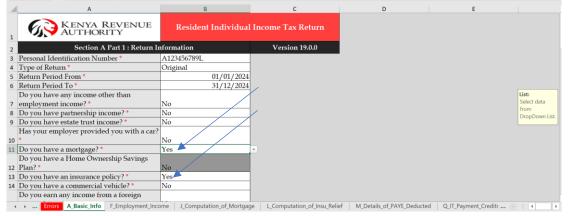**KENYA REVENUE AUTHORITY**

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STEP BY STEP GUIDE ON FILING THE EXCEL INCOME TAX RESIDENT RETURN FOR 2024

The following changes have been effected in the ITR return for the 2024 year of income, both in the Excel form and web-based ITR for employment Income Only. Taxpayers are required to download the new versions of ITR/ITNR Excel Templates from their iTax profiles.

Steps to follow;
1. Capture the necessary basic information details as show below including selecting 'Yes' to '***Do you have a mortgage***? Or '***Do you have an insurance policy***?' where applicable
2. The system will open the relevant sheets to capture Affordable Housing Relief/Post-Retirement Medical Fund Relief/NHIF Relief/Other Insurance reliefs (Life, Education and Health)
3. If you have other sources of income (e.g. Business Income) select 'Yes' to '***Do you have any income other than employment income'?***

4. Capture the necessary employment income details as per the P9 in sheet F.

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5. Capture the correct taxable salary/chargeable pay, tax payable and PAYE deducted in sheet M.

Section M : Details of PAYE Deducted at Source from Salary (Self)					
PIN of Employer	Name of Employer	Taxable Salary (Ksh)	Tax Payable on Taxable Salary (Ksh) (A)	Amount of Tax Deducted(PAYE) (Ksh) (B)	Amount of Tax Payable or Refundable (PAYE) (Ksh) (C) = (A-B)
P000000000T	XYZ INC.	1,750,000.00	451,990.00	423,190.00	28,800.00
			Total	423,190.00	

ADD ROW(S)

Section M : Details of PAYE Deducted at Source from Salary (Spouse)					
PIN of Employer	Name of Employer	Taxable Salary (Ksh)	Tax Payable on Taxable Salary (Ksh) (A)	Amount of Tax Deducted (PAYE) (Ksh) (B)	Amount of Tax Payable or Refundable (PAYE) (Ksh) (C) = (A-B)

Read Me | Errors | A_Basic_Info | F_Employment_Income | **M_Details_of_PAYE_Deducted** | Q_IT_Payment_Credits | T_Tax_Computation

6. Proceed to capture mortgage details (if applicable).
As per the tax laws amendment Act, 2024, Mortgage interest has been increased from Kshs 300,000 to Kshs 360,000 per annum (i.e. from Kshs 25,000 to Kshs 30,000 per month). The maximum mortgage interest for 2024 is Kshs 305,000 (25,000*11 plus 30,000). Applicable rates that existed before December 2024 have been maintained for the respective tax periods.

	A	B	C	D	E	F
	Section J : Computation of Mortgage Interest (Self)					
	PIN of Lender	Name of Lender	Mortgage Account Number	Amount Borrowed (Ksh)	Amount Outstanding at Year End (Ksh)	Amount of Interest Paid (Ksh)
	P000005555Y	CIC	067689	5,000,000.00	3,000,000.00	255,000.00
					Total	255,000.00

ADD ROW(S)

Section J : Computation of Mortgage Interest (Spouse)					
PIN of Lender	Name of Lender	Mortgage Account Number	Amount Borrowed (Ksh)	Amount Outstanding at Year End (Ksh)	Amount of Interest Paid (Ksh)
				Total	0.00

Numeric:
Enter numeric value of length less than or equal to 15 digit.

ADD ROW(S)

Errors | A_Basic_Info | F_Employment_Income | **J_Computation_of_Mortgage** | L_Computation_of_Insu_Relief | M_Details_of_PAYE_Deducted | Q_IT_Payment_Credits ...
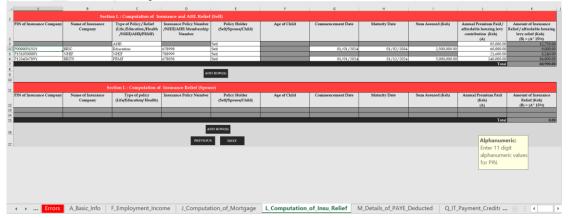
7. Proceed to capture applicable tax reliefs as shown below (i.e. Affordable Housing Relief/Post-Retirement Medical Fund Relief, NHIF Relief/Other Insurance reliefs (Life, Education and Health).

