



PUBLIC NOTICE: RETURNS AND PAYMENTS DUE 10 APRIL 2024

The Commissioner of Domestic Taxes hereby reminds all its valued clients that the following returns for the month ended **31 March 2024** are due for submission on the **10th of April 2024**.

1. Returns Due

- Employees Tax or Pay as You Earn (PAYE) Remittances
- All Withholding Taxes (**NB** Returns for Levy on Sale of Minerals and Withholding Tax on Preservation of the Supply Chain are due on or before the 5th of the following month and remittances are due on or before the 10th of the following month.)
- Royalties Returns
- Presumptive Tax
- Intermediate Money Transfer Tax (IMTT)

2. How to Submit the Due Returns?

Returns should be submitted online through the Self Service Portal (**SSP**) on mytaxselfservice.zimra.co.zw

Submission of PAYE return

Employers are required to submit the short PAYE return on TaRMS. On submission of the PAYE return, please take note of the following:

- The short PAYE form will request employers to fill in and attach the PAYE template in excel format. The PAYE template to be used is only downloadable from the PAYE pending return on the Self-Service Portal.
- The system will check the accuracy of the attached PAYE template file structure. If the template is in the correct structure, the system will finish off the submission process. If the template structure is not correct, the PAYE return will fail to submit, and an error message will be displayed.

3. Payment of taxes to ZIMRA Single account

Taxpayers can make payments into the ZIMRA Single Bank Account by way of Cash deposits and internal transfers directly through their linked bank accounts; the bank will validate the payment before posting the transaction. The validation parameter is the Taxpayer Identity Number (TIN), hence it is of paramount importance that the TIN is captured correctly all the time.

- Taxpayers are advised that banks will provide new forms for TaRMS purposes with mandatory fields to be filled, including taxpayer's name and TIN.
- When making payments, a taxpayer does not need to indicate the tax obligation being settled. Only the TIN and taxpayer name are required. Validation of taxpayer TIN will be done by the bank through its integration with TaRMS, upon which the transaction is credited to the ZIMRA Single Account.

- Funds in the Single Account require a Tax Return for the respective tax obligation for payment to be recognized and posted to the taxpayer's TaRMS Account. This means that tax payments into the Single Account should immediately be followed by the submission of a tax return or tax return can be submitted first for the tax obligation being settled. Without the tax return submission, the tax obligation will remain unsettled and accrue penalties and interest.

My Taxes, My Duties: Building My Zimbabwe!!
Public Notice 29 of 2024, issued on 08/04/2024



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