



Filing Tax Returns for Kenyans in Germany



Mkenya Ujerumani e.V.

Sheet Read Me

File Home Insert Page Layout Formulas Data Review View

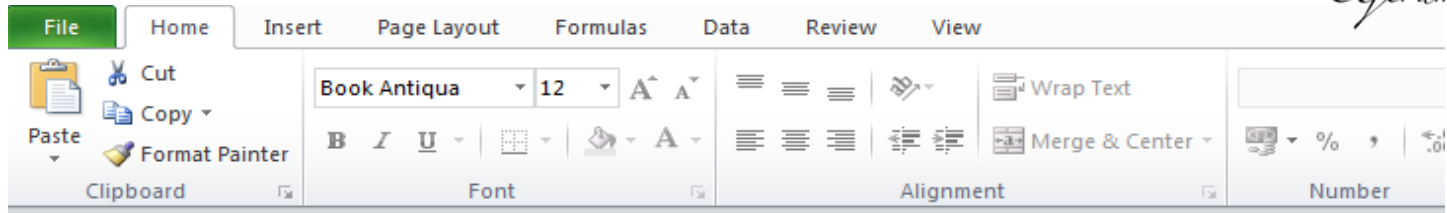
Clipboard Font Alignment Number Styles Cell:

B28 fx Change your regional date option from "Control Panel --> Region and Language" to "English(United States)"


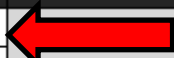





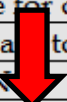
A	B	C
1	Help on Enable Macro (Enable Validate button):	
2		
3	FOR EXCEL 2010 :-	
4	To "Enable Macro" please follow steps below.	
5	1	Click the File Menu (Office BackStage), and then select Options from the left sidebar.
6	2	Click Trust Center, click Trust Center Settings, and then click Macro Settings.
7	3	Select "Enable all macros". Click on 'OK'.
8	4	Open the file again.
9		
10	FOR EXCEL 2007 :	
11	To "Enable Macro" please follow steps below.	
12	1	Click the Microsoft Office Button  , and then click Excel Options.
13	2	Click Trust Center, click Trust Center Settings, and then click Macro Settings.
14	3	Select "Enable all macros". Click on 'OK'.
15	4	Open the file again.
16		
17	FOR OTHER EXCEL VERSIONS :	
18	To "Enable Macro" please follow steps below.	
19	1	security level to Low by clicking the Low radio button.
20	2	Close the file and any other instances of the application currently running on the computer (close all excel
21	3	Open the file again.
22	4	Click the Enable button to allow the macro to run.
23		
24		Fields marked in white color is enabled and data can be entered in that field.
25		Fields marked in Grey color is Disabled.
26		Fields marked in Light Grey color is showing Description of field

Read Me Errors A_Basic_Info B_Profit_Loss_Account_Self C_Balance_Sheet D_Stock_Analysis E1_IDA_CA E2_CA_WTA_WDV E2_CA_WT

Sheet A: Basic Info

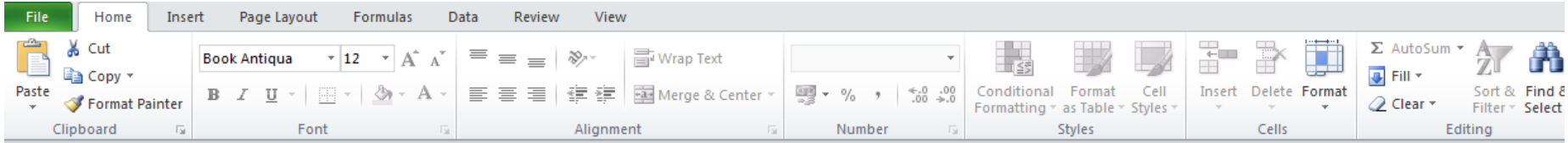


audit.PINOfAuditorS

	A	B	C
1	 KENYA REVENUE AUTHORITY	Resident Individual Income Tax Return	
2	Section A Part 1 : Return Information		Version 10.0.0
3	Personal Identification Number *		
4	Type of Return *	Original	
5	Return Period From *		
6	Return Period To *		
7	Do you have any income other than employment income? *	Yes	
8	Do you have partnership income? *	No	
9	Do you have estate trust income? *	No	
10	Has your employer provided you with a car? *	No	
11	Do you have a mortgage? *	No	
12	Do you have a Home Ownership Savings Plan? *	No	
13	Do you have a life insurance policy? *	No	
14	Do you have a commercial vehicle? *	No	
15	Do you earn any income from a foreign country? *	Yes	
16	Have you been issued the Exemption Certificate for disability? *	No	
17	Do you want to declare Wife's Income? *	No	
18	Wife's PIN		
	Does your wife have any income other		

