



PUBLIC NOTICE: SUBMISSION OF INCOME TAX RETURNS (ITF 12C) FOR TAX YEAR ENDED 31 DECEMBER 2022 SMALL CLIENTS

The Commissioner of Taxes hereby reminds all taxpayers in the **Small Clients** category that the Income Tax Returns (ITF 12C), for the tax year ended **31st December 2022** are due on or before **31st May 2023**.

1. Income from Trade and Investments

All taxpayers that received or accrued income from trade and investments are on Self-Assessment in terms of section 37A of the Income Tax Act [Chapter 23:06]. Taxpayers in **Small Clients Office, Region 2 and Region 3** are reminded that they should submit Income Tax Returns (ITF 12C) relating to income for the year ended 2022, accompanied by the relevant financial statements, on or before the **31st of May 2023**.

Nil returns must be submitted where no income was received or accrued.

2. Taxpayers with approved Accounting Years

Taxpayers with approved accounting years other than 31st December should submit income tax returns within four months after the end of their accounting year. Where arrangements have been made with the responsible Regional Manager to submit income tax returns on specific dates other than within four months after the end of their accounting year, taxpayers are reminded to submit the income tax returns within such agreed dates.

3. Submission of Income Tax Returns

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 income tax returns.
- 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.
- Where a taxpayer has traded solely in one currency, they should also submit two returns, i.e. an Income tax return reflecting transactions in the currency they have traded in and a nil return for the other currency

OTHER ISSUES

1. 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 - 21 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.

2. Outstanding Tax Returns and Payments

- a) All taxpayers with outstanding returns, i.e. returns for previous tax periods, are reminded to submit them without further delay. Outstanding returns may include:
 - (i) Employees’ Tax or Pay As You Earn (PAYE) Remittances - [P2 Remittance Advice Form]
 - (ii) Withholding Taxes/Royalties Returns – [REV5 Form]
 - (iii) Intermediate Money Transfer Tax (IMTT) - [REV5B Form]
 - (iv) Income Tax (ITF12B PAYMENTS)
 - (v) Value Added Tax (VAT) - [VAT 7]
- b) Returns should be completed in full, submitted on time and online, through the ZIMRA e-services platform <http://www.efiling.zimra.co.zw> or ZIMRA e-taxes platform <https://etaxes.zimra.co.zw>. Kindly note that the e-services platform can be used to submit returns in local currency only and the e-taxes platform can be used to submit returns in both local currency and foreign currency.
- c) There are Self Service Centers (Kiosks) throughout the Regions where taxpayers who do not have access to internet at their offices can access the E-Services and E-taxes platforms free of charge.
- d) Payments for all taxes should be remitted in full and on time through banks. Refer to the following link on ZIMRA website for ZIMRA Bank Accounts <https://www.zimra.co.zw/profile/203>
- e) Late submission of returns and payment of tax attracts prosecutions, penalties and interest respectively.

NB: All returns should be submitted online through e-services or e-taxes platform. In cases of failed online submission, the failed return should be scanned and emailed to the applicable/relevant email address selected from the list below:

My Taxes, My Duties: Building My Zimbabwe!!
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