

## TEACHERS SERVICE COMMISSION

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Ref.No:  
TSC/ ADM/192A/VOL.VIII/136



THE TSC HOUSE  
KILIMANJARO ROAD  
UPPER HILL  
PRIVATE BAG, 00100  
NAIROBI, KENYA.

Date 22<sup>nd</sup> April 2016

### CIRCULAR NO: 7/2016

**TO: HEADS OF DIRECTORATES  
ALL TSC COUNTY DIRECTORS  
ALL PRINCIPALS, SECONDARY SCHOOLS  
ALL PRINCIPALS, TERTIARY INSTITUTIONS  
ALL PRINCIPALS, TTC  
ALL HEAD TEACHERS, PRIMARY SCHOOLS  
ALL SECRETARIAT STAFF**

### **RE: FILING OF INDIVIDUAL INCOME TAX RETURNS FOR 2015**

The Teachers Service Commission (TSC) is forwarding herewith soft copies of P9 certificates for the year 2015 to TSC County Directors for printing and distribution to teachers and secretariat staff in stations within their areas of jurisdiction.

All employees of the Commission are required to file their individual income tax returns online through **Kenya Revenue Authority Tax** platform, i.e. <https://itax.kra.go.ke>, by **30<sup>th</sup> June 2016**. Note that filing of returns manually through **I.T 1** form has been discontinued.

Employees are also advised to check their tax compliance status through the Kenya Revenue Authority website or nearest offices, and liaise with their respective TSC County offices for necessary assistance.

**NANCY NJERI MACHARIA, OGW  
SECRETARY/CHIEF EXECUTIVE**