



**FILING OF RETURNS UNDER THE VOLUNTARY TAX  
DISCLOSURE PROGRAMME (VTDP) – TAXPAYER PORTAL  
PROCESS**

1. Log into the iTax portal using your PIN and password, and navigate to the 'returns' menu and select the option **“Voluntary Tax Disclosure Programme”**.

The screenshot shows the iTax portal interface. At the top left is the Kenya Revenue Authority logo. At the top right is the iTax logo with the tagline 'Simple, Swift, Secure'. Below the logos is a navigation bar with the following items: Home, Registration, Returns, Debt and Enforcement, Payments, Assessment Disputes, Refund, Certificates, and Useful Links. A secondary navigation bar includes e-Communication, My File Return, and Logout. The 'My File Return' menu is expanded, showing options: File Amended Return, View Filed Return, File Nil Return, ITR For Employment Income Only, Voluntary Tax Disclosure Programme (highlighted), and Download PAYE CSV. Below the navigation is a user profile section with 'My Profile' and options: Change Password, View Profile, My Ledger, and e-Dormance. There are also sections for 'e>Returns' (e-Return, Consult e>Returns) and 'e-Payments' (Payment Registration, Consult Payments). A 'Last Login' indicator shows 'JUN 29, 2021 01:23:48'.

2. Select the Tax obligation that you wish to file for under VTDP.

The screenshot shows the 'VTDP Returns Page' in the iTax portal. The navigation bar is the same as in the previous screenshot. The page title is 'HOME >>VTDP Returns'. Below the title is a message: 'All fields marked with \* are mandatory'. The form has the following fields:

- Type\*: Self (dropdown)
- Taxpayer PIN\*: P051 (text input)
- Tax Obligation\*: -----Select----- (dropdown menu)

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

- Select
- Income Tax Resident
- Income Tax Non Resident
- Income Tax Partnership
- VAT
- VAT on Imported Services
- Income Tax PAYE
- TurnOver Tax
- Monthly Rental Income
- Capital Gains Tax
- VAT Withholding
- Advance Tax
- Income Tax Shipping Tax
- Income Tax Transmission Of Messages

The 'Last Login' indicator shows 'JUN 29, 2021 01:23:48'.



3. Click on the “**Next**” button

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

Welcome - Last Login : JUL 06, 2021 12:24:05

HOME >>VTDP Returns

All fields marked with \* are mandatory

VTDP Returns Page

Type\* Self  
Taxpayer PIN\*  
Tax Obligation\* Income Tax - Compar

Back Next

4. Capture the return period and upload the relevant supporting documents under section A.

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

Welcome - Last Login : JUL 06, 2021 12:24:05

All fields marked with \* are mandatory

Section A Section B

Section A Basic Information

Tax Payer Information

Tax Payer PIN\* Tax Payer Name\*  
Tax Payer Email\* system.testing123@local Tax Payer Address\*

Return Details

Tax Obligation\* Income Tax Company  
Type of Return\* Original  
Return Period From\* 01/01/2018  
Return Period To\* 31/12/2018

Upload Document

Upload Supporting Document for Registration\* Choose File Amended A... APPEAL.pdf  
Allowed file types are: .doc, .docx, .pdf, .xls, .xlsx Allowed File Size: 5 MB

Cancel Next Clear

5. Under section B, capture the Undeclared Turnover, Undeclared expenses, Undeclared Gross Amount and total tax payable (in case of payment registration obligations where applicable) and submit the application.



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

Welcome [User Name] - Last Login : JUL 06, 2021 12:24:05

All fields marked with \* are mandatory

Section A Section B

**Income Tax VTDP Return**

Level II Income Tax

1	Total Undeclared TurnOver *	20,000,000.00
2	Total Undeclared Expenses *	0
3	Taxable Income *	20,000,000.00
4	Tax Payable *	6,000,000.00

Previous Cancel Submit Clear

6. The system will generate an acknowledgement receipt and a verification task will be created at the respective Tax Service Office. A copy of the acknowledgement receipt will be sent to the iTax registered email and the same can also be downloaded at this stage.

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

Welcome [User Name] - Last Login : JUN 29, 2021 11:39:45

**Returns**

HOME >> VTDP Home Page >>> Return Receipt Generated

Returns Application has been Submitted Successfully. Please check your registered mail with iTax for acknowledgement receipt.  
 Return Submitted successfully with Acknowledgement Number: KRA202102691687  
[Download Returns Receipt](#)

Return Receipt Generated

### Sample VTDP acknowledgement receipt

KENYA REVENUE AUTHORITY

**VTDP Return Acknowledgement Receipt**

For General Tax Questions  
 Contact KRA Call Centre  
 Tel: +254 (020) 4999 999  
 Call: +254(0711)099 999  
 Email: callcentre@kra.go.ke

www.kra.go.ke

Personal Information and Return Filing Details			
Taxpayer PIN	[Redacted]	Return Period	01/01/2018 - 31/12/2018
Name and Address	NAIROBI CITY (EAST), Nairobi East District, 00100,		
Obligation Name	Income Tax Company		
Tax Obligation(Form Name)	Voluntary Tax Disclosure Programme	Original or Amended	Original
Station	[Redacted]	Acknowledgement	06/07/2021
Return Number	[Redacted]	Barcode	

Return Summary		
Sr. No.	Particulars	Amount (Ksh)
1.	Tax Due/Refund Due	6,000,000.00



7. Once the application is approved/rejected at the respective Tax Service Office, an approval/rejection notice will be communicated to the taxpayer's iTax registered email. For the approved cases, a payment slip (PRN) can then be generated as per the filed VTDP return. To generate the PRN, navigate to the payments menu, select payment registration, click on next, select the tax head and sub head, select payment type as Voluntary Tax Disclosure Programme. The liability details as per the approved VTDP return will populate, for the required details to be confirmed or captured.
8. As a final step, select the mode of payment, submit and download the payment slip and proceed to make payments at any of the agent banks or make payments through either mobile money or debit/credit card.

**END**