



ZIMBABWE REVENUE AUTHORITY

E-TAXES MANUAL

Version 2

1. Type the following URL on the browser to access the eTaxes system:

<https://etaxes.zimra.co.zw>

The page that will come up will be like the screenshot below:

ZIMRA e-Taxes



Sign In



Sign In

[Forgot Password](#)

Not registered yet? [Sign Up](#)

2. The first step is to click on the Sign Up link indicated by the arrow below:

ZIMRA e-Taxes



Sign In



Sign In

[Forgot Password](#)

Not registered yet? [Sign Up](#)

Please **note** that the entire sign up process is once-off. This meant to register your details so that you are able to use the e-taxes system. Once the process is completed, every other time you will just login and use the system to make your submissions.

3. Upon clicking sign up the following page will come up:

ZIMRA e-Taxes



Signup

Start Here:

-- Select --



[Back to Login](#)

4. The assumption is that you already have a BP number and an email registered with ZIMRA. On the drop down menu select “I have a BP Number”

ZIMRA e-Taxes



Signup

Start Here:

I have a BP Number



BP Number:

Email:

Submit

Cancel

5. Fill in the fields on the page that loads, i.e. your BP Number and email address that you submitted at ZIMRA.

6. Fill in the required details on the next page that comes up:

ZIMRA e-Taxes



Signup

I have a BP Number ▼

BP Number:

Email:

Company:

Firstname:

Surname:

Phone Number:

Create Password:

Confirm Password

Submit

Cancel

NB: This is the page where you also get to create a password that you will use to login into the same. Fill in the fields and click the submit button.

7. Once the details have been submitted, an email to activate your account will be sent to your email address.

ZIMRA e-Taxes

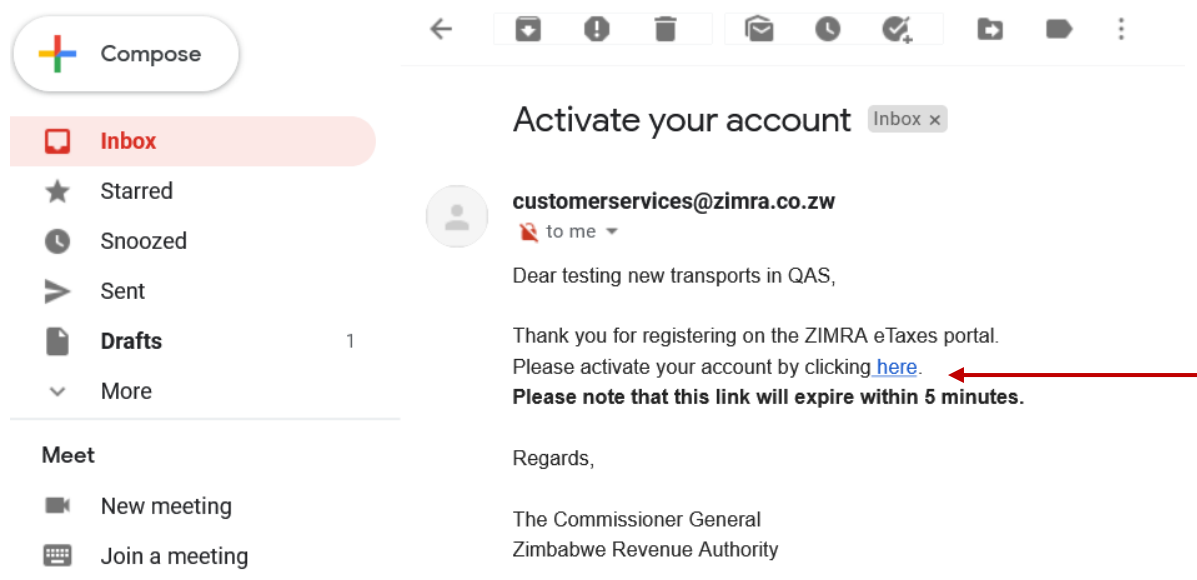


Signup Complete

User account for 0200000300 has been created. Please activate your account by following the instructions that have been sent to thando.silongwe@gmail.com.

