

**Kenya Revenue Authority  
DOMESTIC TAX DEPARTMENT  
INCOME TAX DEDUCTION CARD 2021**

**Employers Name** SHILOAH INVESTMENTS LTD **Employer's P.I.N** P051120710X  
**Employee's Main Name** OKINDA PHOEBE A **Employee's P.I.N** A005895399Z

MONTH	BASIC SALARY	BENEFITS NON-CASH	VALUE OF QUARTERS	TOTAL GROSS PAY	DEFINED CONTRIBUTION RETIREMENT SCHEME			OWNER OCCUPIED INTEREST	RETIREMENT CONTRIBUTI ON&OWNER OCCUPIED INTEREST	CHARGEABL E PAY KSHS	TAX ON (H) KSH	MONTHLY RELIEF KSHS	PAYE TAX (J- K) KSHS
	A	B	C	D	E			F	G	H	I	J	K
					E1	E2	E3	AMOUNT OF INTEREST	THE LOWEST E ADDED TO F				
January	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
February	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
March	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
April	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
May	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
June	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
July	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
August	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
September	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
October	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
November	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
December	35,000	0	0	35,000	10,500	1,080	20,000	0	1,080	33,920	4,959	2,400	2,559
<b>TOTALS</b>	420,000	0	0	420,000	126,000	12,960	0	0	12,960	407,040	59,509	28,800	30,709

**To be completed by employer at the end of the year**

**TOTAL TAX COL (J) Kshs.30,709**

**TOTAL CHARGEABLE PAY (COL H) KSHS. 407,040**

- (b) Attach  
 (i) Photostat copy of interest certificate and statement of account from financial institution  
 (ii) The declaration duly signed by the employee

**IMPORTANT**

- 1) Use P9A (a) For all liable employees and where director/employee receives benefits in addition to cash emoluments  
 (b) Where an employee is eligible to deduction and owner occupier interest

NAMES OF FINANCIAL INSTITUTION ADVANCING MORTGAGE  
 LOAN-----  
 L.R NO OF OWNER OCCUPIED PROPERTY-----  
 DATE OF OCCUPATION OF HOUSE-----

## APPENDIX 1B

### INFORMATION REQUIRED FROM EMPLOYER AT END OF YEAR

- (1) Date employee commenced if during year.....  
Name and address of old employer.....
- (2) Date left if during Year.....  
Name and address of new employer.....
- (3) Where housing is provided, state monthly rent Charged .....
- (4) Where any of the pay relates to a period other than this year, e.g. gratuity,  
Give details of Amounts, Year and Tax.

Year	Amount	Tax
	<b>Kshs.</b>	<b>Kshs.</b>
20		
20		
20		
20		

FOR MONTHLY RATES OF BENEFITS PLEASE REFER TO EMPLOYER'S GUIDE TO P.A.Y.E - P7.

#### CALCULATION OF TAX ON BENEFITS

BENEFIT	NO.	RATE	NO. OF MONTHS	TOTAL AMOUNT Kshs.
COOK/HOUSE.				
SERVANT	X	X	=	
GARDENER	X	X	=	
AYAH	X	X	=	
WATCHMAN (D)	X	X	=	
WATCHMAN (N)	X	X	=	
FURNITURE	X	X	=	
WATER	X	X	=	
TELEPHONE	X	X	=	
ELECTRICITY	X	X	=	
SECURITY SYSTEM.	X	X	=	

Where actual cost is higher than given monthly rates of benefits then the actual cost is brought to charge in full.  
LOW INTEREST RATE BELOW PRESCRIBED RATE OF INTEREST.

EMPLOYERS LOAN = Kshs.....@.....RATE

RATE DIFFERENCE (PRESCRIBED RATE – EMPLOYERS RATE) = .....%  
MONTHLY BENEFIT (RATE DIFFERENCE X LOAN) = % X Kshs. = =

12

#### MOTOR CARS

Up to 1500 c.c. =

1501 c.c. - 1750 c.c. =

1751 c.c. - 2000 c.c. =

2001 c.c. - 3000 c.c. =

Over 3000 c.c. =

Total Benefit in Year =

If this amount does not agree with total of Col. B overleaf, attach explanation.

FOR PICK-UPS, PANEL VANS AND LAND-ROVERS REFER TO APPENDIX 5 OF EMPLOYER'S GUIDE.

CAR BENEFIT – The higher of amount of the fixed monthly rate or the prescribed rate of benefits is to be brought to charge:-

PRESCRIBED RATE: - 1996 – 1% per month of the initial cost of the vehicle.

1997 – 1.5 % per month of the initial cost of the vehicle.

1998 – 2% per month of the initial cost of the vehicle.

EMPLOYERS CERTIFICATE OF PAY AND TAX

NAME.....

ADDRESS.....

SIGNATURE.....

DATE & STAMP.....

NOTE: Employer's certificate to be signed by the person who prepares and submits the PAYE End of Year Returns and copy of the P9A be issued to the employee in January.