NP4A

ZIMBABWE   REVENUE   AUTHORITY

APPLICATION FOR A TAX DEDUCTION DIRECTIVE FOR THE TAX YEAR ENDED 31 DEC………………………

NAME OF EMPLOYER/ PENSION FUND									
BUSINESS PARTNER NUMBER									

1. THE APPLICATION IS IN RESPECT OF
Name of employee……………………………………………………………………………………………

Address of employee…………………………………………………………………………………………

Cell phone Number……………………………………………………………………………………......

Employee's I. D. Number											
Employee's Date of Birth											
Employee's Code Number											

2. Indicate PAYE deducted to date if directive is for Gratuity and Retrenchment package

NATURE OF BENEFIT	SELECT (Type of Directive by Ticking)	AMOUNT OF BENEFIT (US$)
Gratuity		
Retrenchment Package		
Cash in Lieu of leave		
Relocation allowance		
Retirement grant		
Balance of pension commutation		
Full commutation		
Refund of pension/benefit fund contribution		

Salary and Allowances to Date of Termination $....................................

PAYE deducted to date of Termination $..............................

Current Annual Salary $..............................

Current Paye to Date $..............................

3. FOR SALARY DIRECTIVE ONLY
  a.   Estimated annual salary, commission and allowances from all sources $.......................

  b. Bonus $ ………………

  c. Annual Pension/ RAF contributions (Attach proof) $ ………………

  d. PAYE deducted to date $ ………………

  e. Indicate by ticking if earnings are commission based

  f. Reasons for application …...……………………………………………………………………....

4. DECLARATION
We/I …………………………………………………………..declare that we/I have personally reviewed the information given above and that it is true and correct in all material respects.

Name of employer representative…………………………   **Designation**………………….
Signature………………………………………… ....   **Date**…………..…………………

Notes: (notes below to form part of the tool tips in an automated environment)
1.   Estimated total remuneration must include the value of any benefits (housing, loan, etc.) likely to be received by you during the tax year. Bonus to be shown separately

You should apply for a new directive should there be any subsequent change in your circumstances and / or any increase or decrease in the rate of remuneration declared above