



**Tax First
Alert
September
2019**

The Ministry of Finance has issued a media release on the 10th of September 2019, regarding the extension for submission of Employees Tax (PAYE) returns via the ITAS portal

Extension granted for Online Submission of Employees Tax (PAYE) returns via the ITAS portal

Background

Previously, employers were required to prepare and submit their PAYE returns online through the Integrated Tax Administration System (ITAS) by latest, 20th of September 2019. The online return submission includes completing a excel spreadsheet template with detailed payroll information of respective employees and uploading such onto the ITAS portal.

Upon consultation with various stakeholders, the Ministry of Finance noted that multiple taxpayers (employers) were not able to submit their PAYE returns online through the ITAS portal, within the required format. This was as a result of various factors, including concerns raised with payroll software systems.

Outcome

The Ministry of Finance has therefore granted a further extension for employers to submit their monthly PAYE returns manually up until the 20th of February 2020. This will allow employers sufficient time, in preparing for online filing beyond the provided extension date. No manual PAYE return submissions will be accepted after the 20th of February 2020.

Important to note

- Employers who wish to submit PAYE returns manually, are obliged to update all manual return submissions through uploading electronic versions on the ITAS portal by 20 March 2020;
- Employers should note that the extension does not apply to the monthly Employees Tax (PAYE) payments, due to Inland Revenue; and
- Employers are encouraged to perform online PAYE return submissions as soon as possible.

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Reference

Please refer to **Appendix A**, for the media release published by the Ministry of Finance.

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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.

Equiries 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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