

STEP BY STEP GUIDE FOR THE FILING AND PAYMENT OF AFFORDABLE HOUSING LEVY (AHL) THROUGH THE USE OF <u>iTAX SYSTEM</u>

1.0 Introduction

The Affordable Housing Act (AHA) 2024 has provided for the payment of the Affordable Housing Levy at the rate of 1.5% either on the gross salary or the gross income received or accrued (not part of the gross salary) of a person (both individuals and non-individuals) as provided under section 4 of the AHA 2024 effective from March 2024.

Important notes on Affordable Housing Levy

- 1. Persons with gross income and are employers hence deducting and paying AHL are exempted from payment of AHL on their gross income as provided under section 5(2) of the AHA 2024.
- 2. The due date for AHL is the 9th working day after the end of the month in which the gross salary was due or gross income was received or accrued.
- 3. The late payment penalty for AHL is 3% of the unpaid amount that shall be due and payable for each month or part thereof that the amount remains unpaid.

The payment registration module under iTax has been enhanced to allow taxpayers generate a Payment Slip for both the principal and respective penalty for AHL by Selecting 'Tax Head' as 'Agency Revenue', and 'Tax Sub Head' as 'Housing Levy' and Payment Type (either self-assessment or penalty).

The payment slip will be generated separately from that of PAYE and other payroll contributions such as NITA.

2.0 Step-by-Step Guide

2.1 Employers with No PAYE Obligation/Persons receiving Income and are not Employers

The following steps will be followed by Employers with no PAYE Obligation and Persons who are not employers and are in receipt of gross income when paying AHL.

They will be required to calculate the AHL payable from their employees and match the amount as the employer or on their gross income for those who are not employers and:

i. Log into their iTax profile with their PIN and password.



- ii. Navigate to the 'Payments' menu, and select payment registration.
- iii. Click 'next' to proceed, select 'Tax head' as 'Agency Revenue', 'Tax sub head' as 'Housing Levy',
- iv. Select the tax period, capture the AHL under 'Amount to be Paid' field, click 'add', select the mode of payment and submit to generate a payment slip.
- v. Make payments through any of the available channels.

2.2 Employers with PAYE Obligation

1. Employer logs into iTax with their PIN and password

2. Employer navigates to the 'Returns' menu and selects File return, then under the tax obligation drop-down, selects 'Income Tax PAYE'.

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3. Employer downloads the PAYE return using one of the links provided below,



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Terms and Conditions:*

4. Employer fills in the relevant details as required in the PAYE return (e.g. March 2024)

1. DISCLAIMER NOTICE The information provided by KENYA REVENUE AUTHORITY (KRA) on the web portal relating to products and services (or third party

Allowed File Type: zip.

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5. Employer navigates to the new sheet M (Affordable Housing Levy dtls) in the PAYE return to declare the details of Affordable Housing Levy for each of their employees liable to housing levy.

The Member Number/ID Number field details may include the national ID, Alien ID or passport number of the employee but is optional.

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6. Affordable Housing Levy details captured in sheet M will be populated in the tax due sheet on row 15 and 16. Employer will validate the return after confirming correctness of their declaration.



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7. Employer will proceed to upload the zip/validated file, submit and download the returns receipt. A copy is also sent to the employer's iTax registered email.

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Submit



Return Receipt Generated
Return submitted Successfully with Acknowledgement Number: KRA202302666664
Please find below link to download your PAYE return Acknowledgement Receipt
Download Returns Receipt
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8. Employer will navigate to the payments menu, select payment registration, click on next to proceed, select the Tax head as agency revenue, tax sub head as Housing Levy and select the relevant tax period.



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9. Affordable Housing Levy from the filed PAYE return will be pre-populated. Employer will click add, select mode of payment and submit. Employer will download the payment slip; which is also sent to the iTax registered email; and proceed to make the Affordable Housing Levy payment at their respective bank or through other payment channels like mobile payments, debit and credit cards.

Note: The PAYE return is already enabled to accommodate such employees with no PIN for PAYE and NITA Levy by capturing the PAYE under the field 'PAYE deducted from the Employees without PIN'. To accommodate employees who have been deducted AHL and yet do not have a PIN, the employer will be able to edit the amount of AHL to be paid upwards where applicable during generation of the payment slip and proceed to pay the desired amount, representative of all employees. NITA Levy can be accounted for by editing upwards the NITA Levy Contributing members field.

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3.0 Taxpayers Amending Return to Include AHL

To amend the PAYE return to include/modify any AHL details, the employer will select the file amended return option under the returns menu, select tax obligation as PAYE, fill in the tax period, download the zip file with return and CSVs, import the CSVs for PAYE under the applicable sheets, import the CSV for AHL under sheet M and capture the PAYE payment already made under sheet K for payment credits.

Note: The employer should not capture any payment relating to AHL or NITA Levy in the amended return payment credits sheet.



4.0 Points to Note:

i. Duplicate records of the same PIN and Member Number (ID Number) in Section M (Details of Affordable Housing Levy) is not allowed.

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iii. For employers with many employees the details can be arranged in the format as provided by sheet M, saved as CSV and uploaded using the import CSV button.

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iv. **Housing Levy Liability for amended Returns** – Where an employer files a PAYE return and then amends the return before payment or later upon approval of the amended return, the system will pre-populate the amended/incremental housing levy liability. Employer will then click add, select mode of payment and submit.

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20	18	Total NITA Levy Contribution (Total of "Standard NITA Deduction" from M1_NITA_Levy_Dtls)	250.00							
21 22 23	19	Total Payable (14+16+18) PREVIOUS VALIDATE	60,115.60							
4		G_Arrears_Dtls_E H_Arrears_Dtls_DE I_Gratuity_Dtls J_FBT_Dtls K_PAVE_Payr	ment_Credits M_Affordable Housing Levy_Dtls N_Tax_Due							

PUBLIC



KENYA REVENUE AUTHORITY



PUBLIC

Home	Registratio	n Returns	Debt	and Enforcem	ient Paym	ents Assessm	ent Disputes R	efund	Certificates	Useful Link	s		
e-Comr	nunication	My Ledger	TIMS	Logout									
	Welcome BN FA 051138TEST - Last Login : AUG 08, 2023 04:12:51												
THOME >> E-Payment>> e-Payment Registration Form													
All fields marked with * are mandatory													
Payment Information													
PIN*						Taxpayer Name		BN F/	A 051138TEST				
Taxpaye	er Address		0000, Tower, Dagore Distri	Times NBI, ti ct,	▲ ▼	Email Id		syster	m.testing123@loc	al			
Tax Hea	id*		Agency	Revenue	~	Tax Sub Head*		(0511)Housing Levy	~	-		
Paymer	t Type*		Self As	sessment Tax	~	Tax Periods*		2023	✓ July	· · ·			
Liability Details										٦			
	Tax Period(8)	Principal Tax (Ke	h)	Fines (Ksh)	Penalty (Keh)	Interest (Ksh) Amount Payab (Ksh)	le	Amount to be Pald (Kah)			
۲	Jul 2023	43,500.0	00	0.00 👳	0.00	. 0.	00 🖹 43,500	.00		43,500			
					Add	Clear				/			

END