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Ready to file? FILE TODAY. What is an Income Tax Return? A declaration made by a person showing all income earned from all sources of income during a tax period (usually a year) and the self-assessed tax paid during that year of income. In this case, you are required to file returns for the tax period of 1st January to 31st December 2024. Why do we file Returns? It is a requirement in the law - under the Income Tax Act. From your self-assessment, it enables you to know how much KRA owes you, if any. Enables you to know if you have any tax due and if so, how much. Enables KRA to identify those who do not pay taxes. Enhances transparency in taxation as well as improved compliance in respect to return filing and full disclosure. Who should file a return? Every person (individual, company, partnership, etc.) with a KRA PIN is required to file a tax return. I did not have any income last year; Do I Still have to file an income tax return? Yes. If you had a PIN, you are required to submit a return by 30th June 2025. In this case, a NIL return. What do I need to have before filing my returns? Employment Income Only A P9 form from your employer. A document that contains a summary of tax deductions made by your employer during that tax period. In this case 2024. An Insurance Policy Certificate (where applicable) A mortgage certificate (where applicable) Tax exemption certificate (where applicable) Other Sources of Income (Business, Farming, Rental, etc.) Book of Accounts - these include an income statement, a balance sheet, copies of withholding certificates (if any), and a record of any advance payment made during the year, including installment tax. I have Withholding Tax Certificates, how do I file my returns? Where the tax withheld was not final, you will have to prepare a summary of income received as per the withholding certificates and file a return that includes that income. Withholding tax is utilized a credit on tax payable. Key things to Remember as you file your tax returns If you make a mistake while filing, you can file an amended return. If you were employed in 2024 then lost your job, you are still required to file a return for that year. If you had multiple employers in 2024, you are still required to file a return to show all income received from your employers. If you had no income in 2024, you are required to file a NIL return. If you are employed and have other sources of income from your side hustles, you are still required to declare them in addition to the income you get from your job. If you are a beneficiary of an estate, you are required to file your returns If you are a partner in a partnership firm, you are required to file your returns. If you earned any foreign income in 2024, you are also required to declare that income in your return. If you are no longer using the email you used to register on iTax, you can request an email change by sending a message to our official social media pages or writing an email to callcentre@kra.go.ke. You can also call 0711099999 or chat with us via . If you forget your password, you can reset it on the iTax portal. Tutorials? How To File 2024 Individual Income Tax Return with a P9 (Using The Excel Form IT1 option) Visit our YouTube page for more tutorials. Should you need further assistance you can walk into the nearest KRA Office or make use of our contact centre. CALL NOW EMAIL US To access the iTax portal, a person must first navigate to the official website iTax KRA portal . Locate and click on the "New Pin Registration" button. iTax Registration Type Options include: 1. Individual Registration For personal use or sole proprietorship. Requires personal identification details. 2. Non Individual Registration For companies, partnerships, or organizations. Requires business-specific information. Please select the registration type that best fits your circumstances. Your choice will determine the required information and documentation for the registration process Provide required details such as name, date of birth, and identification number. The iTax system will require you to verify your identity, often through a one-time PIN sent to your registered mobile number or email address. Choose the tax obligation you want to register. Income sources must be disclosed if applicable. This requirement encompasses various types of earnings, including: Employment income: Wages or salaries received from an employer. Rental income: Funds generated from leasing property. Business income: Profits derived from operating a business. When submitting applications, it is important to include details of any authorized tax agent acting on your behalf, if applicable. To complete the application process, please follow these steps: Upload all required supporting documentation. Carefully review all entered information to ensure accuracy. Submit your application by clicking the submit button. Upon submission, you will receive an acknowledgement receipt confirming your application. Once your application is approved, the KRA PIN and password to activate your iTax account will be sent to your registered email address. More Topics: Like 0 Dislike 0 Love 0 Funny 