KENYA · FOR DECEMBER 2013 PAYROLL

# January 2014 payroll deadlines

## January 2014

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**9 THU** — **PAYE, NSSF, SHIF, Housing Levy, NITA**
Returns and payments for December 2013 payroll.

**15 WED** — **HELB**
Loan deductions, where they apply.

## Checklist

| DUE | OBLIGATION | FILED | PAID | REFERENCE / RECEIPT NO. | INITIALS |
|---|---|---|---|---|---|
| 9 Jan | **PAYE** · KRA | ☐ | ☐ | | |
| 9 Jan | **NSSF** · NSSF | ☐ | ☐ | | |
| 9 Jan | **SHIF** · SHA | ☐ | ☐ | | |
| 9 Jan | **Housing Levy** · KRA | ☐ | ☐ | | |
| 9 Jan | **NITA** · Training levy | ☐ | ☐ | | |
| 15 Jan | **HELB** · If applicable | ☐ | ☐ | | |

## Notes

Dates are the statutory ones. Where one falls on a weekend or public holiday, confirm it with the agency.
A compliance guide, not tax advice.