INCOME TAX EXEMPTION GUIDELINES
DOCUMENTS TO BE PRESENTED IN THE FOLLOWING ORDER

1. Dully filled Income Tax Exemption form 1 and 2
2. ORIGINAL Disability Assessment Report from the government gazetted hospitals with the Director of Medical Services signature and remarks from AFYA HOUSE LG 29. Also attach ophthalmology report signed by a consultant ophthalmologist from a government hospital for Visual disability, psychiatric report signed by a consultant psychiatrist from a government hospital for Mental disability and Audiology report signed by a consultant ENT from a government hospital for Hearing Disability.
3. KRA Pin Certificate (iTax)
4. Copy of National Identification Card
5. Copy of NCPWD Disability Card
6. A certified copy of the latest pay slip where applicable
7. Original letter from employer where applicable, clearly stating the nature of disability and how it affects the employees’ productivity at place of work.
8. Tax Compliance Certificate.
9. Copy of Business Certificate where applicable
10. Acknowledgement Slip (ORIGINAL) from nearest KRA office i.e. After the client attaches all the above requirements & filling form 1 & 2 of tax exemption

NB: Applicants to physically appear for interviews before Domestic Taxes department officers in the nearest KRA offices for an acknowledgement slip. RENEWAL OF EXEMPTION; in addition to the above listed requirements, applicants should attach a copy of the expired income exemption certificate and latest disability assessment report.