[Go to Login Page](#)

8. You will simply click on the link in your email to activate your account.



Please note that the link expires within the timeframe mentioned in your email.

9. After clicking the activation link you will be directed to the website with the following message :

ZIMRA e-Taxes



Account Activation

activation successfull

[Go to Login Page](#)

10. From here you now login into the e-taxes system. Click on the Go to Login Page link to access the login page.

ZIMRA e-Taxes



Sign In



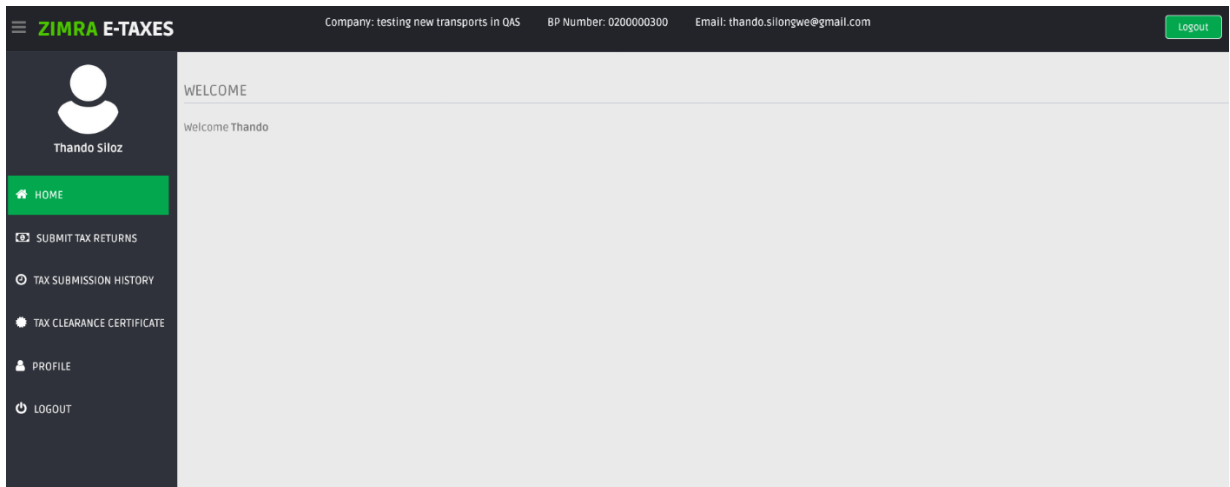
Sign In

[Forgot Password](#)

