



# ITAS e-filing

## Steps to complete Income Tax Return for Salaried Person/Pensioner/Other Individuals

### Section A: Attachment Container

#### Common Attachments to Be Uploaded ([only if applicable](#))

- **PAYE 5 Certificate(s)** : If you have more than one, first scan them into one document)
- **Certificate i.r.o Retirement Fund** : (Personal Retirement Annuity contribution certificate(s), if you have more than one, scan them into one document.)
- **Certificate i.r.o Study Policies** : (Study Policy certificate(s), if you have more than one, scan them into one document.)

### Section B: Return Form

#### Three Common Schedules to Be Completed

(i) Schedule 3

(ii) Schedule 17

(iii) Schedule 24

#### i) [SCHEDULE 3](#)

1. **Enter Revenue Code:** (e.g. 0101, it can be found on the Individual Tax forms on ITAS website, under download centre)
2. Click on "**Add**" button.
3. Enter **Employer's TIN:**  (Employer's File Identification No, on your PAYE 5)
4. Indicate: Period "**From**":  "**To**":  (As indicate on your PAYE 5)
5. Enter all your **income values (amounts)** from your PAYE 5, under **Benefits and Remunerations**. (e.g. Salaries, Tax value of housing allowance, other allowance, other income, etc.)
6. **Contributions to an approved Pension or Provident Fund:** Enter Name of Fund, Registration No. of Fund and Contribution Amount from your PAYE 5 under **Deductions**. ([Only if applicable](#))
7. **Contributions to an approved Retirement Annuity Fund:** Enter Name of Fund, Registration No. of Fund and Contribution Amount from your retirement annuity certificate(s). ([Only if applicable](#))
8. **Study Policy:** Enter Study policy assurance company name, Study policy number and premiums paid i.r.o Study policies) from your study policy contribution certificate(s). ([Only if applicable](#))

#### ii) [SCHEDULE 17:](#)

**\*SUM OF EMPLOYEE' TAX DEDUCTED:** Enter the amount of **P.A.Y.E. DEDUCTED** from your PAYE 5.

**NOTE:** If you have more than one PAYE 5, please combine all the P.A.Y.E DEDUCTED amounts.

#### iii) [SCHEDULE 24](#)

**NOTE 1:** If you are not the Owner of the house, indicate the **Name and Address of the Owner**

**NOTE 2:** If you are **Renting**, indicate the **TIN and ID/Registration Number** of the house owner.

**NOTE 3:** If you are in possession of a company vehicle, indicate yes or no. if yes, provide details.

### Section C: Taxpayer Declaration to IRD

NOTE: Scroll down to the bottom of the page to confirm that:

I Declare That the Information Furnished in This Returns Is True & Correct

Then, scroll all the way up and Click  button.