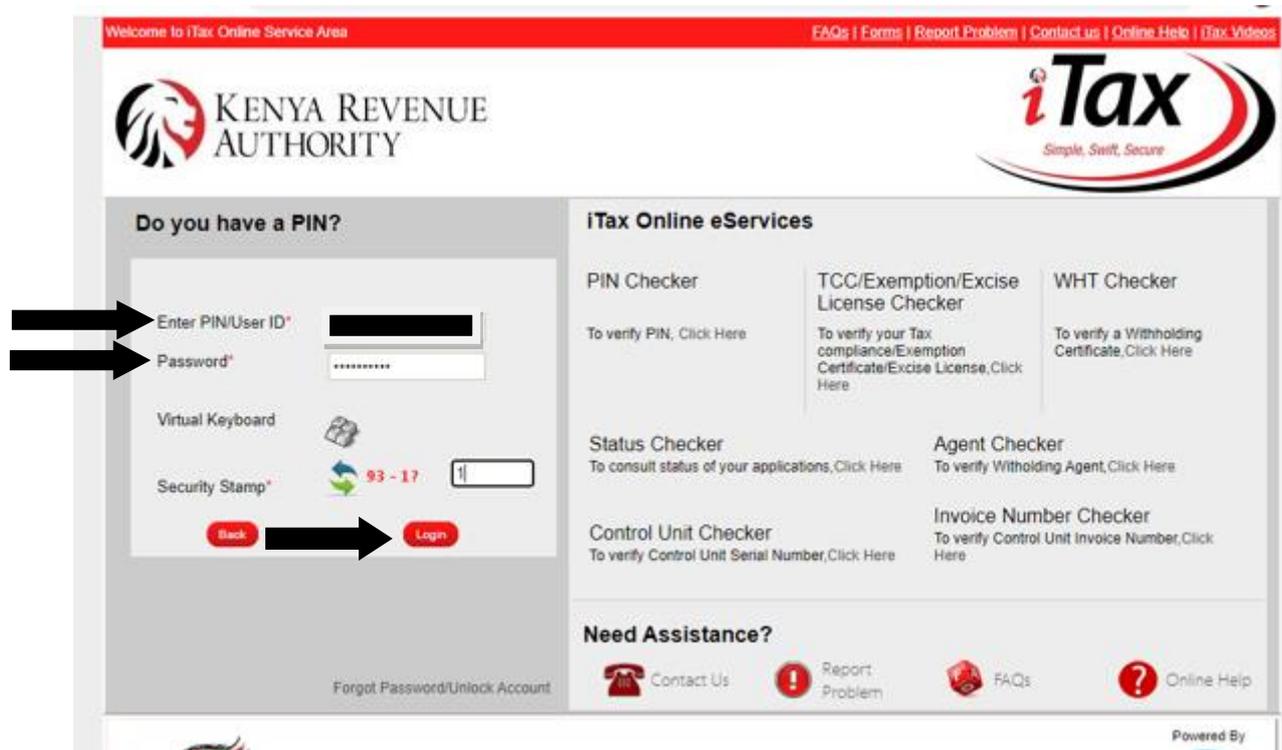


User Guide on Filing and Payment of VAT on Digital Market Supply for Non-residents

1. The taxpayer logs into iTax using their log in credentials i.e. PIN and password.



Welcome to iTax Online Service Area

FAQs | Forms | Report Problem | Contact Us | Online Help | iTax Videos

KENYA REVENUE AUTHORITY

iTax
Simple, Swift, Secure

Do you have a PIN?

Enter PIN/User ID*

Password*

Virtual Keyboard 

Security Stamp*  93 - 17

[Back](#) [Login](#)

iTax Online eServices

PIN Checker
To verify PIN, Click Here

TCC/Exemption/Excise License Checker
To verify your Tax compliance/Exemption Certificate/Excise License, Click Here

WHT Checker
To verify a Withholding Certificate, Click Here

Status Checker
To consult status of your applications, Click Here

Agent Checker
To verify Withholding Agent, Click Here

Control Unit Checker
To verify Control Unit Serial Number, Click Here

Invoice Number Checker
To verify Control Unit Invoice Number, Click Here

Need Assistance?

