



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

OFFICE OF THE EXECUTIVE DIRECTOR

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MEDIA RELEASE

SUBJECT: ONLINE SUBMISSION OF EMPLOYEES TAX (PAYE) RETURN THROUGH INTERGRATED TAX ADMINISTRATION SYSTEM (ITAS) PORTAL

Windhoek, 10 September 2019 - The Ministry of Finance wishes to remind all tax payers that submission of monthly PAYE returns must be lodged online, through the ITAS portal. The online submission is done by completing an Excel spreadsheet (available on ITAS portal) with detailed payroll information of employees and upload it on ITAS. Extension was granted from March until September 2019 to allow taxpayers to prepare for online submission.

Following consultations with stakeholders, the Ministry was again informed that various employers' payroll software systems are still not ready to submit their PAYE returns electronically due to various reasons. Hence, Stakeholders requested the Ministry to extend the September 2019 due date for the submission of the detailed payroll on ITAS. It is against this background that the Ministry of Finance has granted another extension until 20 February 2020 for employers to submit their monthly PAYE returns manually while preparing for the online submission. We believe this extension will give ample time to adjust payroll systems as no manual submission will be accepted beyond due date.

Employers opting to submit returns manually must take note that they are obliged to update all manual submissions by uploading electronic versions on ITAS by 20 March 2020.

However, Employers are encouraged to make online submissions as soon as they possibly can. Employers are further informed that this extension does not include monthly payments.

Enquiries relating to this notification should be addressed to Mr. Justus Mwafongwe, Commissioner for Inland Revenue Department at Telephone number +264 61 2092466 or +264811244551

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