



**KENYA REVENUE
AUTHORITY**
ISO 9001:2015 CERTIFIED

Income Tax Exemption Guidelines (Individuals)

Dully filled **form 1 and 2** application for Income Tax Exemption (Duplicate).

Applicants to attach the following copies

1. Disability Medical Assessment Report that stipulates the nature of disability and upholds the signature of the Director of Medical Services
 - (AFYA HOUSE LG 29).
2. KRA **Pin certificate** (iTax).
3. National **Identification Card**.
4. NCPWD **Disability card**.
5. A certificate copy of the **latest pay slip** where applicable.
6. A **letter from the employer** where applicable, clearly stating the **nature of disability** and how it affects the employee's productivity at place of work.
7. Tax compliance certificate.
8. Applicants to physically appear for interviews before Domestic Taxes Department officers in the nearest KRA offices for an **Acknowledgement Slip**.

NB: RENEWAL OF EXEMPTION; in addition to the above listed requirements, applicants should attach a copy of the expired income exemption certificate.

Disclaimer: Taxpayers are notified that KRA will not accept responsibility for payments not received, credited and validated in the relevant Kenya Revenue Authority accounts **Contact Centre:** +254 (020) 4 999 999, +254 (0711) 099 999, Email: callcentre@kra.go.ke **Complaints & Information Center:** +254 (0) 20 281 7700 (Hotline), Email: cic@kra.go.ke

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Tulipe Ushuru Tujitegeme!