[Contact Us](#) [Report Problem](#) [FAQs](#) [Online Help](#)

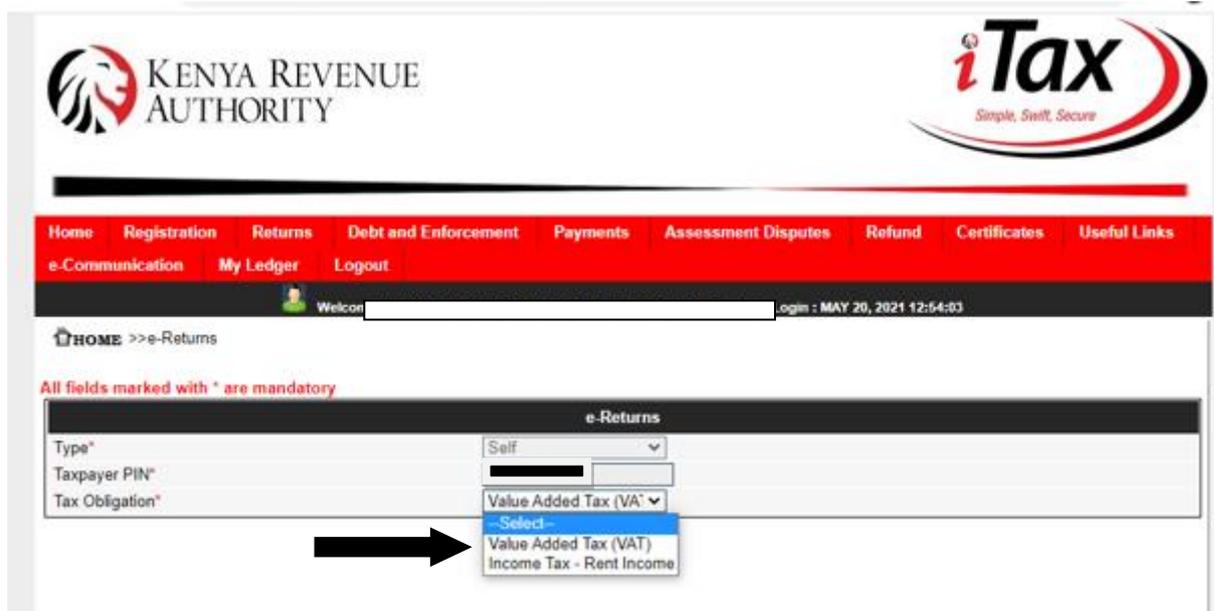
Forgot Password/Unlock Account

Powered By 

2. Click on Returns and select File Return



3. Select VAT as the Tax Obligation



The screenshot shows the Kenya Revenue Authority iTax portal. The header includes the KRA logo and the iTax logo with the tagline "Simple, Swift, Secure". A navigation menu contains links for Home, Registration, Returns, Debt and Enforcement, Payments, Assessment Disputes, Refund, Certificates, and Useful Links. Below the menu, there are links for e-Communication, My Ledger, and Logout. A user is logged in, with a welcome message and a timestamp of MAY 20, 2021 12:54:03. The main content area is titled "e-Returns" and contains a form with the following fields:

e-Returns	
Type*	Self
Taxpayer PIN*	██████████
Tax Obligation*	Value Added Tax (VA)*

The "Tax Obligation*" dropdown menu is open, showing the following options:

- Select-
- Value Added Tax (VAT)
- Income Tax - Rent Income

A black arrow points to the "Value Added Tax (VAT)" option in the dropdown menu.

4. Download the VAT Excel form.

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

... Login : JUN 14, 2021 03:31:27

3. Provide the details requested below

4. Upload the Excel/ODS Return form using Browse button

5. Click on submit to file returns (Version 15.0.0)

[Click here](#) to download Value Added Tax (VAT) Form (Compatible with MS Excel 2003[SP3 & Above], 2007[SP2 & Above] and 2010 only (Use only if transaction volume is not Large).)

[Click here](#) to download Value Added Tax (VAT) Form (Compatible with MS Excel 2007[SP2 & Above] and 2010 only (Recommended).)

