

PUBLIC NOTICE:
Submission of ITF 16 Return (Tax on Employment Income) Return for 2024 Tax Year

The Zimbabwe Revenue Authority (ZIMRA) hereby reminds all taxpayers who are employers to extract from their payrolls, prepare and submit **ITF 16 return** (Return for Tax on Employment Income) for the **2024** year of assessment. The definition of “year of assessment” for purposes of employment income for 2024 year of assessment has two Tax Periods for the income in local currency, whilst employment income in US\$ has one Tax Period. For salaries paid in local currency the employer is required to submit an ITF16 for the period 1 January to 4 April 2024 and another one for the period 5 April to 31st December 2024.

Please note that ITF16 Return shall be submitted to ZIMRA on or before **30th January 2025** as follows:

- Where employees are paid salaries exclusively in local currency, the employer must submit an ITF16 in local currency.
- Where employees are paid salaries exclusively in foreign currency, the employer shall submit an ITF 16 in foreign currency.
- Where employees are paid both in US\$ and local currency, the employer is required to submit one ITF 16 in US\$ since the PAYE was calculated using US\$ tables.

Submission of ITF16 Returns

The IT16 returns for 2024 should be submitted through the following e-mail addresses or at the respective station according to the region and station of the taxpayer.

Region	Station	E- mail
LCO	LCO	LCO2024ITF16@zimra.co.zw
MCO	MCO	MCO ITF16@zimra.co.zw
Region 3	Chipinge	chipingeITF16return@zimra.co.zw
	Chiredzi	chiredziITF16return@zimra.co.zw
	Gweru	gweruITF16return@zimra.co.zw
	Kadoma	kadomaITF16return@zimra.co.zw
	Kwekwe	kwekweITF16return@zimra.co.zw
	Masvingo	masvingoITF16return@zimra.co.zw
	Mutare	mutareITF16return@zimra.co.zw
	Rusape	rusapeITF16return@zimra.co.zw
SCO	Zvishavane	zvishavaneITF16return@zimra.co.zw
	Kurima	SCOKurimaITF16@zimra.co.zw
	Bindura	SCOBinduraITF16@zimra.co.zw
	Chinhoyi	SCOChinhoyiITF16@zimra.co.zw
	Marondera	SCOMaronderaITF16@zimra.co.zw
Region 2	Kariba	SCOKaribaITF16@zimra.co.zw
	Bulawayo	mhlahandlelaitf16@zimra.co.zw
	Victoria falls	victoriafallsitf16@zimra.co.zw
	Gwanda	beitbridgeitf16@zimra.co.zw
	Hwange	victoriafallsitf16@zimra.co.zw
	Beitbridge	beitbridgeitf16@zimra.co.zw

My Taxes, My Duties: Building My Zimbabwe

Public Notice No. 4 of 2025, issued on 23/01/2025

Get in touch with us on our Contact Centre
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we are here to serve



www.zimra.co.zw