A Basic Info | B_Profit_Loss_Account_Self | C_Balance_Sheet | D_Stock_Analysis | E1_IDA_CA | E2

Sheet B: Profit Loss Account Self



Section				
Sr. No.	Description	Commission (Ksh)	Other (Ksh)	Consolidated (Ksh)
114				
115				
116				
117				
118				
119	Total of Other Expenses	0,00		
<input type="button" value="ADD ROW(S)"/> <input type="button" value="IMPORT CSV"/>				
Section				
Name of Income	Commission (Ksh)	Other (Ksh)		
Employment abroad			<div style="border: 2px solid red; padding: 5px; width: fit-content; margin: 0 auto;"> Enter zero for the other Incomes that you don't have. Enter your income under „Other“ for your employment income. </div>	
128	Total of Other Income	0,00	0,00	
<input type="button" value="ADD ROW(S)"/> <input type="button" value="IMPORT CSV"/>				
<input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/>				



Sheet B: Profit Loss Account Self

Section C : Balance Sheet as on 31st December ,				
Sr. No.	Description	Self (Ksh)	Wife (Ksh)	
APPLICATION OF FUNDS				
1	Fixed Assets - Non Current Assets (1.1+1.2+1.3+1.4+1.5+1.6-1.7)	1,00	0,00	
1,1	Land and Building	1,00		
1,2	Plant and Machinery			
1,3	Motor Vehicles			
1,4	Furniture and Fixtures			
1,5	Other Assets			
1,6	Intangible Assets			
1,7	Accumulated Depreciation / Amortisation			
2	Investments (2.1+2.2+2.3+2.4+2.5)	0,00	0,00	
2,1	Shares			
2,2	Debentures			
2,3	Fixed Deposits			
2,4	Government Securities			
2,5	Other Investments			
3	Current Assets, Loans and Advances (3.1+3.2+3.3)	0,00	0,00	
3,1	Current Assets (3.1.1+3.1.2+3.1.3+3.1.4)	0,00	0,00	
3.1.1	Inventories (3.1.1.1+3.1.1.2+3.1.1.3+3.1.1.4)	0,00	0,00	
3.1.1.1	Stores / Consumable including Packing Materials			
3.1.1.2	Raw Materials (other than in 3.1.1.1)			
3.1.1.3	Work-in-Progress			
3.1.1.4	Trading / Manufactured goods (Finished Goods)			

Total liabilities should be equal to Net Assets. This is aimed at businesses, so just put 1 in the Assets (C5) and 1 in the liabilities (C63).



Sheet T: Tax Computation

	A	B	C	D	E
4					
5	11,1	Defined / Pension Contribution			
6	11,2	Mortgage Interest (Total of "Amount of Interest Paid" from J_Computation_of_Mortgage but subject to Maximum 1,50,000 Ksh)			0,00
7	11,3	Deposit in Home Ownership Saving Plan (Total of "Total Deposit for the Year" from K_Home_Ownership_Saving_Plan but subject to Maximum 48,000 Ksh)			0,00
8					
9	12	Total of Tax Payable Less Reliefs and Exemptions (12.5 - 12.6 - 12.7)		0,00	
10					
11	12,1	Employment Income ("Total Taxable Employment Income" from F_Employment_Income)		0,00	
12	12,2	Taxable Income from Estate(s)/Trust(s)/Settlement (Total of "Amount of Share of Income (Ksh)" from H_Estate_Trust_Income)		0,00	0,00
13	12,3	Allowable Tax Exemption in case of Person with Disability		0,00	
14	12,4	Net Taxable Income (12.1+ 12.2+Line Number 9 (Consolidated) - 11-12.3)		0,00	
15	12,5	Tax on Taxable Income (12.4 *applicable rates)		0,00	
16	12,6	Personal Relief			
17	12,7	Insurance Relief (Total of "Amount of Insurance Relief " from L_Computation_of_Insu_Relief but subject to Maximum 60,000 Ksh)		0,00	0,00
18					
19	13	Tax Credits (13.1+13.2+13.3+13.4+13.5+13.6+13.7)		0,00	0,00
20	13,1	PAYE Deducted from Salary (Total of "Amount of Tax Deducted (PAYE)" from M_Details_of_PAYE_Deducted)		0,00	0,00
		Allowable Tax in case of Estate(s)/Trust(s)/Settlement ((Total of "Amount of		0,00	0,00

