KRA iTax Registration Checklist 2025

Use this checklist to ensure you're ready to register for a KRA PIN and access the iTax system.

For Individuals:

- National ID/Passport

- Date of Birth

- Email address (active)

- Mobile phone number

- Employment/Occupation details (if applicable)

- Resident or Non-resident status

- Postal and physical address

For Businesses (Sole Proprietor or Company):

- Certificate of Incorporation

- Director's PINs and ID copies

- Company email and phone number

- Business registration certificate

- Business location (physical and postal address)

- Nature of business / sector

- Details of Tax Agent (if applicable)

After Registration:

- Confirm email for login credentials

- Log in to iTax portal at https://itax.kra.go.ke

- Change default password immediately

- Update professional details and tax obligation info

Tip:

Even if your income is NIL, you must still file annual returns!

Need help? Visit Ushuru.com or book a free tax chat.