

7 June 2023

PUBLIC NOTICE

NamRA CALLS ON CIVIL SERVANTS TO FILE INCOME TAX RETURNS ON ITAS

The Namibia Revenue Agency (NamRA) hereby informs employees of the various Ministries, Offices and Agencies (OMAs) to submit all their annual Income Tax (ITX) Returns forthwith. The Integrated Tax Administration System (ITAS) is ready to accept and process the ITX Returns of all OMAS employees, including the 2022/23 tax year.

Following the implementation of ITAS in January 2019, the system has required employers to upload or submit monthly Employee Tax (ETX) Reconciliation. The information submitted by the employers via ETX Reconciliation is automatically populated on the employees ITX returns. Upon filing or submission of the annual ITX return, the employee will find prepopulated figures in the return as submitted by their employer. The common schedules that are prepopulated within the ITX return are schedule 3 (Employment) and schedule 17 (Calculations of Tax Payable).

We are happy to indicate that the capturing of the ETX Reconciliation for OMAS employees on ITAS is up to date and the employees will now be allowed to capture information in schedules 3 and 17 as per the issued PAYE 5, in the case where they do not find prepopulated figures. When completing each return, the issued PAYE 5 must be uploaded.

NamRA further reminds all other taxpayers to also submit their income tax returns, which are due by 30 June 2023.

ISSUED BY:



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