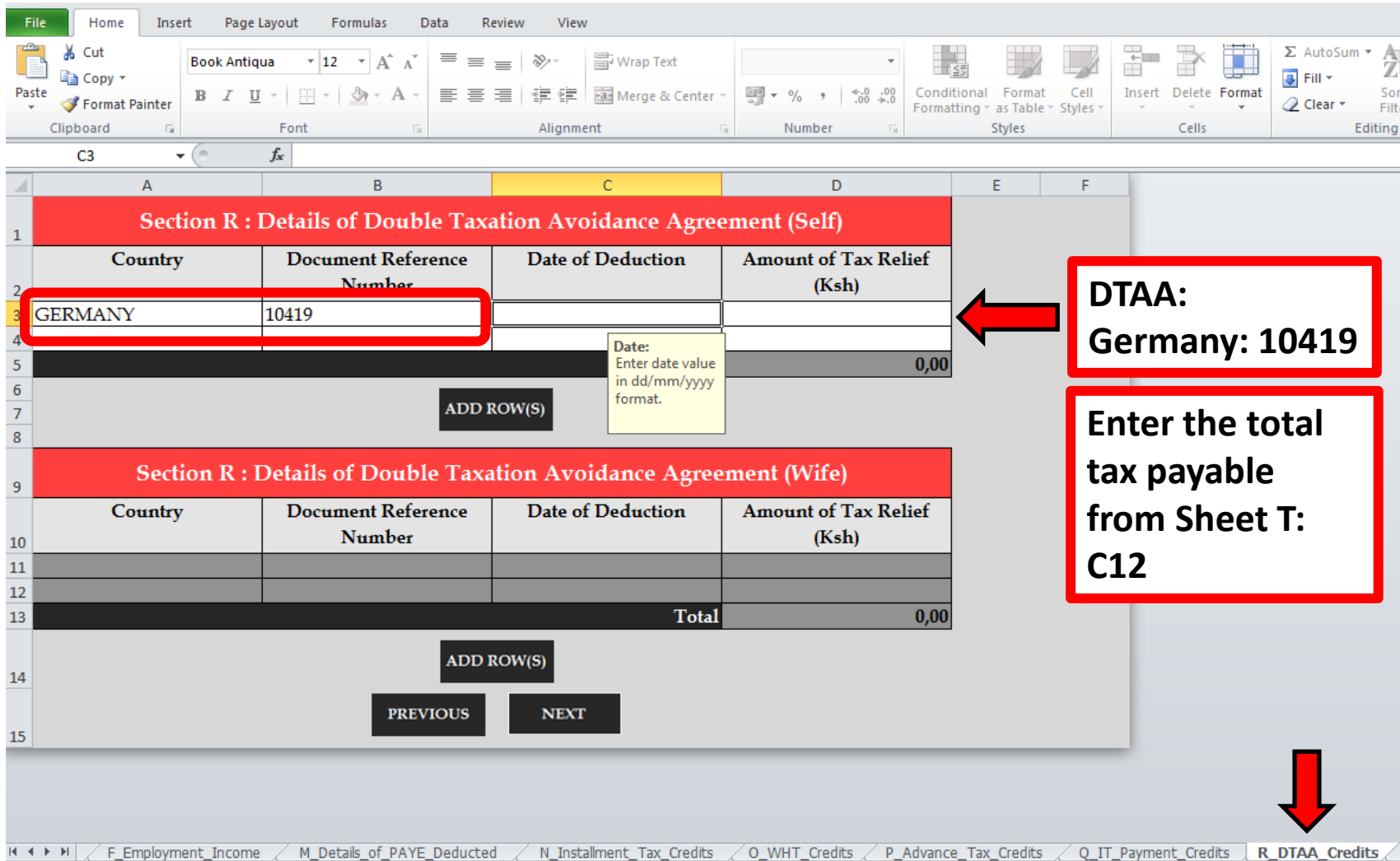
Numeric:
Enter numeric
value of length
less than or equal
to 15 digit.

