KENYA · FOR DECEMBER 2023 PAYROLL

# January 2024 payroll deadlines

**January 2024**

| 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 TUE** — **PAYE, NSSF, SHIF, Housing Levy, NITA**
Returns and payments for December 2023 payroll.

**15 MON** — **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.