

# HOW TO APPLY FOR TAX AMNESTY ON iTAX

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## STEP 1:

Log on to 'iTax'. Go to 'Debt and enforcement' menu and select 'iTax Amnesty Application'.

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## STEP 2:

Under **section 'A'**, select **respective Tax obligation** e.g. Value Added Tax. The amnesty details for the specific obligation shall be populated. If undisputed, click '**add all**' for all obligations and proceed to '**Section B**'

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## STEP 3:

Under **section 'B'**, propose the number of instalments and instalment frequency. The system shall compute the amount per instalment. Click to agree to the terms and conditions and '**Submit**' to complete the process.

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## STEP 4:

'**Click**' to agree to the terms and conditions and submit. The iTax system will generate an amnesty application acknowledgement with amnesty and payment plan details.

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## STEP 5:

Generate payment slip for respective tax obligation and tax period through iTax and proceed to pay through **bank transfer** or **Mpesa Paybill 222222**.

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## STEP 6:

Once payment has been received in the iTax system shall vacate respective penalties and interest for the period and issue an amnesty certificate.

**Note:** Tax liabilities need to be fully paid by 30<sup>th</sup> June, 2024, in order to have your penalties and interest written off under the Tax Amnesty Program.