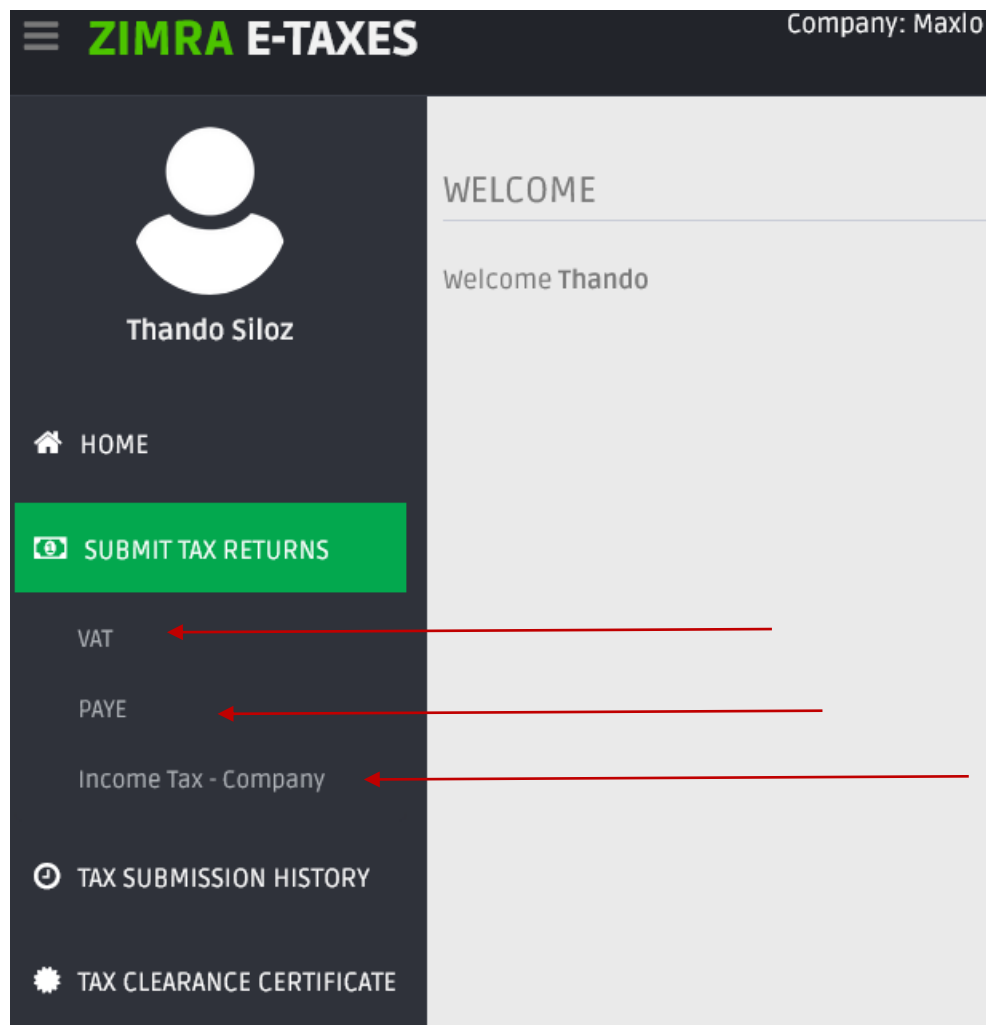
Not registered yet? [Sign Up](#)

Enter your BP number and password you created during the sign up process.

11. Upon successful login the following page will come up:




12. Click on the link labelled Submit Tax Returns and select the appropriate tax head for which you need to make a submission:



Select the tax head for which you intend to make a submission for, fill in the appropriate fields and complete the submission by clicking the submit button.

RETURN SUBMISSION

1. Click Submit Tax Returns
2. Select Tax Type
3. Select the currency



Bees Pvt Ltd Bees Pvt Ltd

HOME

SUBMIT TAX RETURNS

VAT

PAYE

Income Tax - Company

TAX SUBMISSION HISTORY

TAX CLEARANCE CERTIFICATE

PROFILE

LOGOUT

INCOME TAX SUBMISSION - COMPANY

Stage 1

Stage 2

Stage 3

Currency: *

-- Select --
-- Select --
ZWL → For Local Currency Return Select ZWL
USD → For Foreign Currency Return Select USD
-- Select --

Tax Period: *

-- Select --

Industry Code: *


-- Select --

Turnover (Local): *

Turnover (Export):

Other Income (Excluding exempt income):

4. Select Tax period



Bees Pvt Ltd Bees Pvt Ltd

HOME

SUBMIT TAX RETURNS

VAT

PAYE

Income Tax - Company

TAX SUBMISSION HISTORY

TAX CLEARANCE CERTIFICATE

Stage 1

Stage 2

Stage 3

Currency: *

USD

Tax Period: *

-- Select --
-- Select --
YR23
YR22
YR21
YR20
YR19
YR18
YR17
YR16

Industry Code: *

Turnover (Local): *

Turnover (Export):