0 Angry 0 Sad 0 Wow 0 More Information Like This Understanding iTax Kenya: Access, Benefits, and Usage of the KRA iTax Portal In Kenya, efficient tax filing and management are crucial for both individuals and businesses. The iTax portal developed by the Kenya Revenue Authority (KRA) simplifies this process by offering a comprehensive online service platform. Through KRA iTax, users can file tax returns, apply for PINs, and access various other tax-related services without needing to visit a physical office. This guide covers everything you need to know about iTax Kenya—its purpose, benefits, key features, and how to navigate the iTax login process for a smooth user experience. Overview of iTax Portal What is the KRA iTax Portal? The iTax portal is an online platform created by the Kenya Revenue Authority (KRA) to streamline tax processes. It allows individuals and businesses to access and manage their tax information remotely. The portal offers services like PIN registration, tax return filing, application for compliance certificates, and tax obligation status checks. Accessible through iTax is integral to Kenya's goal of modernizing tax collection and administration. Importance of iTax Portal The iTax portal is a convenient and efficient tool for tax compliance, enabling the KRA to ensure that all eligible taxpayers are registered and fulfilling their obligations. It reduces the paperwork burden and helps the government maintain accurate tax records. For taxpayers, the portal's availability around the clock allows for flexibility in managing their tax affairs. Purpose and Benefits of Using KRA iTax Portal The primary purpose of KRA iTax is to simplify tax processes for Kenyan citizens and businesses. Some notable benefits include: Convenience: iTax can be accessed anytime, anywhere with an internet connection, eliminating the need for in-person visits. Time-saving: Filing returns and making payments online is faster than traditional methods. Accuracy: Automated systems reduce human error in tax filings, ensuring more accurate records. Compliance Support: The platform helps users stay updated on their tax obligations and provides reminders for filing deadlines. Accessing and Using the KRA iTax Portal How to Access KRA iTax, visit . The iTax portal is compatible with standard web browsers on various devices, including computers, tablets, and smartphones. Important Requirements To use iTax, individuals and businesses need the following: Personal Identification Number (PIN): Required for all tax-related processes on the portal. Internet Connection: Reliable access to the internet for seamless navigation. Compatible Devices: Ensure your device can handle standard web browsing. For guidance, refer to the iTax FAQs or Online Help available directly on the iTax portal. Top Features of the iTax Portal The iTax portal offers an array of features designed to make tax management straightforward. Below are the top features, each serving distinct needs: Feature Description PIN Checker Verify the authenticity of a KRA-issued PIN. TCC/Exemption Checker Confirm the validity of Tax Compliance, Exemption, and Excise Licenses. Withholding Certificate Checker Verify withholding certificates to ensure accuracy in tax withholdings. Status Checker Check the progress of ongoing applications and filings. Agent Checker Validate KRA-registered tax withholding agents. Control Unit Checker Verify control unit serial numbers for compliance. Invoice Number Checker Confirm the accuracy of control unit invoice numbers for tax documentation. Contact and Assistance Access support resources, including Contact Us, Report Problem, and Online Help links. Getting Started with KRA iTax Portal Step-by-Step Guide to iTax Login and Registration Visit the iTax Portal: Go to PIN/User ID: Input your unique KRA PIN in the designated field. Continue: Click the "Continue" button to proceed to the password field. Password Entry: Enter your password to access your account. If you're a new user: New PIN Registration: On the main page, select "Do you want to apply for a PIN?" and click "New PIN Registration." Follow the instructions for registration. Password Reset: If you've forgotten your password, use the password reset option on the iTax login page. Effective Use Tips for iTax Portal Keep Login Details Safe: Store your KRA PIN and password securely. Update Contact Information: Ensure your phone number and email are current for notifications and password recovery. Use Secure Browsing: Access iTax on secure, private networks to protect your sensitive information. Advanced Features and Benefits of KRA iTax Portal iTax Portal Feature Breakdown Automated Filing Reminders: Notifications for upcoming deadlines help users maintain compliance. eFiling and ePayment: Streamlined electronic filing and payments help save time and reduce errors. Real-Time Data Sync: Taxpayer information is updated immediately, ensuring accurate records. Real-World Benefits of iTax Portal Using iTax not only helps taxpayers meet obligations but also supports financial planning by providing a clear view of tax status. For instance, business owners can use Withholding Certificate Checkers to confirm that taxes are