[Click here](#) to download Value Added Tax (VAT) Form(ODS)

All fields marked with * are mandatory

Value Added Tax (VAT) Form	
Type of Return*	Original
Entity Type*	Head Office
Branch Name*	--Select--
Return Period From*	01/05/2021
Return Period To	31/05/2021
Upload Form*	Browse... No file selected.
	Allowed File Type: zip.
	<input checked="" type="checkbox"/> I Agree to the Terms and Conditions
Terms and Conditions:*	<p>1. DISCLAIMER NOTICE The information provided by KENYA REVENUE AUTHORITY (KRA) on the web portal relating to products and services (or third party information, products and services) is provided as is without any representation or endorsement made and without warranty of any kind whether express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement, compatibility, security and accuracy.</p>

Back Submit

5. Fill in the mandatory fields in section A by selecting the following options;
- i) Type of return: **Original**
 - ii) Entity Type: **Head Office**
 - iii) Return period From and To is one calendar month.
Except for the first return “The return period From” is the date of VAT registration.
 - iv) Select **Yes** to indicate that you are a non-resident with no fixed business in Kenya

1	 KENYA REVENUE AUTHORITY	VAT Monthly Return	
2	Section A : Return Information		Version 15.0.0
3	Personal Identification Number *	<input type="text" value=""/>	
4	Type of Return *	Original	
5	Entity Type *	Head Office	
6	Return Period From *	01/05/2021	
7	Return Period To *	31/05/2021	
8	Are you a non-resident with no fixed place of business in Kenya?	Yes	
9	NEXT		
10			
11			
12			

VAT Non-resident
 Select data from DropDown List.

← ... A_Basic_Info B_General_Rated_Sales_Dtls K_VAT_Payment_Credits O_VAT_Due +

6. Input the total sales made for all B2C transactions for the month.

Section B : Sales and Output Tax on Sales for the Period (General Rate)						
Invoice Date	Invoice Number	Description of Goods / Services	Taxable Value (Ksh)	Amount of VAT (Ksh) (Taxable Value*VAT Rate%)	Relevant Invoice Number	Rel
Total Sales and VAT to Customers registered for VAT (Ksh)			0.00	0.00		
Total Sales and VAT to Customers not registered for VAT (Ksh)			1,500,000.00	240,000.00		
Total			1,500,000.00	240,000.00		

IMPORT CSV

NEXT

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

Navigation: A_Basic_Info | **B_General_Rated_Sales_Dtls** | K_VAT_Payment_Credits | O_VAT_Due

7. Click on **Validate** to zip the file.

A	B	C
21	Credit Brought Forward from previous month	0.00
22	Total Withholding VAT Credit (Total of "Amount of VAT Withheld" from L_WHT_Credits)	0.00
23	Add : Refund Claim Lodged	
24	Total VAT Payable (20-21-22+23)	240,000.00
25	Total VAT Paid (Total of " Amount of VAT Paid" from K_VAT_Payment_Credits)	0.00
26	Total Credit Adjustment / Inventory Approval Order (Total of "Credit Adjustment Voucher / Inventory Approval Order Amount" from K_VAT_Payment_Credits)	0.00
27	Total Debit Adjustment Voucher	0.00
28	Net VAT Payable / Credit Carried Forward (24-25-26+27)	240,000.00

PREVIOUS VALIDATE ←

8. Generate the Upload file by clicking Yes.

	A	B	C	D
4	14	Input VAT (12)	0.00	
5	15	VAT Claimable on Services Imported into Kenya (Total of "Amount of VAT Claimable" from J_VAT_Imported_Services_Dtls)	0.00	
6	16	Input VAT attributable to Only Exempt Supplies		
7	17	Input VAT attributable to Taxable and Exempt Supplies		
8	18	Less : Non - Deductible Input VAT (17 - (((1+2+3)/5)*17))	0.00	
9	19	Deductible Input VAT (14+15 - 16 - 18)	0.00	
10	20	VAT Payable / Credit Due for the period (13-19)	240,000.00	
11	21	Credit Brought Forward from previous month		
12	22	Total Withholding VAT Credit (Total of "Amount of VAT Withheld" from L_WHT_Credits)		
13	23	Add : Refund Claim Lodged		
14	24	Total VAT Payable (20-21-22+23)		
15	25	Total VAT Paid (Total of " Amount of VAT Paid" from K_VAT_Payment_Credits)		
16	26	Total Credit Adjustment / Inventory Approval Order (Total of "Credit Adjustment Voucher / Inventory Approval Order Amount" from K_VAT_Payment_Credits)	0.00	
17	27	Total Debit Adjustment Voucher	0.00	
18	28	Net VAT Payable / Credit Carried Forward (24-25-26+27)	240,000.00	
19				
20				

Generate Upload File(s)

