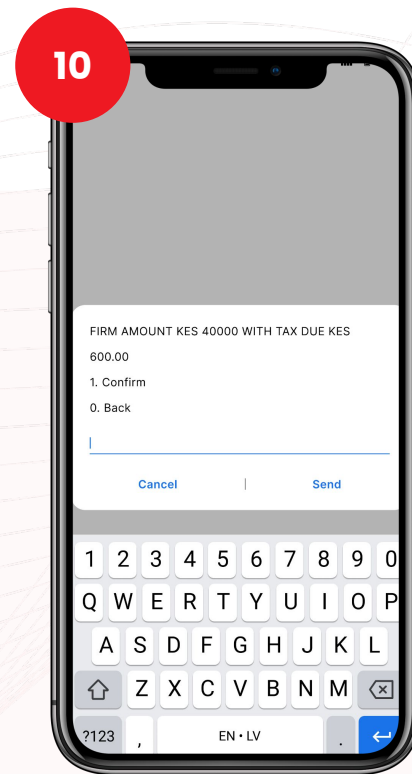
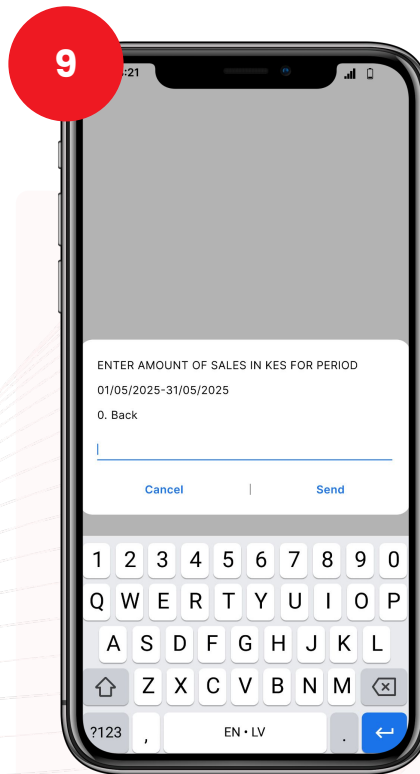
- Daily payment
- Monthly Filing

You can also get **Payment summary** at this stage.



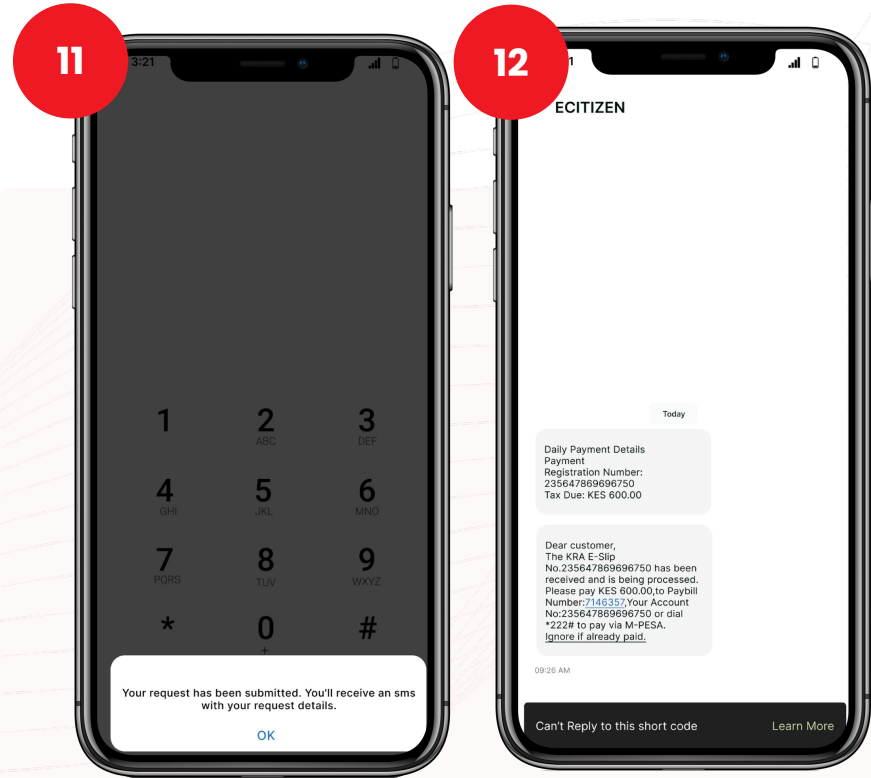
Provide Amount & Confirm

- For monthly filing, enter your total sales for the 30 day period and click **Send**
- Read through amount provided
- Enter option **1- Confirm**



Request Notification

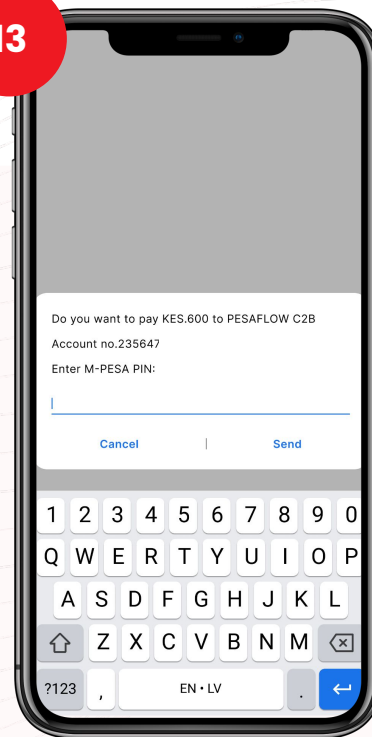
- A pop-up notification will confirm successful request submission.
- You can then view the details required to complete your payment.