withheld accurately. Individuals benefit from timely eFiling reminders, which make it easier to avoid penalties. Troubleshooting and Support Options Common Issues and Solutions Password Recovery: If you cannot remember your password, use the "Forgot Password" link on the login page. PIN Verification Issues: Use the PIN Checker to ensure your PIN is active. Access Errors: Ensure your device and browser meet the system requirements for iTax. Help and Support For further assistance, KRA offers several contact options: FAQs and Online Help sections on the portal. Contact Us at callcentre@kra.go.ke or by calling +254 (020) 4999 999 / +254 (0711) 099 999. Follow KRA on social media via Twitter and Facebook. Additional Tips for Maximizing KRA iTax Portal Stay Updated: Regularly check the iTax FAQ section for new updates. File Before Deadlines: Complete filings well before the deadline to avoid last-minute technical issues. Utilize Checkers: Make use of the various checker tools to verify compliance and document authenticity. Conclusion The iTax Kenya platform revolutionizes tax processes for Kenyans by making tax management accessible, accurate, and efficient. Through features like eFiling, TCC Verification, and Status Checker, KRA iTax empowers users to manage their taxes effectively. With easy access and robust support resources, iTax Kenya is a valuable tool for ensuring tax compliance and enhancing financial transparency. Visit the iTax portal today to experience these benefits, and join the growing community of Kenyans optimizing their tax responsibilities through iTax. Many Kenyans always want the convenience of having to file tax returns online without downloading anything. Teachers, for instance, have a habit of flocking to cyber cafés to have the process done for them. The Kenya Revenue Authority (KRA) has simplified things nowadays. It is now possible to do everything conveniently on the KRA iTax portal and only downloading the acknowledgement receipt thereafter. This article is for those that wish to file returns for employment income only. To file tax returns online, follow the following steps: 2. Enter your KRA PIN in the homepage dialogue box, then click continue. 3. The system will take you to a new page with extra dialogue boxes. Here, you key in your password and security stamp. A security stamp is a simple arithmetic exercise that you do and enter your answer to prove that you are human and not a robot. 4. Click the login button. Now you are logged into the KRA portal. Returns button 5. Click on the Returns button. You will have access to a drop-down menu for the various types of returns you can file. 6. If you wish to file employment income only, click ITR for Employment Income Only. 7. In the new dialogue box that appears, select the period in which you wish to declare your returns. Usually 1st January to 31st December of the previous year. On whether you have employment income, select "yes" and click next. 8. The system takes you to the next page, where you are supposed to answer some questions. In the taxpayer information section, the system automatically populates it for you. In the return information section, select answers to the questions accordingly, then click next. Employment details 9. Enter the details of your employment income on the next page, including your employer PIN and gross salary. The employer PIN for Teachers Service Commission (TSC) is P051098084N. The employer PIN can be copied directly from your KRA P9 form that your employer generates for you. 10. Fill all the sections accordingly using your P9 form. The important details include your taxable income, tax payable, deductions (e.g., pension), reliefs, and tax credits (PAYE auto). 11. Confirm that Tax due/ (refund due) is very small (0 or less than 0). A huge tax due or refund due is an indication that you have not filled out all sections well. 12. After filing your returns, click the submit button. Now download the acknowledgement receipt. READ ALSO: TSC Releases Two Types of Letters Following Promotion Results Breakdown of Enhanced Salaries for the Newly Promoted TSC Teachers How to Change Name on KCPE Certificate How to Pick TSC Promotion Letters Released to County Offices Revised 2024 Co-curricular Activities Calendar for Kenyan Schools TSC Sets These New Conditions for Teachers Seeking Transfers How to Create a TSC TPAD Account on TSC Deployment from Primary to JSS, All Requirements How to View and Download Latest TSC Payslip following: Personal Identification Number (PIN): Required for all tax-related processes on the portal. Internet Connection: Reliable access to the internet for seamless navigation. Compatible Devices: Ensure your device can handle standard web browsing. For guidance, refer to the iTax FAQs or Online Help available directly on the iTax portal. Online How to Apply for Maternity Leave on the TSC Online Leave Application Portal Final List of 362000 Successful TSC Promotion Applicants 2024 How to Apply for a TSC Number Online, Latest Guide TSC Promotion Interview Results. Why you were not successful How to Upload Mandatory evidence on TSC TPAD How do you file your 2024 KRA returns as an employee in Kenya? Whether it's your first time