5. Select industry Code

INCOME TAX SUBMISSION - COMPANY

Stage 1

Currency: *

Tax Period: *

Industry Code: *

-- Select --
COYTRS → For Companies Select COYTRS
INCINDV → For Income Tax for Individuals Select INCINDV
MANEXP < 50
MANEXP > 50
INCPEN
LICINV
MIN OPS
LICINV 5YRS 15%
MANEXP
MANEXP < 41
INCTOUR
INCINPK
INCBOT 5YRS 15%
INCBOT
10. INCINPK +5YRS
EXEMPT BODIES
OTHER
-- Select --

Please select the industry code for your submission

6. Input Details (Turnover Values, Stock Values, Costs Values, and Assets Values etc.)

Currency: * USD

Tax Period: * YR21

Industry Code: * COYTRS

Turnover (Local): * 75000

Turnover (Export):

Other Income (Excluding exempt income):

Total Operating Income: 75000.00

Greyed Out Fields Auto-Populate

NB; Take note of greyed out fields that are auto-calculated to verify your Declaration.

7. Click Next

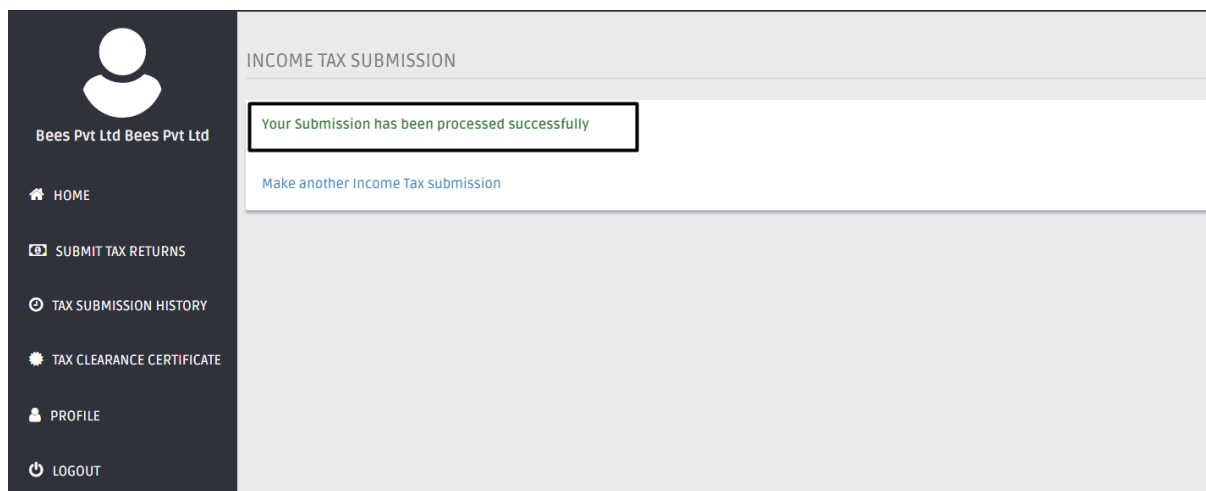
NB: If the NEXT button is not working when clicked, press Ctrl + F5 to refresh the page and enter the values again