Finalize Payment

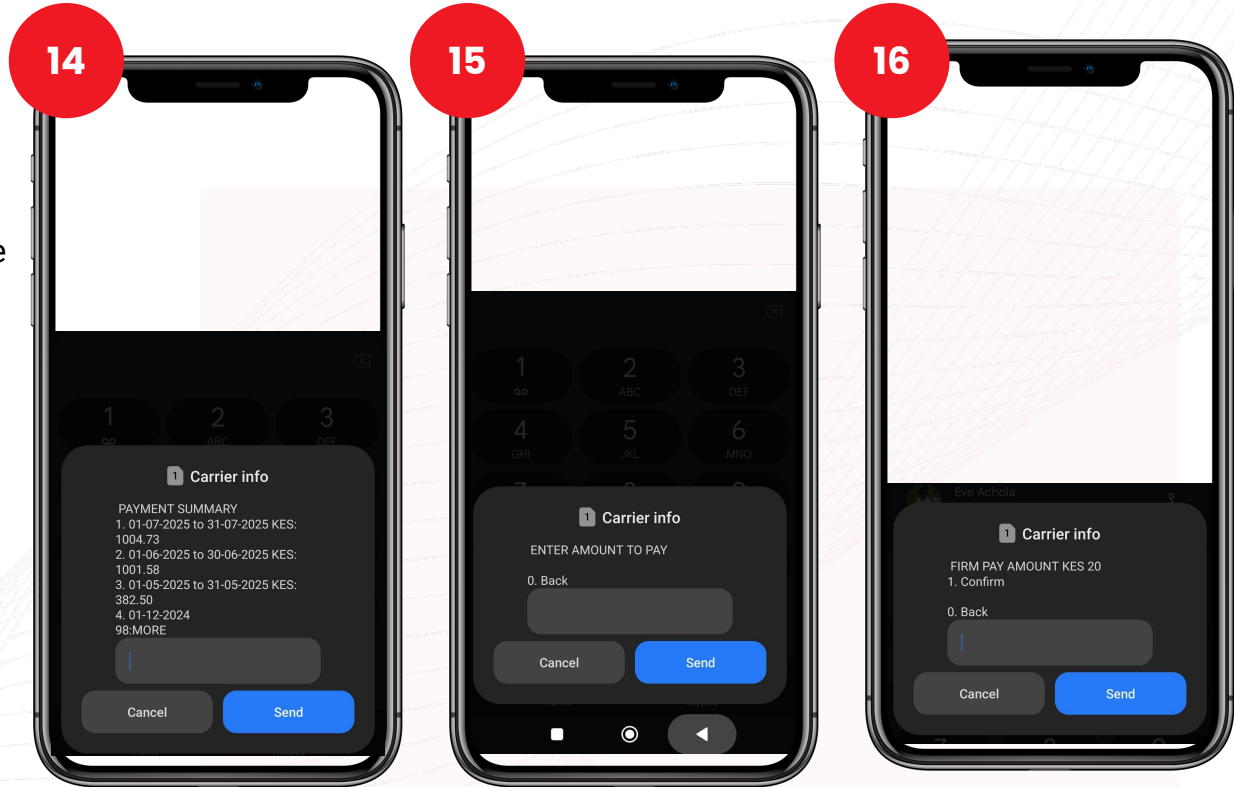
Enter your M-pesa PIN and click **Send** to complete payment and TOT filing process.

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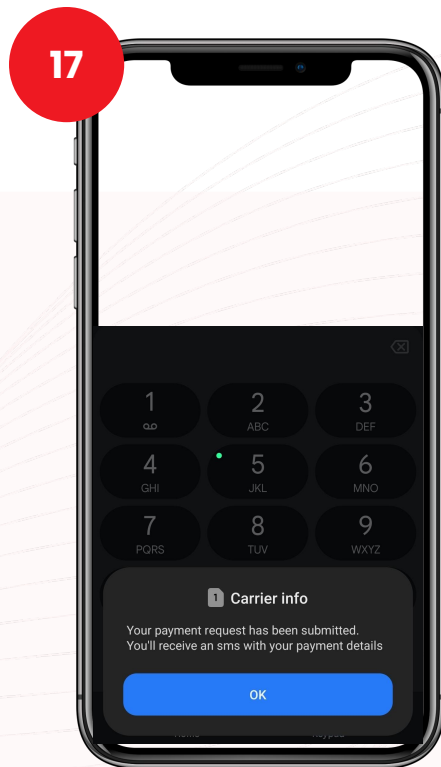
Payment Summary

- You can access the payments generated but not paid using the Payment Summary menu .
- Then choose which one to pay.



Message confirmation

- You'll receive a confirmation message that your payment request has been received and you'll receive a message on your payment details.



DIAL *222*5#

**IT TAKES YOU LESS
THAN 30SEC TO
GET YOUR SERVICE**

Call or Whatsapp: **0711 099 999**
Email: **callcentre@kra.go.ke**

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