

TAX COMPLIANCE CHECKLIST 2026

Tax Home Kenya Limited

Document Purpose:

This checklist helps ensure your business remains fully compliant with Kenya Revenue Authority (KRA) regulations for the 2026 tax year.

1. TAX REGISTRATION & DOCUMENTATION

- Verify your KRA PIN is active and current
- Update business registration information if there have been changes
- Ensure your business address is correctly registered with the KRA
- Maintain copies of all tax registration certificates
- Register for eTIMS if your business meets the threshold requirements

2. INCOME TAX COMPLIANCE

- Maintain accurate records of all business income
- Document all business expenses and deductions
- Keep receipts and invoices for all transactions
- Prepare financial statements (P&L; and Balance Sheet)
- File your income tax return by the deadline
- Pay any income tax due on time to avoid penalties

3. VAT COMPLIANCE

- Verify if your business is VAT-registered
- Maintain VAT invoice records for all sales and purchases
- File monthly VAT returns by the 20th of the following month
- Ensure proper VAT coding for different products and services
- Keep supporting documents for all VAT claims

4. PAYROLL & EMPLOYEE COMPLIANCE

- Maintain accurate employee records and contracts
- Calculate and deduct PAYE correctly from employee salaries
- File PAYE returns by the 9th of the following month
- Make timely PAYE payments to the KRA

- Ensure NSSF contributions are deducted and remitted
- Ensure SHIF contributions are properly handled

5. RECORD KEEPING & DOCUMENTATION

- Maintain organized financial records for at least 5 years
- Keep invoices, receipts, and supporting documents
- Maintain bank statements and reconciliation records
- Keep records of all tax payments made
- Maintain audit trail for all transactions

6. KEY DEADLINES FOR 2026

- Monthly: VAT returns (20th of following month)
- Monthly: PAYE returns (9th of following month)
- June 30: Individual income tax returns deadline
- August 31: Company income tax returns deadline

CONTACT TAX HOME KENYA FOR SUPPORT

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We're here to help ensure your business stays compliant!