8. Input Details (e.g. Capital Allowances, Provisional Tax Paid through the QPDs)

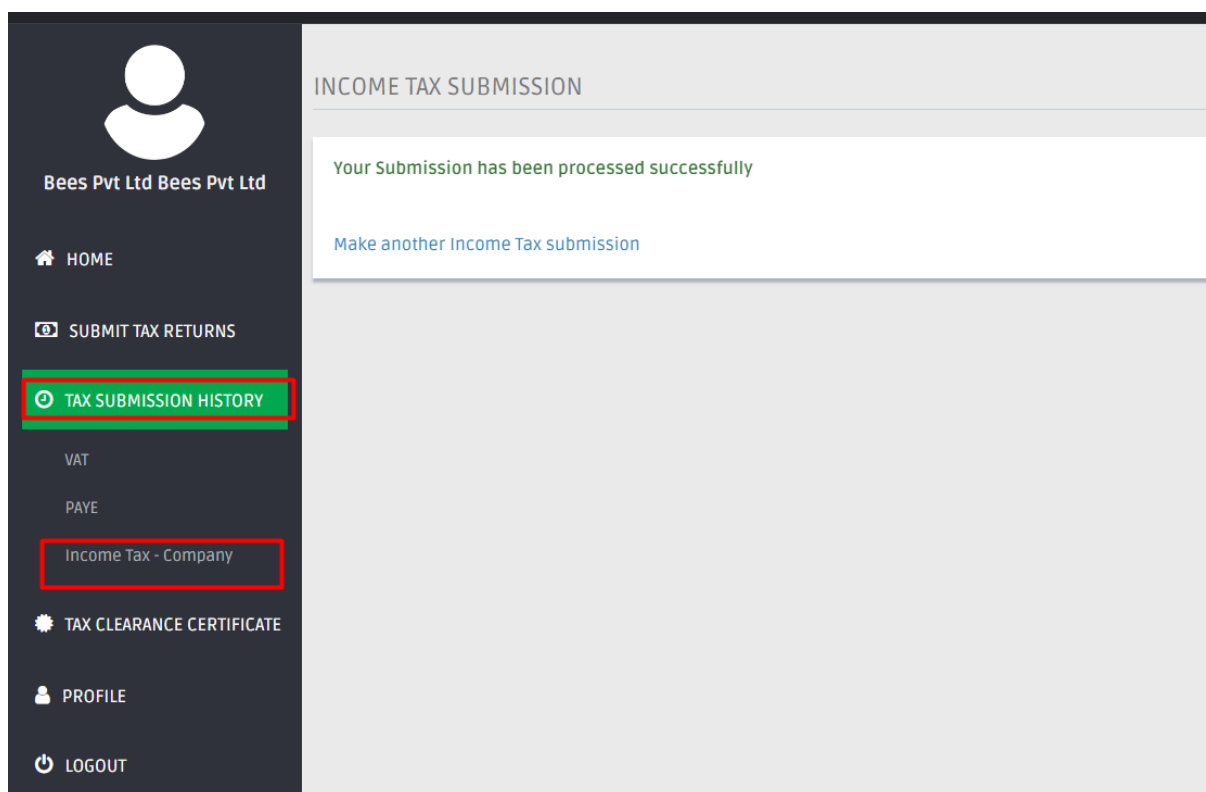
9. Submit Return

Clicking the SUBMIT button posts the Tax Payable figure in the System

10. Once submitted successfully you will get the notification below and an email will be sent to client's registered email address



11. To view Submitted Return Go under TAX SUBMISSION HISTORY and Select Tax Head



NB: The page below shows all submissions made by the taxpayer.

TAX SUBMISSION HISTORY - INCOME TAX (COMPANY)						
TYPE	DATE	TAX PERIOD	CURRENCY	REFERENCE CODE	STATUS	
INCOME TAX - COMPANY	1/11/2023 11:00:05 AM	YR18	USD	020000010034	Submitted	view
INCOME TAX - COMPANY	1/10/2023 12:25:39 PM	YR20	USD	020000010031	Submitted	view
INCOME TAX - COMPANY	1/10/2023 10:09:43 AM	YR20	ZWL	020000010031	Submitted	view
INCOME TAX - COMPANY	1/5/2023 4:11:55 PM	YR19	USD	020000009999	Submitted	view
INCOME TAX - COMPANY	1/5/2023 3:55:10 PM	YR19	ZWL	020000009999	Submitted	view
INCOME TAX - COMPANY	1/5/2023 9:34:51 AM	YR17	ZWL	020000009995	Received for Submission	view
INCOME TAX - COMPANY	1/5/2023 9:21:49 AM	YR22	ZWL	020000009994	Received for Submission	view
INCOME TAX - COMPANY	12/16/2022 4:27:22 PM	YR18	ZWL	020000010034	Submitted	view
INCOME TAX - COMPANY	12/14/2022 4:03:03 PM	YR16	ZWL	TBA	Received for Submission	view
INCOME TAX - COMPANY	12/14/2022 3:37:43 PM	YR15	ZWL	020000009985	Submitted	view