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

9. The pop up message shows the location where the Zip file has been saved on your computer.

	A	B	C	D
4	14	Input VAT (12)		0.00
5	15	VAT Claimable on Services Imported into Kenya (Total of "Amount of VAT Claimable" from J_VAT_Imported_Services_Dtls)		0.00
6	16	Input VAT attributable to Only Exempt Supplies		
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12	22	Total Withholding VAT Credit (Total of "Amount of VAT Withheld" from L_WHT_Credits)		
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17	27	Total Debit Adjustment Voucher		0.00
18	28	Net VAT Payable / Credit Carried Forward (24-25-26+27)		240,000.00
19				
20				

Microsoft Excel

You find the zipfile here:
 C:\Users\T28678666\Documents\28-05-2021_11-44-39_...VAT.zip

OK

PREVIOUS
VALIDATE

10. Select the zipped file to be uploaded and submit the return.

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

Welcome [User Name] - Last Login : JUN 14, 2021 03:31:27

3. Provide the details requested below
4. Upload the Excel/ODS Return form using Browse button
5. Click on submit to file returns (Version 15.0.0)

[Click here](#) to download Value Added Tax (VAT) Form (Compatible with MS Excel 2003[SP3 & Above], 2007[SP2 & Above] and 2010 only (Use only if transaction volume is not Large).)
[Click here](#) to download Value Added Tax (VAT) Form (Compatible with MS Excel 2007[SP2 & Above] and 2010 only (Recommended).)
[Click here](#) to download Value Added Tax (VAT) Form(ODS)

All fields marked with * are mandatory

Value Added Tax (VAT) Form	
Type of Return*	Original
Entity Type*	Head Office
Branch Name*	--Select--
Return Period From*	01/05/2021
Return Period To	31/05/2021
Upload Form*	Browse... 16-06-2021_15-28-04_ [Redacted] .VAT.zip
Allowed File Type: zip.	
<input checked="" type="checkbox"/> I Agree to the Terms and Conditions	
Terms and Conditions:*	1. DISCLAIMER NOTICE The information provided by KENYA REVENUE AUTHORITY (KRA) on the web portal relating to products and services (or third party information, products and services) is provided as is without any representation or endorsement made and without warranty of any kind whether express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement, compatibility, security and accuracy.

Back Submit

11. Upon successful submission of the return, an acknowledgment receipt will be sent to the iTax registered email address.

Returns

HOME >> e>Returns >> Value Added Tax (VAT) Form >> Return Receipt Generated

Return Receipt Generated

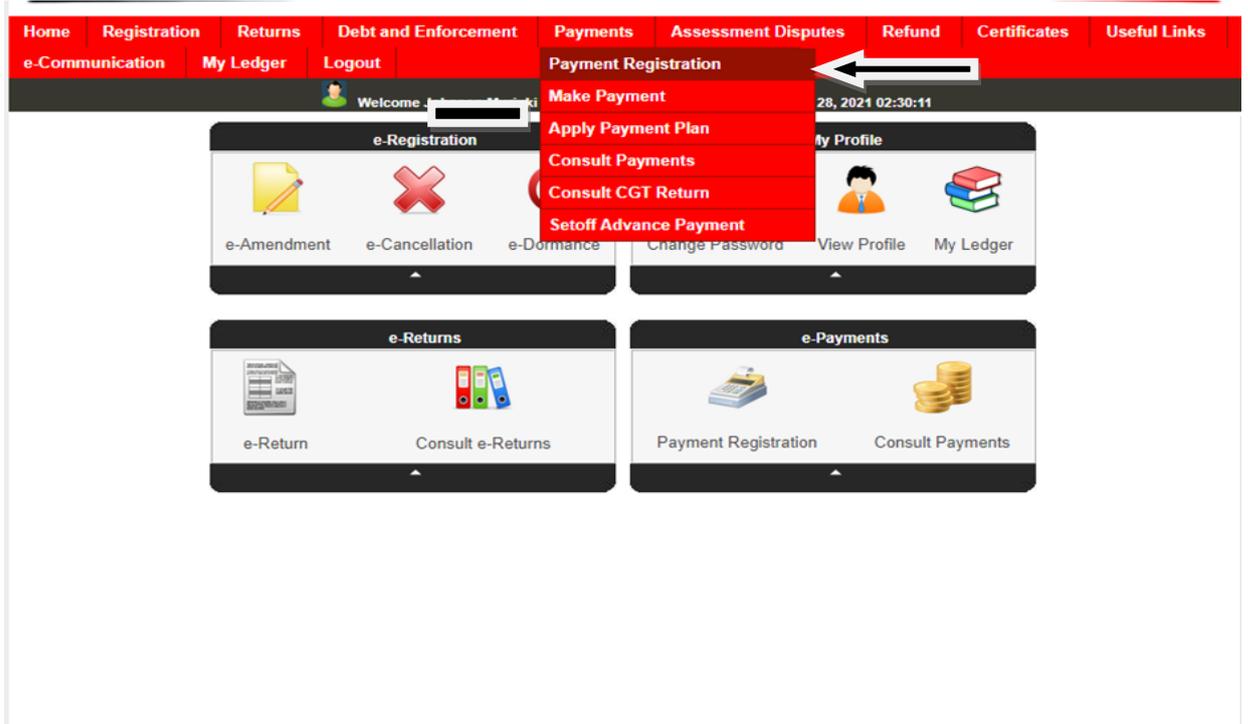
Return Submitted successfully with Acknowledgement Number: KRA202106163160

