

FILE YOUR EMPLOYMENT INCOME ONLY RETURN IN 8 EASY STEPS



1 Log in to i-Tax

- Visit: www.itax.kra.go.ke.
- Enter KRA PIN or National ID.
- Enter iTax Password.



5 Confirm PAYE

- Go to **Section M**.
- Check **PAYE deducted**.



2 Go to the Returns

- Click **"Returns."**
- Select: select **"ITR for Employment Income Only."**



6 Confirm Deductions

- Go to **Section T**.
- Confirm: **Pension (1.1), AHL (1.5), SHIF (1.6), Personal relief (2.5)**.



3 Confirm Return Period On e>Returns page

- Dates will be auto populated.
- Click **Next**.



7 Confirm & Submit Return

- Confirm **all details**, click **Submit**.
- Confirm **OK**.



4 Confirm Gross Income

- Go to **Section F**.
- Verify employment Income.
- Confirm **accuracy with P9 form**.



8 Acknowledgement Receipt

- Download a **copy of the receipt** or
- Check **iTax registered email** for the acknowledgement receipt.