12. Click **View** to view the submitted return

TAX SUBMISSION HISTORY - INCOME TAX (COMPANY)						
TYPE	DATE	TAX PERIOD	CURRENCY	REFERENCE CODE	STATUS	
INCOME TAX - COMPANY	1/11/2023 11:00:05 AM	YR18	USD	020000010034	Submitted	view
INCOME TAX - COMPANY	1/10/2023 12:25:39 PM	YR20	USD	020000010031	Submitted	view
INCOME TAX - COMPANY	1/10/2023 10:09:43 AM	YR20	ZWL	020000010031	Submitted	view
INCOME TAX - COMPANY	1/5/2023 4:11:55 PM	YR19	USD	020000009999	Submitted	view
INCOME TAX - COMPANY	1/5/2023 3:55:10 PM	YR19	ZWL	020000009999	Submitted	view
INCOME TAX - COMPANY	1/5/2023 9:34:51 AM	YR17	ZWL	020000009995	Received for Submission	view
INCOME TAX - COMPANY	1/5/2023 9:21:49 AM	YR22	ZWL	020000009994	Received for Submission	view
INCOME TAX - COMPANY	12/16/2022 4:27:22 PM	YR18	ZWL	020000010034	Submitted	view
INCOME TAX - COMPANY	12/14/2022 4:03:03 PM	YR16	ZWL	TBA	Received for Submission	view
INCOME TAX - COMPANY	12/14/2022 3:37:43 PM	YR15	ZWL	020000009985	Submitted	view