Total amount of tax payable, calculated from your income

Your income vs tax payable



Sheet R: Double Tax Avoidance Agreement



Section R : Details of Double Taxation Avoidance Agreement (Self)

Country	Document Reference Number	Date of Deduction	Amount of Tax Relief (Ksh)
GERMANY	10419		
ADD ROW(S)			
Date: Enter date value in dd/mm/yyyy format.			0,00

Section R : Details of Double Taxation Avoidance Agreement (Wife)

Country	Document Reference Number	Date of Deduction	Amount of Tax Relief (Ksh)
ADD ROW(S)			
PREVIOUS			
NEXT			
Total			0,00

DTAA: Germany: 10419

Enter the total tax payable from Sheet T: C12

R_DTAA_Credits

Sheet T: Tax Computation



Excel ribbon: File, Home, Insert, Page Layout, Formulas, Data, Review, View

Clipboard: Cut, Copy, Paste, Format Painter

Font: Book Antiqua, 12, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: %, .00, .0

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

	A	B	C	D	E
16	12,6	Personal Relief			
17	12,7	Insurance Relief (Total of "Amount of Insurance Relief " from L_Computation_of_Insu_Relief but subject to Maximum 60,000 Ksh)	0,00	0,00	
18					
19	13	Tax Credits (13.1+13.2+13.3+13.4+13.5+13.6+13.7)	0,00	0,00	
20	13,1	PAYE Deducted from Salary (Total of "Amount of Tax Deducted (PAYE)" from M_Details_of_PAYE_Deducted)	0,00	0,00	
21	13,2	Allowable Tax in case of Estate(s)/Trust(s)/Settlement ((Total of "Amount of Share of Income from H_Estate_Trust_Income) * 30%)	0,00	0,00	
22	13,3	Total Installment Tax Paid (Total of "Amount of Installment Tax Paid" from N_Installment_Tax_Credits)	0,00	0,00	
23	13,4	Withholding Tax (Total of "Withholding Tax Amount" from O_WHT_Credits)	0,00	0,00	
24	13,5	Credits u/s 12A - Advance Tax on Commercial Vehicle (Total of "Amount of Advance Tax Paid" from P_Advance_Tax_Credits)	0,00	0,00	
25	13,6	Income Tax Paid in Advance (Total of "Amount of Income Tax Paid" from Q_IT_Payment_Credits)	0,00	0,00	
26	13,7	Credits u/s 41 (Total of "Amount of Tax Relief" from R_DTAA_Credits)	0,00	0,00	
27					
28	14	Tax Due / (Refund Due) ((12 (Self) + 12 (Wife) - 13(Self) - 13 (Wife))	0,00		
29					
30					

Navigation buttons: PREVIOUS, VALIDATE

Tab bar: O_WHT_Credits, P_Advance_Tax_Credits, Q_IT_Payment_Credits, R_DTAA_Credits, S_Previous_Years_Losses, T_Income_Computation_Self, T_Tax_Computation

Click on Validate



Errors

	A	B	C	D	E
1	Sr. No.	Section Name	Field	Error Description	Reference Cell
2	1	Section C : Balance Sheet	Net Assets (Self)	Net Assets (Self) is mandatory field.	C60
3	2	Section C : Balance Sheet	Total Liabilities (Self)	Total Liabilities (Self) is mandatory field.	C85
4	3	Section C : Balance Sheet	Proprietor's Capital (Self)	Proprietor's Capital (Self) is mandatory field.	C63
5	4	Section C : Balance Sheet	Proprietor's Capital (Self)	The amount of Net Assets and Total Liabilities is zero then Proprietor's Capital is must be greater than zero in C_Balance_Sheet	C63
6	5	Section B : Profit / Surplus and Loss Account (Self)	Business	Business is mandatory field.	C123
7	6	Section B : Profit / Surplus and Loss Account (Self)	Farming	Farming is mandatory field.	D123
8	7	Section B : Profit / Surplus and Loss Account (Self)	Rental	Rental is mandatory field.	E123
9	8	Section B : Profit / Surplus and Loss Account (Self)	Interest	Interest is mandatory field.	F123
10	9	Section B : Profit / Surplus and Loss Account (Self)	Commission	Commission is mandatory field.	G123
11	10	Section B : Profit / Surplus and Loss Account (Self)	Other	Please enter numeric value Only.	H123
12					
13					
14					
15					
16					
17					



If you have no errors, the dialog box below should appear, click **YES**

The screenshot shows an Excel spreadsheet with a tax calculation table. The table has columns A through E. The rows are numbered 16 through 30. The table contains various tax items and their amounts. A dialog box titled 'Generate Upload File' is overlaid on the spreadsheet, asking 'Sheets are ready to be uploaded. Do You want to generate upload file?' with 'Yes' and 'No' buttons. A red circle highlights the dialog box.

