



Tax First Alert

Online submission of Employee Tax (PAYE) returns on the ITAS portal

A Press Release issued by the Ministry of Finance – Inland Revenue Department, dated 19 April 2019, notified taxpayers of the online submission requirements of Employee Tax (PAYE) returns through the Integrated Tax Administration System (ITAS) portal.

Following the introduction of ITAS in January 2019, it is expected that PAYE returns be submitted online through the ITAS portal as from the March 2019 period (due for submission in April 2019).

The online submission is done by completing an excel spreadsheet template with detailed payroll information of employees and is uploaded onto the ITAS portal. The excel template (referred to as the “ETX Template”) can be downloaded from the ITAS portal or from the ITAS website (<https://www.itas.mof.na/download/more-6234333884.do>).

Following consultations between Inland Revenue Department and various employers, it was concluded that more time is required for employers to prepare for the change in the Employee Tax (PAYE) return format.

As a result, Inland Revenue has granted employers with permission to continue submitting manual PAYE returns until September 2019.

The following must be noted in respect of the above:

1. Manual returns will **no longer** be accepted **after September 2019**.
2. All manual returns submitted between April 2019 and September 2019 must be **updated on ITAS by September 2019**.
3. Employers are encouraged to make online submissions **as soon as possible**.
4. The deadline for payment and submission of monthly PAYE did not change and remains the **20th of each month**.

If you have any queries or require any assistance, please contact one of our tax experts or your usual contact at PwC.

Chantell Husselmann | Windhoek
chantell.husselmann@pwc.com
+264 61 284 1000

Riana Esterhuyse | Walvis Bay
riana.esterhuyse@pwc.com.na
+264 64 217 700



Subscribe on www.pwc.com/na to receive our monthly tax newsletter.

© 2018 PricewaterhouseCoopers (“PwC”), the Namibian Firm. All rights reserved. In this document, “PwC” refers to PricewaterhouseCoopers Namibia, which is a member firm of PricewaterhouseCoopers International Limited (PwCIL), each member firm of which is a separate legal entity and does not act as an agent of PwCIL.