ZIMRA E-TAXES

Bees Pvt Ltd Bees Pvt Ltd

HOME

SUBMIT TAX RETURNS

TAX SUBMISSION HISTORY

VAT

PAYE

Income Tax - Company

TAX CLEARANCE CERTIFICATE

PROFILE

LOGOUT

TAX SUBMISSION HISTORY

TYPE

INCOME TAX

INCOME TAX

INCOME TAX

INCOME TAX

INCOME TAX

INCOME TAX

INCOME TAX

INCOME TAX

INCOME TAX

INCOME TAX

Income Tax Submission History

Reference: 020000010034

Date submitted: 1/11/2023 11:00:05 AM

Status: Submitted

Currency: USD

Industry Code: COYTRS

Tax Period: YR18

Turnover (Local): 2500000.00

Turnover (Export): 0.00

Other Income (Total): 0.00

Total Income: 2500000.00

Opening Stock: 100.00

Purchases (Cost of Production): 180000.00

Closing Stock: 60000.00

Gross Profit 2379900.00

Other Total Receivables:: 0.00

Expenses (Excluding Interest and Tax): 600000.00

Total Employment Costs (Salaries and Wages): 60000.00

Directors Fees: 0.00

Foreign Payments: 0.00

Foreign Interest: 0.00

Donations to schools, clinics and hospitals: 0.00

Exempt Interest: 0.00

Other Exempt Income: 0.00

Total Expenses: 600000.00

Net profit before interest and tax: 1779900.00

Interest (Expense): 0.00

Net Profit before tax: 1779900.00

Income Tax (Provisional): 0.00

Net Profit / Loss: 1779900.00

Opening Value of Assets: 150000.00

Closing Value of Assets: 250000.00

Capital Employed (Total) 15000.00

Total Non-Deductible Expenditure: 0.00

View

View

View

View

View

View

View

View

View

View

VAT RETURN SUBMISSION

1. Specify Currency to be submitted under **Currency** as shown below

The screenshot shows the 'PAY AS YOU EARN (PAYE) TAX SUBMISSION' form. On the left is a dark sidebar with a user profile icon, the text 'Bees Pvt Ltd Bees Pvt Ltd', a 'HOME' link, and a green 'SUBMIT TAX RETURNS' button. The main content area has a light gray header with the title. Below the header, there are two fields: 'Currency: *' and 'Tax Period: *'. The 'Currency' dropdown menu is open, showing options: '-- Select --', '-- Select --', 'ZWL' (with a red arrow pointing to 'For Local Currency Return Select ZWL'), 'USD' (highlighted in blue with a red arrow pointing to 'For Foreign Currency Return Select USD'), and '-- Select --'.

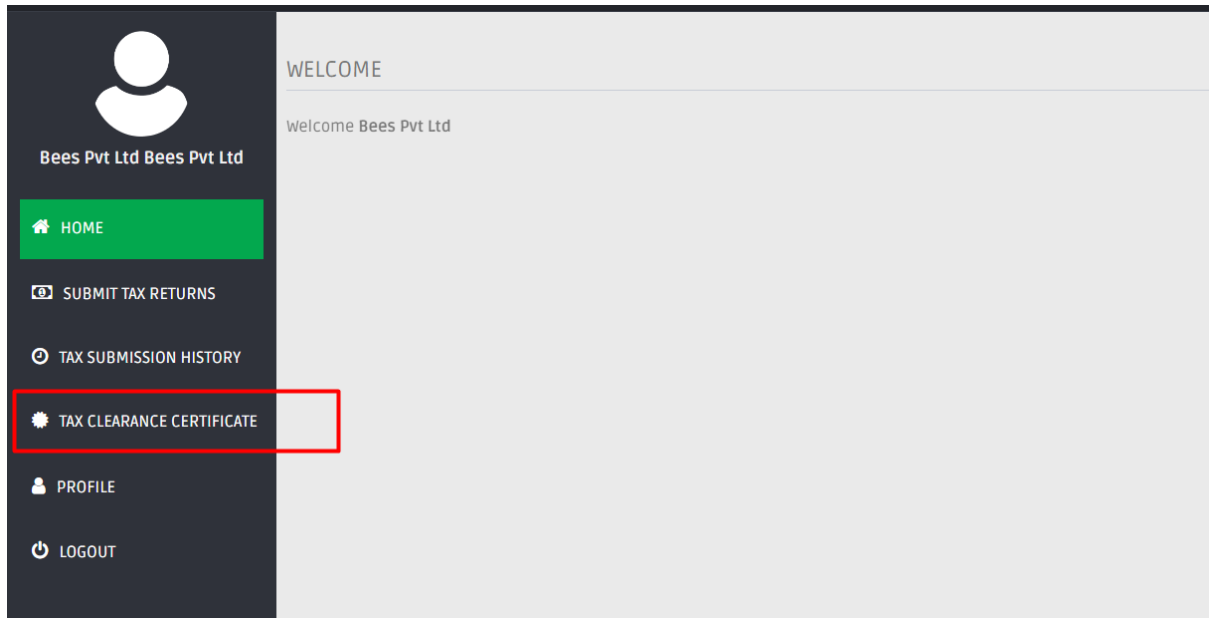
P.A.Y.E RETURN SUBMISSION

1. Specify the currency Under **Currency** as indicated below

The screenshot shows the 'VAT TAX SUBMISSION ON LOCAL SALES' form. The left sidebar is identical to the previous one. The main content area has a light gray header with the title. Below the header, there is a progress bar with three stages: 'Stage 1' (active, green circle), 'Stage 2' (inactive, gray circle), and 'Stage 3' (inactive, gray circle). Below the progress bar, the title 'DECLARATION OF OUTPUT TAX' is displayed. There are two fields: 'Currency: *' and 'Tax Period: *'. The 'Currency' dropdown menu is open, showing options: '-- Select --', '-- Select --', 'ZWL' (with a red arrow pointing to 'For Local Currency Return Select ZWL'), 'USD' (with a red arrow pointing to 'For Foreign Currency Return Select USD'), and '-- Select --'.

