**3rd Addendum**

**To the RFC Work Order No. S2024\_136310**

**Changes in P9 Template**

The objective of this Addendum is to remove the 2 columns in the P9 Form and to provide more clarification on the P9 Form after the introduction of Affordable Housing Levy (AHL), Post Retirement Medical Fund (PRMF) and Social Health Insuarance Fund (SHIF).

1. **Removal of AHL Relief and PRMF Relief Columns**

There was an inclusion of 2 columns (i.e. AHL Relief and PRMF Relief) in the 2nd Addendum for RFC No s2024\_136310. However based on the iTax filing template, these columns should not be included. The information the columns provide is not required during filling a return in the iTax System. Thus the columns in the P9 Form will be listed as follows

* Month
* Pay Kshs
* Benefits Non – Cash Kshs
* Value of Quarters Kshs
* Total Gross Pay Kshs
* Pension Contribution Kshs
* Mortgage Interest Relief Kshs
* AHL
* PRMF
* SHIF
* Taxable Pay Kshs
* Tax Charged Kshs
* NHIF + Insurance Relief Kshs
* Personal Relief Kshs
* PAYE Kshs

1. **Clarifications**

* AHL Deductions were effected in August 2023; thus we expect deductions for all months for the year 2024.
* PRMF should be deducted from the month an individual joined the fund. Payroll began deducting these funds on July 2024.
* SHIF deductions began on October 2024 for all staff.

Prepared by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(To be signed by the drafter of the RFC)***

Reviewed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

***(To be signed by the supervisor of the drafter of the RFC)***

Requested by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(To be signed by the requester)***

Reviewed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(To be signed by the requesters Immediate Line Manager)***

Approved by CM (Process Owner):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_