

PUBLIC NOTICE

ROLLING OUT OF THE TAX AGENT MANAGEMENT MODULE

Following the implementation of Release 1 of the Tax and Revenue Management System (TaRMS), where eight (8) modules were introduced, the Zimbabwe Revenue Authority (ZIMRA hereby advises all valued taxpayers and the public that an additional functionality under Release 2 of the TaRMS project, the **Tax Agent Management Module** will be rolled out on **1 March 2024**. This module allows taxpayers with a TIN to register as Tax Agents, and it also allows taxpayers to appoint tax agents to handle their tax affairs. All tax agents who had previously registered outside TaRMS are required to register in TaRMS so as to enjoy the full benefits of this module.

To obtain a TIN, follow the instructions below:

- a. Visit the official Self Service Portal – SSP at mytaxselfservice.zimra.co.zw
- b. Create an SSP user account by clicking on the "Sign Up" hyperlink and follow the steps to get your Username and Password.
- c. Log into the system using your username and password and follow the steps as directed.
- d. If you are an existing taxpayer, click on the "Register with an Existing BP Number" hyperlink and follow the instructions.
- e. If you are a new taxpayer, choose the appropriate option from "Register as an Individual" or "Register as an Organisation".
- f. Select your preferred bank to link to the ZIMRA Single Account located of that bank. Note that, you should be an account holder of that bank to facilitate tax transactions.

To register as a Tax Agent in TaRMS, Individuals and organizations should meet the requirements as stated in the Tax Agent (Licensing) Regulations (Statutory Instrument 125 of 2023), and should also have a TIN. The employees of registered Tax Agents who will handle tax affairs on behalf of their employer/organization should have TIN and also be individually registered as tax agents.

To Register as Tax Agent, follow the instructions below:

- a. Log into Self Service Portal
- b. Select the appropriate TIN
- c. Click on **Taxpayer Information**
- d. Go to **Applications**
- e. Click **Register as Tax Agent**.
- f. Complete the required information on the application form, attach the required and click on **Submit**, and the application is sent to ZIMRA for review and approval if all conditions are met.
- g. Upon approval of the application, a nine (9) digit License Number is generated by the system, and a notification is issued to that effect.

Some of the functionalities available in SSP under the scope of the Tax Agent Management module are:

- a. Register as Tax Agent
- b. View and download the Tax Agent certificate for generated License Number
- c. Change Tax Agent status
- d. Apply for Tax Agent license renewal
- e. Assign Tax Agent
- f. Remove Tax Agents
- g. Create assignees of Tax Agent
- h. Delete assignees of Tax Agent
- i. Edit the Tax Agent default roles

This module brings more convenience to our valued taxpayers and tax agents.

For any queries, contact the ZIMRA **Contact Centre** or **nearest ZIMRA Office**. See below details.

My Taxes, My Duties: Building My Zimbabwe!!

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