[Download Returns Receipt](#)

Back Payment

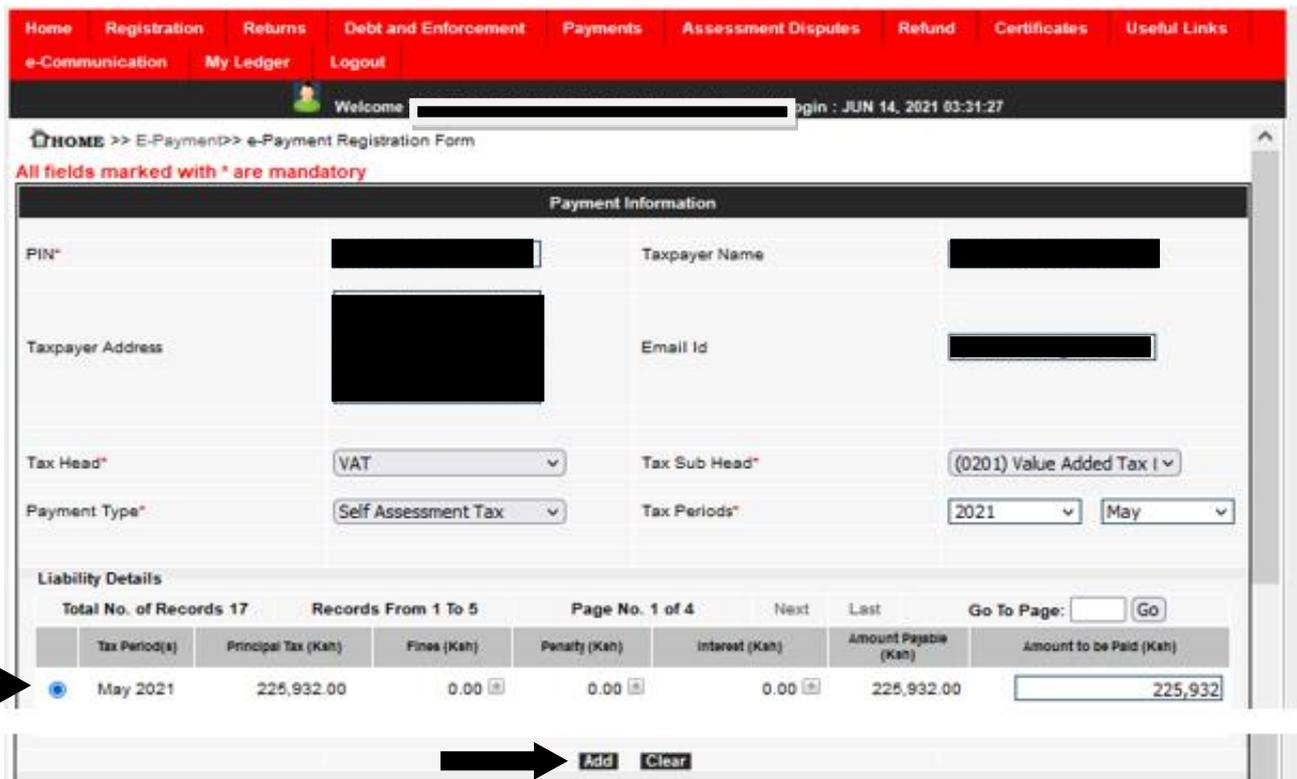
Payment Process

- i. Generate an e-slip for payment by clicking on the **Payment Registration** menu.



