

Filing Income Tax Return(ITR)

How to file your employment income return (ITR) via **eCitizen.kra.go.ke**

User Guide



REPUBLIC OF KENYA



eCitizen



**KENYA REVENUE
AUTHORITY**

Tulipe Ushuru, Tujitegemee!

Getting Started with filing income tax is as simple as 1,2,3 & 4

Starter Pack

01

Sign In

02

Return Details

03

**view income tax submitted
by your employer**

04

View income tax

05

**View tax computation
and file.**

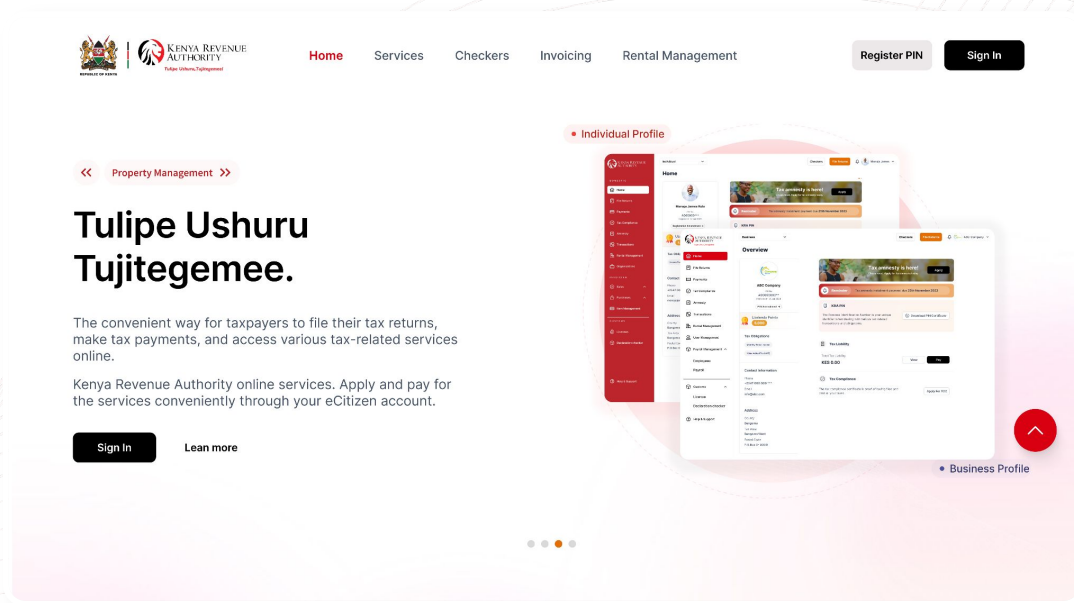
06

Acknowledgement

Introduction

ITR – Tax on your employment income only.

Here's a step-by-step guide on how to file and pay for Income Tax Return (ITR).



Return Details

Log in to your ecitizen account and access KRA services.

- Select: file return
- select the **tax obligation** as **Individual Income Tax**
- Return period is automatically filled.

The screenshot shows the KRA eCitizen portal interface. On the left is a red sidebar menu with options: Home, File Returns (selected), Payments, Agency Payments, Tax Compliance, Payroll, Rental Management, Payroll Management, and Tax Agent. The main content area is titled 'File Tax Return' and includes a 'Select Obligation' section. Under 'Type of Return', 'File Returns' is selected. In the 'Select Obligation' dropdown, 'Individual Income Tax - Resident (ITR)' is chosen. Below this, the 'Filing Period' is displayed as '01/01/2025 - 31/12/2025'. A 'Cancel' button is visible at the bottom right of the form.

Return Information

Insurance Policy Details

- Indicate whether or not you have an insurance policy.
- If you select **No**, proceed to **next**.

File Returns > ITR

File Tax Return

Return Information Employment Income Tax Computation

Return Information

Insurance Policy Do you have insurance policy?
☒ No ☐ Yes

Disability

Back Cancel Next

How to add Insurance Policy Details

If you clicked **yes** to having an insurance policy

- Click **Add Insurance Relief Details** to add.
- If you have more than one policy, click **Add item** to add.
- Reviewing details then click submit.
- You'll then receive an acknowledgment on the email registered on iTax.

a.

