



## PUBLIC NOTICE: RETURNS AND PAYMENTS DUE 10 MARCH 2024

The Commissioner of Taxes hereby reminds all its valued clients that the following returns for the month ended **29<sup>th</sup> February 2024** are due for submission on the **10<sup>th</sup> of March 2024**.

Following the publication of the ZIMRA Public Notice number 16 of 2024 on the temporary withdrawal of the new PAYE Return, **employers are required to submit the short PAYE return obtainable from the system until the new PAYE return is re-deployed in 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 in 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 continue the submission process. If the template structure is not correct, the PAYE return will fail to submit, and an error message will be displayed.

### 1. Returns Due

- Employees Tax or Pay as You Earn (PAYE) Remittances
- All Withholding Taxes / 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) at [mytaxselfservice.zimra.co.zw](http://mytaxselfservice.zimra.co.zw)

### 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 20 of 2024, issued on 05/03/2024**



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