The screenshot displays the Kenya Revenue Authority web portal interface. At the top, a red navigation bar contains the following menu items: Home, Registration, Returns, Debt and Enforcement, Payments, Assessment Disputes, Refund, Certificates, and Useful Links. Below this, a secondary navigation bar includes e-Communication, My Ledger, Logout, and Payment Registration. A white arrow points to the Payment Registration menu item. A dropdown menu is open under Payment Registration, listing the following options: Make Payment, Apply Payment Plan, Consult Payments, Consult CGT Return, and Setoff Advance Payment. The main content area is divided into several sections: e-Registration (with sub-items e-Amendment, e-Cancellation, e-Dormance, Change Password, View Profile, My Ledger), e>Returns (with sub-items e-Return, Consult e>Returns), and e-Payments (with sub-items Payment Registration, Consult Payments). The user's name and the date/time (28, 2021 02:30:11) are visible in the top right corner of the page.

- ii. Select the following:
Tax Head - VAT
Tax Sub Head – Value Added Tax
Payment Type – Self Assessment
Tax Period – select year and month
Click the **Add** button to proceed to the next step.



HOME >> E-Payment >> e-Payment Registration Form

All fields marked with * are mandatory

Payment Information

PIN* [REDACTED] Taxpayer Name [REDACTED]

Taxpayer Address [REDACTED] Email Id [REDACTED]

Tax Head* VAT Tax Sub Head* (0201) Value Added Tax

Payment Type* Self Assessment Tax Tax Periods* 2021 May

Liability Details

Total No. of Records 17 Records From 1 To 5 Page No. 1 of 4 Next Last Go To Page: [] Go

Tax Period(s)	Principal Tax (Ksh)	Fines (Ksh)	Penalty (Ksh)	Interest (Ksh)	Amount Payable (Ksh)	Amount to be Paid (Ksh)
May 2021	225,932.00	0.00	0.00	0.00	225,932.00	225,932

Add Clear

- iii. Select “Other Payment Modes” as the Mode of Payment and click **Submit**.

Selected Payments Records

Payment Details

Sr. No.	Delete	Modify	Tax Obligation(s)	Tax Period(s)	Amount Payable (Ksh)	Amount to be Paid (Ksh)
1	Delete	Modify	(0201) Value Added Tax (VAT)	May 2021	225,932.00	225,932

Total Amount to be Paid (Ksh)*

How do you want to pay?

Mode of Payment*

- iv. Upon successful submission, a Payment Registration Number will be generated and a Payment Slip sent to the email registered on iTax.



KENYA REVENUE AUTHORITY



Home
Registration
Returns
Debt and Enforcement
Payments
Assessment Disputes
Refund
Certificates
Useful Links

e-Communication
My Ledger
Logout

Welcome
jin : MAY 20, 2021 12:54:03

[HOME](#) >> [E-Payment](#) >> [Payment Slip Generation](#)

Payment Slip

✔ **Payment registration done successfully**

Payment Registration Number: 2020210000988339
 Search Code: 616816156757LCV
 This Payment Slip will expire on : 19/06/2021

[Download Payment Slip](#)

Pay Now with Mobile Money or Credit/Debit Card

Illustration of a Payment slip with a Payment Registration Number.

