



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE – INLAND REVENUE DEPARTMENT

**PRESS RELEASE**

**NOTIFICATION TO TAXPAYERS – ONLINE SUBMISSION OF EMPLOYEES TAX (PAYE) RETURNS THROUGH INTEGRATED TAX ADMINISTRATION SYSTEM (ITAS) PORTAL**

Following the introduction of ITAS, it is expected that submission of monthly PAYE returns must be lodged online, through ITAS portal as from March 2019 period. 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.

During consultations with employers, the Ministry was informed that not all employers are ready to submit their PAYE returns electronically due to various reasons, including the need to adjust their payroll systems in order to accommodate ITAS requirements. It was agreed that more time is needed to allow employers to prepare for this change.

Against this background, affected employers may submit their monthly PAYE returns manually until September 2019 while preparing for online submission. Thereafter, no manual submissions for PAYE will be accepted.

**Employers opting to submit their returns manually must take note that they are obliged to update all manual submissions by uploading electronic versions on ITAS by September 2019.**

Employers are encouraged to make online submissions as soon as they possibly can.

Employers are further informed that the deadline for submission and payment of the employees tax did not change but remains the 20<sup>th</sup> of every month.

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

**ERICA SHAFUDAH**  
**EXECUTIVE DIRECTOR**



**DATE**