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receiving office

I.T.F. 12 C



**ZIMBABWE REVENUE AUTHORITY**  
**INCOME TAX SELF ASSESSMENT RETURN**  
**Income Tax Act, (Chapter 23:06)**

**Tax Year Ended 31 December .....**

**This return should be completed by all persons earning income from trade and investment and who have been specified by the Commissioner General to be on Self-Assessment.**

<b>To:</b> .....
<b>Public Officer/Representative of:</b> .....
<b>Address:</b> .....
.....
<b>Business Partner No.:</b> .....

You are required, under the provisions of the Income Tax Act (Chapter 23:06), to make on this form, a true and correct return of the income received or accrued during the period for which this return is being submitted. Provided the circumstances so warrant, a reasonable extension of time beyond the due date within which to render this return may be allowed if the application is made at the appropriate office giving reason for the request. Failure to render the return by the stipulated date or to obtain an extension may render you or the public officer liable to a fine, prosecution and/or imprisonment.

**Commissioner General**

**PARTICULARS OF THE TAXPAYER**

<b>Name in full</b> (surname first for individuals)	
<b>Trade Name</b>	
<b>Business Partner Number</b>	
<b>Nature of Business</b>	
<b>Telephone Number( s)</b>	
<b>Email Address(s)</b>	

**DETAILS PER ACCOUNTS**

DETAILS		ACTION
1.Turnover (local)	\$	
2.Turnover(export)	\$	

3.Other Income(total)	\$	
<b>4.Total Income (1+2+3)</b>		

### DETAILS PER ACCOUNTS

<b>Cost of Sales (5.1+5.2+5.3)</b>		
5.1 Opening Stock	\$	
5.2 Purchases (Cost of production)	\$	
5.3 Closing Stock	\$	
<b>6.Gross Profit (4-5)</b>		\$
<b>Expenses (7.1+7.2+7.3+7.4+7.5)</b>		
7.1.Expenses(excluding interest &tax)	\$	
7.2 Total Employment Costs (Salaries & Wages)	\$	
7.3 Directors Fees	\$	
7.4 Foreign Payments	\$	
7.5 Foreign Interest	\$	
<b>8.Net Profit Before Interest and tax (6-7)</b>		\$
9.Interest (expense)		\$
<b>10.Net Profit before tax (8-9)</b>		\$
11. Income Tax (Provisional)		\$
<b>12.Net Profit/Loss (10-11)</b>		\$
13.Opening Value of Assets*		\$
14.Closing Value of Assets*		\$
15.Capital Employed (Total Shareholders' Funds)*		\$

\*13,14,15 are information items only

### TAX COMPUTATION

DETAILS	ACTION
<b>16.Net Profit/Loss before tax (box 10)</b>	\$
17.Total Non-Deductible Expenditure	\$
<b>18.Subtotal (16+17)</b>	\$
<b>19. less Deductions (19.1+19.2)</b>	\$

19.1.Total Capital Allowances(xxxxx) Less Recoupments (xxxx)		
19.2.Total Non-Taxable Income		
<b>20. Taxable Income/Loss (18-19)</b>		
21.Assessed loss b/f		
<b>22.TAXABLE INCOME/ASSESSED LOSS OF THE YEAR (20-21)</b>		
<b>DETAILS PER ACCOUNTS</b>		
<b>23.Tax on Taxable Income</b> (Apply appropriate rate)		
<b>24. Total Tax Relief(if any)</b> 24.1.+24.2		
24.1. Tax Credits		
24.2.Double taxation relief		
<b>25. Tax Due After Tax Credits (23 less 24)</b>		
26. Add Aids Levy ( box 25 x 3%)		
<b>27. Tax chargeable (25 add 26)</b>		
<b>28 less Prepayments (28.1+28.2+28.3)</b>		
28.1 Withholding Amounts on Contracts Section 80		
28.2 Withholding Tax on Directors Fees		
28.3.1 Other tax paid		
28.3.2 Other tax		
28.3.3 Other tax		
28.3.4 Other tax		
28.3.5 Other tax		
<b>29. Tax Payable (27 less 28)</b>		
30.Provisional Tax Paid (QPD Instalments)		Declared amount (of amounts paid) for information purposes
<b>31.Shortfall/Overpayment(delete inapplicable)(29 less 30)</b>		
<b>32. Interest</b>		<b>If margin of error is more than 10% or above, calculate interest on the difference.</b>

### GENERAL INFORMATION

Did you trade with any local/ foreign **related** parties during the tax year for which this return relates?

(Please tick ) YES   NO

If you answered Yes to the above please complete ITF 12C2.

**DECLARATION**

**Warning – Giving false information in the return or concealing any part of the taxable income may lead to prosecution of both the Public Officer and the taxpayer.**

I (**Full name - please print**).....being the duly appointed Public Officer/Representative of the taxpayer (delete the inapplicable) hereby declare that this return contains a complete, just and true statement of the required particulars in regard to the income tax of .....

(**Name of taxpayer**) based on the signed accounts in respect of the accounting year ending on.....

**Signature of the Person/Public Officer**.....**Date**.....

**Designation**.....