 KENYA REVENUE AUTHORITY	<h2>Payment Slip</h2>	Contact KRA Call Centre Tel: +254 (020) 4999 999 Call: +254(0711)099 999 Email: callcentre@kra.go.ke																																																	
www.kra.go.ke																																																			
Taxpayer PIN : XXXXXXXXXX	Payment Registration Date: 16/06/2021																																																		
Name and Address : <div style="background-color: black; width: 100px; height: 30px; margin-top: 5px;"></div>	Payment Registration Number 2020210001544395 																																																		
<h3>Payment Details</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sr.No.</th> <th style="width: 25%;">Payment Type</th> <th style="width: 25%;">Tax Obligation</th> <th style="width: 15%;">Tax Period</th> <th style="width: 30%;">Amount to be Paid (Ksh)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Self Assessment Tax</td> <td>(0201) Value Added Tax (VAT)</td> <td style="text-align: center;">May 2021</td> <td style="text-align: right;">225,932</td> </tr> <tr> <td colspan="4">Total Amount to be Paid (Ksh)</td> <td style="text-align: right;">225,932</td> </tr> </tbody> </table>			Sr.No.	Payment Type	Tax Obligation	Tax Period	Amount to be Paid (Ksh)	1	Self Assessment Tax	(0201) Value Added Tax (VAT)	May 2021	225,932	Total Amount to be Paid (Ksh)				225,932																																		
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Total Amount to be Paid (Ksh)				225,932																																															
<i>(To be filled by taxpayer during payment at bank)</i>																																																			
CHEQUES ONLY <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Drawer Bank</th> <th style="width: 30%;">Cheque No.</th> <th style="width: 40%;">Amount (Ksh)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Drawer Bank	Cheque No.	Amount (Ksh)										CASH ONLY <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Currency</th> <th style="width: 10%;">Count</th> <th style="width: 70%;">Amount (Ksh)</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1,000 x</td><td> </td><td> </td></tr> <tr><td style="text-align: center;">500 x</td><td> </td><td> </td></tr> <tr><td style="text-align: center;">200 x</td><td> </td><td> </td></tr> <tr><td style="text-align: center;">100 x</td><td> </td><td> </td></tr> <tr><td style="text-align: center;">50 x</td><td> </td><td> </td></tr> <tr><td style="text-align: center;">40 x</td><td> </td><td> </td></tr> <tr><td style="text-align: center;">20 x</td><td> </td><td> </td></tr> <tr><td style="text-align: center;">10 x</td><td> </td><td> </td></tr> <tr><td style="text-align: center;">5 x</td><td> </td><td> </td></tr> <tr><td style="text-align: center;">1 x</td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: center;">Total Amount (Ksh)</td> <td> </td> </tr> </tbody> </table>		Currency	Count	Amount (Ksh)	1,000 x			500 x			200 x			100 x			50 x			40 x			20 x			10 x			5 x			1 x			Total Amount (Ksh)		
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Notice: Employers are reminded that the due date for PAYE Returns and remittance is the ninth day of each calendar month.																																																			

HOW TO PAY VIA SWIFT TO KRA BANK ACCOUNTS

Non-resident/offshore taxpayers who have successfully raised a Payment Slip in iTax for VAT on Digital Marketplace Supply (DMS) can pay via Swift.

The SWIFT details MUST include:

- 1. The Payment Registration Number**
- 2. The Tax Head i.e. VAT on DMS.**

PAYMENT INSTRUCTIONS

**ACCOUNT NAME: KENYA REVENUE AUTHORITY COLLECTION
ACCOUNT**

**ACCOUNT NUMBER & SWIFT CODE: (REFER TO THE TABLE BELOW
FOR THE RELEVANT DETAILS FOR THE SELECTED BANK).**

NOTE: These Accounts are denominated in Kenya shillings (KES) and therefore the taxpayer should send the payment to the relevant bank in Kenya Shillings Equivalent to allow for a seamless update/ application of the payment slip.

The non-resident or offshore taxpayers should instruct their bankers to transfer **Kenya Shillings equal to the amount as per the Payment Slip generated in iTax.**

Refer to the table below for the list of KRA Agent Commercial banks:



KRA AGENT COMMERCIAL BANKS

BANK NAME	ACCOUNT NUMBER	SWIFT CODE	Contact Information/ Email / Phone no.
1 ABSA BANK	2031960749	BARCKENX	Edgar Wamalwa +254 729768354 Andrew isokata +254 722811301
2 CITI BANK	0300093093	CITIKENA	citIService.kenya@citi.com +254 20 2754807 / +254 711014807
3 KENYA COMMERCIAL BANK	1108976298	KCBLKENX	FMO@kcbgroup.com
4 CFC STANBIC BANK	100002716307	SBICKENX	corporatebankingkenya@stanbic.com +254 020-3268 212, +254 711 068 212, +254 732 113 212.
5 CO-OPERATIVE BANK	1136001340300	KCOOKENA	+254 703027000 For calls +254 736690101 For WhatsApp customerservice@co-opbank.co.ke
6 BANK OF BARODA	95900200001113	BARBKENXXX	+254 020 2248402/412 +254 020 2250768 OPERATIONS.NMO@BANKOFBARODA.COM nairob@bankofbaroda.com kenya@bankofbaroda.com