	A	B	C	D	E
16	12,6	Personal Relief			
17	12,7	Insurance Relief (Total of "Amount of Insurance Relief " from L_Computation_of_Insu_Relief but subject to Maximum 60,000 Ksh)	0,00	0,00	
18					
19	13	Tax Credits (13.1+13.2+13.3+13.4+13.5+13.6+13.7)	1.821.471,00	0,00	
20	13,1	PAYE Deducted from Salary (Total of "Amount of Tax Deducted (PAYE)" from M_Details_of_PAYE_Deducted)	0,00	0,00	
21	13,2	Allowable Tax in case of Estate(s)/Trust(s)/Settler Share of Income from H_Estate_Trust_Income) * 10%		0,00	
22	13,3	Total Installment Tax Paid (Total of "Amount of N_Installment_Tax_Credits)		0,00	
23	13,4	Withholding Tax (Total of "Withholding Tax Amount Credits u/s 12A - Advance Tax on Commercial Vehicle		0,00	
24	13,5	Advance Tax Paid" from P_Advance_Tax_Credits)	0,00	0,00	
25	13,6	Income Tax Paid in Advance (Total of "Amount of Income Tax Paid" from Q_IT_Payment_Credits)	0,00	0,00	
26	13,7	Credits u/s 41 (Total of "Amount of Tax Relief from R_DTA_Credits)	1.821.471,00	0,00	
27					
28	14	Tax Due / (Refund Due) ((12 (Self) + 12 (Wife) - 13(Self) - 13 (Wife))	0,00		
29					
30					

PREVIOUS VALIDATE

A new dialog box opens with the location of the zip file to upload on the KRA page.

The screenshot displays the Microsoft Excel interface with a tax calculation spreadsheet. A dialog box titled "Generate Microsoft Excel" is overlaid on the spreadsheet, containing the text "You find the zipfile here:" and an "OK" button. The dialog box is highlighted with a red rounded rectangle. The spreadsheet shows columns A through E and rows 16 through 30. The data in the spreadsheet is as follows:

	A	B	C	D	E
16	12,6	Personal Relief			
17	12,7	Insurance Relief (Total of "Amount of Insurance Relief " from L_Computation_of_Insu_Relief but subject to Maximum 60,000 Ksh)	0,00	0,00	
18					
19	13	Tax Credits (13.1+13.2+13.3+13.4+13.5+13.6+13.7)	1.821.471,00	0,00	
20	13,1	PAYE Deducted from Salary (Total of "Amount of Tax Deducted (PAYE)" from M_Details_of_PAYE_Deducted)	0,00	0,00	
21	13,2	Allowable Tax in case of Estate(s)/ Trust(s)/ Settlor's Share of Income from H_Estate_Trust_Income		0,00	
22	13,3	Total Installment Tax Paid (Total of "Amount of N_Installment_Tax_Credits)		0,00	
23	13,4	Withholding Tax (Total of "Withholding Tax and Credits u/s 12A - Advance Tax on Commercial Vehicle		0,00	
24	13,5	Advance Tax Paid" from P_Advance_Tax_Credits)	0,00	0,00	
25	13,6	Income Tax Paid in Advance (Total of "Amount of Income Tax Paid" from Q_IT_Payment_Credits)	0,00	0,00	
26	13,7	Credits u/s 41 (Total of "Amount of Tax Relief" from R_DTAA_Credits)	1.821.471,00	0,00	
27					
28	14	Tax Due / (Refund Due) ((12 (Self) + 12 (Wife) - 13(Self) - 13 (Wife))	0,00		
29					
30					

At the bottom of the spreadsheet, there are two buttons: "PREVIOUS" and "VALIDATE". The status bar at the bottom shows the current sheet is "T_Tax_Computation".