or you're looking to avoid costly mistakes, this detailed guide breaks down each step, from logging into iTax to uploading your completed return, so you can meet the filing deadline with ease. Missing the June 30, 2025, deadline for KRA returns will result in a Sh2000 fine. KRA headquarters at Times Tower, Nairobi Recommended For You News 2025-03-18T03:49:43+00:00 One of the most interesting aspects of King Willem-Alexander is his passion for flying. He has been a licensed pilot for many years and has flown planes undercover as a first officer for over two decades. Business 2025-03-18T15:33:24+00:00 The three-day forum will bring together over 10,000 young persons News 2025-03-19T03:49:45+00:00 Ceobbie Koks is now the Senior Protocol Officer - Coordination and Operations at the Office of Deputy President Kithure Kindiki. Filing your annual tax returns is a crucial civic duty. This guide provides a detailed, step-by-step walkthrough of how to file your 2024 income tax return as an employee using the Kenya Revenue Authority's (KRA) iTax portal and the downloadable Excel form. Before you begin, ensure you have your KRA PIN and your P9 form from your employer, which details your gross pay and deductions for the year. Navigate to the iTax Portal: Open your web browser and search for "iTax". The official KRA iTax portal should be the top result. Log In: Enter your KRA PIN and password. You'll also need to complete a simple arithmetic problem as a security measure before logging in. How to File KRA Returns Using P9 Form Once logged in, you'll need to download the specific tax return form for resident individuals. Initiate the Filing Process: In the main menu, navigate to the "Returns" tab and select "File Return." Select Tax Obligation: Under "Tax Obligation," choose "Income Tax - Resident Individual" from the dropdown menu and click "Next." Download the Form: On the subsequent page, you will find a link to download the income tax return form in Excel format. Click this link to download the file. Prepare the Form: Open the downloaded Excel file and enable both editing and content when prompted. It is critical that you do not cut and paste values within the workbook, as this can corrupt the file. How to File KRA Returns Using P9 Form READ ALSO: KRA deploys tool to catch shady traders filing nil returns The Excel form is divided into several sheets. Here's how to fill out each required section accurately: Sheet A: Basic Information PIN and Return Type: Enter your KRA PIN. If this is your first time filing, select "Original" as the "Type of Return." Return Period: Set the "Return Period From" to January 1, 2024, and the "Return Period To" to December 31, 2024. How to File KRA Returns Using P9 Form Sheet F: Employment Income Employer Details: Enter your employer's PIN and name from your P9 form. Gross Pay: Input your total gross pay as indicated on your P9 form. For the remaining columns in this section, you can enter "0". How to File KRA Returns Using P9 Form Sheet M: Details of PAYE Deducted Employer and Taxable Salary: Select your employer's PIN from the dropdown menu and enter their name. Then, input your taxable salary (chargeable pay) from your P9 form. Tax Deducted: Enter the "Tax Payable on Taxable Salary" (tax charged) and the total "Amount of Tax Deducted" (PAYE) as per your P9 form. How to File KRA Returns Using P9 Form Sheet L: Details of Insurance, NHIF, and Housing Levy This sheet is for declaring various reliefs that can reduce your tax liability. NHIF Relief: Enter the NHIF's PIN and name. Input your total NHIF deductions from January to September 2024 and your policy/insurance number. Affordable Housing Levy Relief: Enter the total amounts from your P9 form for March to November of the previous year. The 15% relief will be automatically calculated. If you have a post-retirement medical fund, you can add another row for it and enter the details. READ ALSO: KRA deregisters over 20,000 taxpayers in new crackdown, here's why A KRA staff member working on a computer Returning to Sheet T for Final Deductions After declaring your reliefs on Sheet L, return to Sheet T to enter the final deductions for December 2024. Enter the applicable amounts for the Post-Retirement Medical Fund, the Affordable Housing Levy, and the Social Health Insurance Fund for December. The personal relief for 2024, which is Sh28,800 annually (Sh2,400 per month), will be auto-populated. Once you have filled in all the necessary information, the final steps are to validate the form and submit it. Validate the Form: Ensure that the return is balanced at zero. Click the "Validate" button at the top of the Excel sheet. This will generate a zipped file containing your completed return, which will be saved in your documents folder. Upload to iTax: Go back to the iTax portal, navigate to "File Returns," and select "Income Tax - Resident Individual" again. Submit: Browse for the zipped file in your documents folder and upload it. Agree to the terms and conditions and click "Submit" to complete the filing process. By following these steps carefully, you can successfully file your KRA tax returns and remain compliant. Remember to file on time to avoid any potential penalties.