KRA AGENT COMMERCIAL BANKS

	BANK NAME	ACCOUNT NUMBER	SWIFT CODE	Contact Information/ Email / Phone no.
7	EQUITY BANK	240299657063	EQBLKENAXXX	CAROLYN.NGUGI@equitybank.co.ke Tel +254 716508822
8	ECOBANK	10135018639601	ECOCKENA	ANJINO@ecobank.com POMONDI@ecobank.com IKINUU@ecobank.com SOMONDI@ecobank.com SKANYARATI@ecobank.com
9	AFRICAN BANKING CORPORATION (ABC)	1200001000724	ABCLKENA	Elizabeth Kimani - 254721642625. Elizabeth.kimani@abcthebank.com Chea Ngolo - chea.ngolo@abcthebank.com +254 722867515 / +254 730210375 Esther Njau - esther.njau@abcthebank.com +254 721418770 / +254 73021045
10	FAMILY BANK	68000011053	FABLKENA	+254 703 095 000 info@familybank.co.ke
11	NATIONAL BANK OF KENYA	1001005109600	NBKEKENXXXX	AlternateChannels@nationalbank.co.ke

KRA AGENT COMMERCIAL BANKS

BANK NAME	ACCOUNT NUMBER	SWIFT CODE	Contact Information/ Email / Phone no.
12 FIRST COMMUNITY BANK	115768000	IFCBKENA	crono@fcb.co.ke eisaboke@fcb.co.ke +254 724284434
13 ACCESS BANK	18942001	TNBLKENA	ContactCentreKenya@ACCESSBANKPLC.com KenyaFinancialControl@ACCESSBANKPLC.com +254 720081772
14 DIAMOND TRUST BANK	0008527001	DTKEKENA	Charles Muchiri +254732121453
15 GUARANTY TRUST BANK	1149500004	GTBIKENA	Irene Njuki - irene.njuki@gtbank.com +254 723 623104 Andrew Amadi - andrew.amadi@gtbank.com +254 723 125741 Janet Ndolo - janet.ndolo@gtbank.com +254 722 535765
16 MAYFAIR	101360003	MYBKKENA	+254 709063000 +254 020-3951000 itax@mayfaircib.com

KRA AGENT COMMERCIAL BANKS

BANK NAME	ACCOUNT NUMBER	SWIFT CODE	Contact Information/ Email / Phone no.
17 HABIB BANK	20331-546-280931	HBZUKENAXXX	+254203341172/6/7 +254 789548254/ +254 734595375
18 CREDIT BANK	21015000002	CRBT KENA	Email:info@creditbank.co.ke +254 709 072 000 +254 20 228 3000
19 GULF AFRICAN BANK	0004-001-210810-05200000-000	GAFRKENA	gab_bss@gab.co.ke +254 711 075000
20 MIDDLE EAST BANK	250609019	MIEKKENA	David Kalume: dkalume@mebkenya.com +254 020-2723120 Dora Kambale: dkambale@mebkenya.com +254 020-2723120
21 SIDIAN BANK	010011000038	SIDNKENA	contactcenter@sidianbank.co.ke , OR payments@sidianbank.co.ke +254 711 058 000/ +254 732 158 000/ +254 711 058 013

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	BANK NAME	ACCOUNT NUMBER	SWIFT CODE	Contact Information/ Email / Phone no.
22	GUARDIAN BANK	5501000001	GUARKENA	+254 20 8693300 +254 703 005000 +254 20 8693300 +254 703 005000 treasuryswift@guardian-bank.com joseph@guardian-bank.com
23	VICTORIA COMMERCIAL BANK	001012150001	VICMKENAXXX	+254 709876100
24	ORIENTAL COMMERCIAL BANK	10011205	MORBKENA	+254 728 450 485-Enock Ondieki enock.nyangau@moriental.co.ke +254 724 763 340- Yusuf Feisal yusuf.feisal@moriental.co.ke
25	STANDARD CHARTERED BANK	108023908300	SCBLKENX	
26	PRIME BANK	807261000	PRIEKENX	
27	NCBA BANK	7135210017	CBAFKENXXXX	
28	HOUSING FINANCE OF KENYA	704 - 0000604	HFCOKENA	
29	STATE BANK OF MAURITUS	82078700001		
30	UNITED BANK FOR AFRICA	55010030000857		



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	BANK NAME	ACCOUNT NUMBER	SWIFT CODE	Contact Information/ Email / Phone no.
31	BANK OF AFRICA	01075870000		
32	CONSOLIDATED BANK	10021209000002		
33	BANK OF INDIA	2027000023049		
34	PARAMOUNT BANK	10006161191		
35	INVESTMENTS & MORTGAGES (I & M) BANK	100816369910		