



PUBLIC NOTICE: FIRST QUARTER PROVISIONAL INCOME TAX PAYMENT DUE 25 MARCH 2023

The Zimbabwe Revenue Authority (ZIMRA) hereby reminds its valued clients whose taxable income is derived from **any business** for the tax year ending **31 December 2023** that the First Quarter Provisional Tax Payment is due on or before the **25th of March 2023**.

This means that, **10%** of the provisional tax for the tax year ending **31st December 2023** is due on or before the **25th of March 2023**. The Provisional Tax Payment Dates are shown as below:

Quarterly Instalment	Due Date (On or Before)	Instalment Due (Percentage of Projected Annual Tax Payable)	Cumulative Tax Due
1 st	25 th March, 2023	10%	10%
2 nd	25 th June, 2023	25%	35%
3 rd	25 th September, 2023	30%	65%
4 th	20 th December, 2023	35%	100%

For calculation of the Provisional Tax for each QPD, clients are required to estimate the annual tax due and calculate the respective percentage of tax for the respective quarter with reference to the table above. The annual estimated tax should be adjusted depending on the business's performance to update the estimates every quarter. Completed provisional income tax returns (ITF12B) are submitted via relevant email addresses selected from the list provided below. The ITF 12B is accessible on the ZIMRA website: www.zimra.co.zw

CALCULATION OF PROVISIONAL TAX FOR 2023 YEAR OF ASSESSMENT WHERE THERE IS NEED FOR CONVERSIONS.

In calculating provisional tax for 2023, taxpayers are required to use the quarterly average auction exchange rate. Given the fixed dates of the QPDs, the Quarterly Average Auction exchange rate shall be determined as follows:

- a) 1st QPD - 1 January 2023 to 20 March 2023
- b) 2nd QPD - 23 March 2023 to 20 June 2023
- c) 3rd QPD- 21 June 2023 to 20 September 2023
- d) 4th QPD- 21 September 2023 to 15 December 2023

The daily exchange rates are summed and then the average is determined.

OUTSTANDING RETURNS AND PAYMENTS

All taxpayers with outstanding returns, i.e. returns for previous tax periods, are reminded to submit them, without further delay. Late submission of returns and payment of tax attracts prosecutions, penalties and interest respectively. Outstanding returns may include:

- a) Employees' Tax or Pay As You Earn (PAYE) Remittances - [P2 Remittance Advice Form]
- b) Withholding Taxes /Royalties Returns/ Presumptive Tax – [REV5 Form]
- c) Intermediate Money Transfer Tax (IMTT) - [REV5B Form]
- d) Income Tax returns (ITF12C)
- e) Value Added Tax(VAT) -[VAT 7]

SUBMISSION OF PROVISIONAL INCOME TAX RETURNS (ITF12B)

Taxpayers are urged to take note of the following issues:

- Taxpayers with a combination of income in forex and in local currency should submit two separate provisional income tax returns (ITF12B)
- Reference should be made to Finance Act No 8 and No 2(10) of 2022 concerning apportionment of expenditure and exchange rates to be used for any conversions that may be necessary.
- Clients who have received a written notice fixing dates other than the above are required to comply with that written notice.
- Failure to submit the ITF 12B with estimates entitles ZIMRA to estimate the taxable income and recover the tax due including interest thereof.
- Clients are advised to scan and email completed copies of ITF12B form (QPDs) using the applicable/relevant email address selected from the list below:

Station	E-Mail Address
LCO Income Tax Returns	incometaxlcoreturn@zimra.co.zw
MCO Income Tax Returns	incometaxmcoreturn@zimra.co.zw
SCO Income Tax Returns	incometaxscoreturn@zimra.co.zw
Bulawayo	mhlahandlelaretturn@zimra.co.zw
Victoria Falls	vicfallsreturn@zimra.co.zw
Hwange	hwangereturn@zimra.co.zw
Gwanda	gwandareturn@zimra.co.zw
Beitbridge	beitbridgereturn@zimra.co.zw
Masvingo	masvingoreturn@zimra.co.zw
Mutare	mutarereurn@zimra.co.zw
Gweru	gwerureturn@zimra.co.zw
Chiredzi	chiredzireturn@zimra.co.zw
Zvishavane	zvishavanereturn@zimra.co.zw
Chipinge	chipingereturn@zimra.co.zw
Rusape	rusapereturn@zimra.co.zw
Kwekwe	kwekwereturn@zimra.co.zw
Kadoma	kadomareturn@zimra.co.zw
Chinhoyi	chinhoyireturn@zimra.co.zw
Kariba	karibareturn@zimra.co.zw
Marondera	maronderareturn@zimra.co.zw
Bindura	bindurareturn@zimra.co.zw

My Taxes, My Duties: Building My Zimbabwe!!

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