TAX CLEARANCE GENERATION

1. Click on **TAX CLEARANCE CERTIFICATE**



2. Click on Button **Click to get your Tax Clearance Status** to get a summary of all outstanding returns and balances

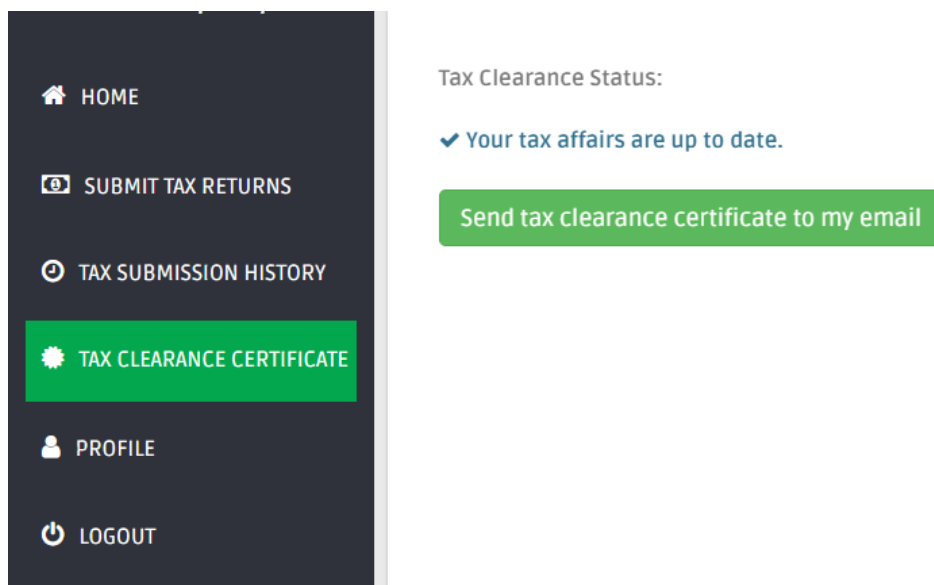
The screenshot shows the 'TAX CLEARANCE CERTIFICATE' page. The sidebar on the left contains the following menu items: HOME, SUBMIT TAX RETURNS, TAX SUBMISSION HISTORY, TAX CLEARANCE CERTIFICATE (highlighted with a green box), PROFILE, and LOGOUT. The main content area displays the 'TAX CLEARANCE CERTIFICATE' title and a message: 'Tax Clearance Status: There are issues that need to be attended to before you are issued your tax clearance certificate'. Below this message is a search bar and a table of outstanding returns and balances.

There are 10 entries

Search:

REVENUE TYPE	DUE DATE	AMOUNT	DESCRIPTION
PAYE	11/01/2023	10,300.00	PAYE - Make Payment
PAYE	10/03/2020	0.00	PAYE ->(2002) - Submit Return
PAYE	10/04/2020	0.00	PAYE ->(2003) - Submit Return
PAYE	10/05/2020	0.00	PAYE ->(2004) - Submit Return
PAYE	10/06/2020	0.00	PAYE ->(2005) - Submit Return
PAYE	10/07/2020	0.00	PAYE ->(2006) - Submit Return
PAYE	10/08/2020	0.00	PAYE ->(2007) - Submit Return
PAYE	10/09/2020	0.00	PAYE ->(2008) - Submit Return
PAYE	10/10/2020	0.00	PAYE ->(2009) - Submit Return
PAYE	10/11/2020	0.00	PAYE ->(2010) - Submit Return

3. If Client is up to date, response will show message below.



4. Click on **Send Tax Clearance Certificate to my email** to receive the Tax clearance in the registered email address