The screenshots illustrate the process of adding insurance policy details in the ITR eCitizen system. The top screenshot shows the 'File Tax Return' progress bar with 'Return Information' selected. Below, the 'Return Information' section has 'Insurance Policy' selected. A prompt asks 'Do you have insurance policy?' with 'Yes' selected. The 'Add Insurance Relief Details' button is visible. The middle screenshot shows the 'Computation Of Insurance Relief' form with 'PIN Of Insurance Company' set to 'SCHENKER LIMITED P000592808Q'. The bottom screenshot shows the 'Return Information' section with a table of insurance policies.

Return Information

Do you have insurance policy?
☐ No ☒ Yes

Add Insurance Relief Details
 Select Add to add details of insurance relief
 Add

Computation Of Insurance Relief

PIN Of Insurance Company
 SCHENKER LIMITED
 P000592808Q

Wrong User? Cancel Next

Return Information

Do you have insurance policy?
☐ No ☒ Yes

Computation of Insurance Relief

Q Search...

PIN Of Insurance Company	Insurance Policy No	Type Of Policy	Policy Holder	Commencement Date	Maturity Date	Sum
P000592808Q	567	Life	Self	01/08/2011	01/08/2033	

Total Interest Paid

Back

View Tax Submitted by your employer

- View all employment income details and click **Next**

The screenshot shows the 'File Tax Return' interface. At the top, there's a 'Business' dropdown and a user profile for 'Manaja James'. Below this, a progress bar indicates the current step is 'Details Of Employment Income', with 'Return Information' completed and 'Tax Computation' pending. The main section is titled 'Details of Employment Income' and contains a table with employment details. At the bottom, there are 'Back', 'Cancel', and 'Next' buttons.

Employer PIN	Employer Name	Gross Pay KES	Value Of Car Benefit	Pension	Net Value Of Housing	Allowances & Benefits	Total Employment Income	Taxable Salary	Am
PRN352678	Jane Njeri	30,000	30,000	30,000	30,000	30,000	30,000	30,000	
PRN352678	Jane Njeri	30,000	30,000	30,000	30,000	30,000	30,000	30,000	
PRN352678	Jane Njeri	30,000	30,000	30,000	30,000	30,000	30,000	30,000	
PRN352678	Jane Njeri	30,000	30,000	30,000	30,000	30,000	30,000	30,000	
Total Employment Income								KES 40,000	

Tax Computation and file return

- You'll see a summary of your taxable income deductions, tax paid(PAYE) and any tax due.
- Review and confirm the details by checking the declaration box at the bottom then click **submit**
- You'll then receive an acknowledgment on the email registered on iTax

File Return > File Tax Return

Return Information Employment Income Tax Computation

Tax Computation

Total Deductions	KES 0.00
Contributed / Pension Contributions	KES 0.00
Retirement Savings Contributions	KES 0.00
Health Insurance Contributions	KES 0.00
Charitable Contributions	KES 0.00
Professional Fees Contributions	KES 0.00
Total of Tax Payable Less Deductions and Exemptions	KES 4,214,480.83
Employment Income	KES 4,448,536.00
Allegedly Tax Computed Income (If Pension Withholding)	KES 0.00
Tax Payable Income	KES 14,480,831.83
Tax On Taxable Income	KES 4,448,536.00
Personal Relief	KES 20,000.00
Income Relief	KES 10,000.00
Tax Credits	KES 4,448,536.00
2023 Computed From Source	KES 4,448,536.00
Income Tax Payable	KES 0.00
Credits / Tax Relief From Other Sources	KES 0.00
Tax (Refund) Due	KES 210,889.45

I hereby declare that the information given in this return is correct and complete. I acknowledge and understand that the filing of this return will be deemed to be an assessment of Tax and that I am liable to pay the assessed amount of tax at the return submission.

Back Cancel **Submit**

Individual

File Return > TRX-REUSWF

TRX-REUSWF

Checkers **File Return**

Taxpayer's details

Name

KRA PIN

Return Details

Tax Obligation Individual Income Tax - Resident (ITR)

Tax Period 01/01/2024 - 31/12/2024

PIN

Status Final

Taxable Amount KES 14,480,831.83

PAYE Deducted KES 4,448,536.00

Payment Credits KES 0.00

Tax (Refund) Due KES 210,889.45

DIAL *222*5#

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

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