



PUBLIC NOTICE

REMINDER ON SUBMISSION OF INCOME TAX RETURNS (ITF 12C, ITF12C2, ITF1, CGT1) FOR TAX YEAR ENDED 31ST DECEMBER 2019

The Commissioner General of the Zimbabwe Revenue Authority (ZIMRA), hereby remind taxpayers that they are required to submit Income Tax Returns and Capital Gains Tax Returns for the tax year ended 31st December 2019 by 31 August 2020, as stated in Public Notice Number 22 of 2020, as follows:

1. INCOME FROM EMPLOYMENT [NON-FINAL DEDUCTION SYSTEM CASES]

Persons in receipt of income from employment should submit Income Tax Returns where they:

- ✓ Terminated employment before the end of 12 months; or
- ✓ Were employed for periods less than 12 months; or
- ✓ Changed employers; or
- ✓ Received income from more than one employer; or
- ✓ Received pension in addition to employment income.

2019 year of assessment has two tax periods, which are January to July and August to December. Therefore, two separate Form P6s should be attached to the **respective two income tax returns relating to two separate tax periods.**

For the avoidance of doubt, persons in receipt of income from employment, which was subjected to Pay As You Earn (PAYE) or employees' Tax and were employed by the same employer for twelve months of 2019, are NOT required to furnish Income Tax Returns.

2. INCOME FROM TRADE AND INVESTMENTS

All taxpayers who have been specified by the Commissioner General to be on Self-Assessment in terms of Section 37A of the Income Tax Act [Chapter 23:06], are reminded to submit (through E-filing) Income Tax Returns (ITF 12C), accompanied by the relevant financial statements and any other related information.

Please Note:

- a) All taxpayers with Income from Trade and Investments earned or accrued from **Domestic and / or International Related Party Transactions (Transfer Pricing)** should submit their Income Tax Returns (ITF 12Cs) supported by **Transfer Pricing Return (ITF 12C2)** which is available on the ZIMRA website (www.zimra.co.zw).
- b) All **individuals** with income from **trade, investment or profession** during the year of assessment should submit Income Tax Returns -**ITF12C**. *(Please be advised that **ITF1A Form** has been replaced by **ITF12C**.)*

3. INCOME FROM DISPOSAL OF SPECIFIED ASSETS AND MARKETABLE SECURITIES.

Individuals and persons who disposed of specified assets and marketable securities in 2019, and did not submit Capital Gains Tax Returns are also required to submit Capital Gains Tax Returns (CGT1 Form).

The Capital Gains Tax returns should be completed in local currency for local currency disposals and in foreign currency for disposals in foreign currency. **The return in foreign currency must be submitted manually using the emails provided by ZIMRA for submission of returns.**

4. TAXPAYERS WITH APPROVED ACCOUNTING YEARS

Taxpayers with approved accounting years other than 31 December, should ensure that returns are submitted on dates set by the Commissioner General in respect of their accounting periods.

5. COMPANIES THAT DID NOT TRADE DURING THE YEAR OF ASSESSMENT

Companies registered for tax (including dormant companies) that did not trade during the year of assessment, must submit Nil Returns. Please note that, dormant companies that are not registered for tax must register and submit **Nil Returns**.

6. COMPLETION OF INCOME TAX RETURN [ITF12C]

a) Taxpayers with gross income in local and in foreign currency may prepare and submit separate income tax returns for taxable income accrued or received in the respective currencies.

The taxpayers must submit an application in writing to the Commissioner detailing their positions and attach the Income Tax Returns.

The return in foreign currency must be submitted manually using e-mail addresses provided by ZIMRA for submission of returns.

b) Taxpayers with gross income in foreign currency only but with allowable deductions in local and foreign currency may prepare and submit income tax returns in foreign currency.

The taxpayers must submit an application in writing to the Commissioner detailing their positions and attach the Income Tax Returns.

c) In preparing the income tax returns, where apportionment of allowable deductions is required, for purposes of submission of separate returns, taxpayers shall apportion based on the contribution of the respective currencies to total turnover method or any another method as the Commissioner may approve on request.

Please Note:

All taxpayers with outstanding returns, i.e. returns for previous years, are reminded to submit them without further delay. Late submission of returns attracts penalties.

- a) Income Tax Returns are submitted online on <http://efiling.zimra.co.zw>. In case of failure to submit on e-services, manually completed returns on employment income should be send through email using addresses provided under Note (d).

- b) Clients are encouraged to start using the e-services before the deadline. Any requests for extensions must be lodged before due date, to the nearest ZIMRA Offices.
- c) Tax Agents who submit returns for their clients in bulk are encouraged to approach their station managers and agree on return lodgement plans before the due date.
- d) Taxpayers may submit requests for extensions through to Regional Managers with sufficient reasons for the extensions required.
- e) Failed manual tax returns should be scanned and emailed to the applicable/relevant email address selected from the list below:
- | | |
|--------------------------------------|--|
| 1. LCO INCOME TAX RETURNS | lcoreturn@zimra.co.zw |
| 2. MCO INCOME TAX RETURNS | incometaxmcoreturn@zimra.co.zw |
| 3. SCO INCOME TAX RETURNS | incometaxscoreturn@zimra.co.zw |
| 4. BULAWAYO INCOME TAX RETURNS | bulawayoreturn@zimra.co.zw |
| 5. VICTORIA FALLS INCOME TAX RETURNS | vicfallsreturn@zimra.co.zw |
| 6. HWANGE INCOME TAX RETURNS | hwangereturn@zimra.co.zw |
| 7. GWANDA INCOME TAX RETURNS | gwandareturn@zimra.co.zw |
| 8. BEIT BRIDGE INCOME TAX RETURNS | beitbridgereturn@zimra.co.zw |
| 9. MASVINGO INCOME TAX RETURNS | masvingoreturn@zimra.co.zw |
| 10. MUTARE INCOME TAX RETURNS | mutarereturn@zimra.co.zw |
| 11. GWERU INCOME TAX RETURNS | gwerureturn@zimra.co.zw |
| 12. CHIREZDI INCOME TAX RETURNS | chiredzireturn@zimra.co.zw |
| 13. ZVISHAVANE INCOME TAX RETURN | zvishavanereturn@zimra.co.zw |
| 14. CHIPINGE INCOME TAX RETURNS | chipingereturn@zimra.co.zw |
| 15. RUSAPE INCOME TAX RETURNS | rusapereturn@zimra.co.zw |
| 16. KWEKWE INCOME TAX RETURNS | kwekwereturn@zimra.co.zw |
| 17. KADOMA INCOME TAX RETURNS | kadomareturn@zimra.co.zw |
| 18. CHINHOYI INCOME TAX RETURNS | chinhoyireturn@zimra.co.zw |
| 19. KARIBA INCOME TAX RETURNS | karibareturn@zimra.co.zw |
| 20. MARONDERA INCOME TAX RETURNS | maronderareturn@zimra.co.zw |
| 21. BINDURA INCOME TAX RETURNS | bindurareturn@zimra.co.zw |

For any further clarification, kindly contact your nearest ZIMRA Office.

Public Notice Number 49 of 2020,

My Duties, My Taxes: Building my Zimbabwe!



"We are here to serve"

"We are here to serve"