▪ **PRMF Relief**: The ITR return has been updated to allow for the declaration of PRMF relief under the insurance relief sheet for contributions made in the 2024 tax period (i.e. from Jan 2024 to November 2024) at 15% of contributions- (i.e. maximum of KES 5000 per month and KES 60,000 per annum). This means that the maximum allowable PRMF relief for 2024 return is KES 55000 (i.e. KES 5000 per month *11 months).

▪ **AHL Relief**: the Affordable Housing Act 2024 introduced AHL relief effective from March –November 2024 at 15% of contributions to the Fund capped at KES 9,000 per month or KES 108,000 per annum.

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Hence, the maximum allowable AHL relief for 2024 period is KES 81,000 (i.e. 9,000 * 9 months).

▪ **NHIF Relief**: Declare NHIF deductions was liable for insurance relief from January 2024 to September 2024. Between October and November 2024, SHIF deduction was not liable for relief and for December SHIF is now an allowable deduction claimed under the tax due sheet.

Note: The actual relief amounts that will be enjoyed for each category as declared in the return will be shown in the last sheet of the return: 'T_Tax_Computation'

8. Capture information in all other relevant sheets as per your p9 then proceed to last sheet of the return '***T_Tax_Computation***' to capture applicable allowable deductions (Pension annual, PRMF-December 2024, AHL – December 2024 and SHIF – December 2024). Note the following rules apply to the 2024 Income Tax return;

   i. Capture actual pension deducted by employer as per the P9 (Maximum allowable pension contributions for 2024 is Kshs 250,000 (20,000*11 plus 30,000).

   ii. Capture actual PRMF contribution/deduction for the month of December 2024 (Max- Kshs. 15,000).

   iii. Capture actual AHL contribution/deduction for the month of December 2024.

   iv. Capture actual SHIF contribution/deduction for the month of December 2024.

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A	B	C	D	E
	Section T : Tax Computation			
Sr. No.	**Description**	**Self (Ksh)**	**Spouse (Ksh)**	
11	Total Deduction (11.1+ Higher value of 11.2 or 11.3+ 11.4+ 11.5+11.6)	539,700.00	0.00	
11.1	Defined / Pension Contribution	250,000.00		
11.2	Mortgage Interest (Total of Amount of Interest Paid from J_Computation_of_Mortgage)	255,000.00	0.00	**Numeric:** Enter numeric value of length less than or equal to 15 digit.
11.3	Deposit in Home Ownership Saving Plan (Total of "Total Deposit for the Year" from K_Home_Ownership_Saving_Plan but subject to Maximum 96,000 Ksh)	0.00	0.00	
11.4	Post Retirement Medical Fund (PRMF)	15,000.00		
11.5	Affordable Housing Levy (AHL)	8,500.00		
11.6	Social Health Insurance Fund (SHIF)	11,200.00		
12	Total of Tax Payable Less Reliefs and Exemptions (12.5 - 12.6 - 12.7)	285,700.00	0.00	
12.1	Employment Income ("Total Taxable Employment Income" from F_Employement_Income)	2,000,000.00	0.00	
12.2	Taxable Income from Estate(s)/Trust(s)/Settlement (Total of "Amount of Share of Income (Ksh)" from H_Estate_Trust_Income)	0.00	0.00	
12.3	Allowable Tax Exemption in case of Person with Disablility	0.00	0.00	

J_Computation_of_Mortgage | L_Computation_of_Insu_Relief | M_Details_of_PAYE_Deducted | Q_IT_Payment_Credits | **T_Tax_Computation**

N/B The above rules relating to Affordable Housing Levy (AHL), Post-Retirement Medical Fund (PRMF) and Social Health Insurance Fund (SHIF) will apply to the Income Tax Non Resident Return.

All the insurance reliefs including Affordable Housing Relief(AHR) and Post-Retirement Medical Fund (PRMF) are resident reliefs hence not available for non-residents.

9. Confirm the correct tax payable has been calculated and proceed to validate the return.

	A	B	C	D	E
30	13.6	Income Tax Paid in Advance (Total of "Amount of Income Tax Paid" from Q_IT_Payment_Credits)	0.00	0.00	
31	13.7	Credits u/s 41 (Total of "Amount of Tax Relief" from R_DTAA_Credits)	0.00	0.00	
32	13.8	Withholding Tax (Total of "Withholding Tax Amount Of Monthly Rental Income")	0.00	0.00	
34	14	Tax Due / (Refund Due) ((12 (Self) + 12 (Spouse) - 13(S			

Generate Upload File

Sheets are ready to be uploaded. Do You want to generate upload file?

[Yes] [No]

J_Computation_of_Mortgage | L_Computation_of_Insu_Relief | M_Details_of_PAYE_Deducted | Q_IT_Payment_Credits | **T_Tax_Computation**

10. Upload and proceed to the file return.

N/B – The prepopulated web based ITR for employment income is also updated and the above guidance will apply too for the relevant reliefs and deductions.

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