



## STEP BY STEP GUIDE FOR FILING THE SIMPLIFIED WEB-BASED TURNOVER TAX RETURN (TOT)

### 1.0 Introduction

As part of the efforts to simplify processes for Micro and Small (MST) taxpayers, a web-based return has been designed for taxpayers and is available under a new sub-menu 'Simplified Returns' introduced under the returns menu, available only on the taxpayer portal. The simplified interface aims to make the filing process user-friendly, helping ease compliance.

#### Note:

TOT taxpayers can also file their returns using the KRA M-service app that can be downloaded from the Google Playstore and Apple App Store. TOT return is also available on the ecitizen platform both through the USSD \*222# and web.

### 2.0 Steps to follow

- (i) Log in to your iTax profile, navigate to the **“Returns”** menu, and select **“Simplified Returns”**. This will provide another drop-down of returns with a simplified option. Click on **“Turnover Tax (TOT)”**



- (ii) You will be directed to the **“TOT Simplified Form”** page.
  - a) Under section A: Basic Information, the taxpayer PIN and name will be auto-populated.



- b) The system will automatically populate the return period; this will be the period after the last return filed.
- c) Click on the “**Next**” button to proceed



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

Welcome ASSAN11 TEST UZZAN01 (A00 R) - Last Login : DEC 14, 2024 10:45:16

HOME >>TOT Simplified Form

All fields marked with \* are mandatory

Section A	Section B
<b>Section A: Basic Information</b>	
<b>Basic Information</b>	
TaxPayer PIN*	A004 R
TaxPayer Name*	ASSAN11 TEST UZZAN01
<b>Return Details</b>	
Type of Return*	Original
Return Period From*	01/12/2024
Return Period To*	31/12/2024
<div>Cancel Next</div>	

- (iii) Under section B: Summary of Tax Due, enter the “**Turnover for the Period**” generated during the specific tax period you are filing for. Ensure the amount is accurate.



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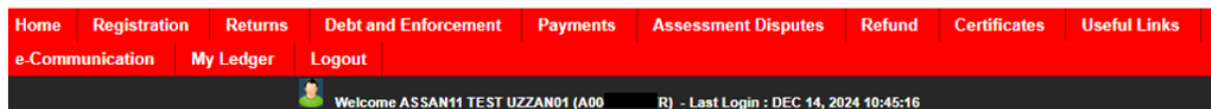
HOME >>TOT Simplified Form

All fields marked with \* are mandatory

Section A	Section B
<b>Section B: Summary of Tax Due</b>	
<b>Summary of Tax Due</b>	
1 Turnover for the Period *	
2 Turnover Tax Rate *	1.5
3 Tax Due *	
4 Net Tax Payable *	
<div>Previous Cancel Submit</div>	



- (iv) The system will automatically calculate the Turnover Tax payable based on the prevailing Turnover Tax rates (currently is 1.5% since March 2024). The system will automatically calculate 'Tax due' and 'Net Tax Payable'



HOME >>TOT Simplified Form

All fields marked with \* are mandatory

Section B: Summary of Tax Due	
Summary of Tax Due	
1 Turnover for the Period *	100000
2 Turnover Tax Rate *	1.5
3 Tax Due *	1500
4 Net Tax Payable *	1500
<div>Previous Cancel Submit</div>	

- (v) Scroll down to the bottom of the page, Click the "Submit" button. A pop-up window will appear asking you to confirm your submission. Click "OK" to proceed.



Are you sure you want to submit?

OK

Cancel



HOME >>TOT Simplified Form

All fields marked with \* are mandatory

Section B: Summary of Tax Due	
Summary of Tax Due	
1 Turnover for the Period *	100000
2 Turnover Tax Rate *	1.5
3 Tax Due *	1500
4 Net Tax Payable *	1500
<div>Previous Cancel Submit</div>	



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- (vi) You will receive an acknowledgement message on the screen confirming the successful submission of the return. The acknowledgement receipt will also be sent to the registered email of the taxpayer and can be downloaded too.



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Welcome ASSAN11 TEST UZZAN01 (A00 R) - Last Login : DEC 14, 2024 10:45:16

**Returns**

[HOME](#) >> e>Returns >> A00: 2 Form>> Return Receipt Generated

Return Receipt Generated

Return Submitted successfully with Acknowledgement Number: KRA202564355136

[Download Returns Receipt](#)

[Back](#) [Payment](#)

A sample of the return summary is demonstrated below:



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## e-Return Acknowledgment Receipt

For General Tax Questions  
Contact KRA Call Centre  
Tel: +254 (020) 4999 999  
Cell: +254(0711)099 999  
Email: callcentre@kra.go.ke

www.kra.go.ke

Personal Information and Return Filing Details			
Taxpayer PIN	A00 R	Return Period	01/12/2024 - 31/12/2024
Name and Address	ASSAN11 JZZAN01 0000, Times Tower, NBI, Langata District, 00200, 0000.		
Tax Obligation(Form Name)	Turnover Tax(TOT3)	Original or Amended	Original
Station	NORTH OF NAIROBI	Acknowledgement	08/04/2025 22:02:00
Return Number	KRA202564355136	Barcode	

Return Summary		
Sr. No.	Particulars	Amount (Ksh)
1.	Local Purchases	0.00
2.	Turnover for the Period	100,000.00
3.	Tax Payable	1,500.00
4.	Turnover Tax Paid in Advance	0.00
5.	Net Tax Payable / (Refundable)	1,500.00

Note : We acknowledge receiving your Return through KRA Web Portal . You can track your status by using search code from web portal.

Search Code: 186008910757LCV

**Tulipe Ushuru, Tujitegemee!**





- (vii) Proceed to generate a Payment Registration Number (PRN) and effect the tax payment through the available payment options through MPESA web checkout, Paybill Number 222222 Option or the KRA agent banks.

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~~~**End**~~~

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