

# TEACHERS SERVICE COMMISSION

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NAIROBI, KENYA

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## CIRCULAR NO:5/2020

**TO ALL: Secretariat Staff**  
**Principals, Secondary Schools**  
**Principals, Tertiary Institutions**  
**Principals, Technical Training Colleges**  
**Head Teachers, Primary Schools**  
**The Director, Cemastea**  
**The Director, Kenya Institute Of Special Education**

### FILING OF INDIVIDUAL INCOME TAX RETURNS FOR THE YEAR 2019

All TSC employees are hereby reminded to file their individual income tax returns for the year 2019 through the KRA online **itax platform** (<https://itax.kra.go.ke>) by **30th June 2020** as required by Income tax Act.

The Tax deduction cards (P9 Forms) have been uploaded on the TSC payslip portal for all TSC employees to download. This will facilitate filing of the returns.

You are also informed that the Commission is working jointly with KRA to update the itax records for the years 2015 to 2019 to facilitate issuance of Tax Compliance Certificates (TCC).

In the event of any challenges in filing the returns, assistance may be sought from KRA Service Centres across the Country or call **+254(020)4999 999/ +254(0711) 099 999** or Email: [callcentre@kra.go.ke](mailto:callcentre@kra.go.ke).

**DR NANCY NJERI MACHARIA, CBS**  
**SECRETARY/CHIEF EXECUTIVE**