RYKLIEF ACADEMY

Simplifying Namibia

Individual Tax Return Guide

A practical checklist for organising and submitting your annual income tax return in Namibia.

Before You Start

- [ ] Confirm your NamRA taxpayer registration is active (register online via the NamRA portal if not)
- [ ] Gather IRP5 / income certificates from every employer for the tax year
- [ ] Gather proof of any additional income — rental, freelance, investment, or business income

Documents to Prepare

- [ ] Medical aid contribution certificates
- [ ] Retirement annuity fund or pension contribution certificates
- [ ] Proof of any deductible donations or allowable expenses
- [ ] Bank statements covering the tax year for reference

Filing Your Return

- [ ] Log in to the NamRA Integrated Tax Administration System (ITAS) portal
- [ ] Complete your Income Tax Return (ITR) with all income and deduction details
- [ ] Double-check your banking details if you expect a refund
- [ ] Submit before the relevant deadline for your taxpayer category

After Submission

- [ ] Save your submission confirmation and reference number
- [ ] Respond promptly to any NamRA queries or requests for supporting documents
- [ ] Keep all supporting documents for at least five years in case of audit

Tax brackets, deadlines, and ITAS portal steps are set by NamRA and may change each tax year. Always confirm current rates and deadlines directly at www.namra.org.na before filing.

rykliefacademy.com | info@rykliefacademy.com | WhatsApp +264 85 772 3790