



## PUBLIC NOTICE:

# ISSUANCE OF 2023 TAX CLEARANCES

The Zimbabwe Revenue Authority (ZIMRA) would like to inform all its valued taxpayers that, year 2023 ITF 263s will be auto-generated by the ZIMRA system and sent to compliant taxpayers through email addresses that are registered in the ZIMRA database. Taxpayers are therefore, implored to ensure that they have complied with the following in order to access their ITF 263 for year 2023:

**1. Updated Tax Affairs** – All registered taxpayers should be up to date with:

- i) submission of all tax returns and
- ii) tax payments

**2. Master data** – taxpayers should ensure that their master data information is correct and up to date. The ITF 263s being auto generated and send through email will bounce back if the email addresses in the system are not the ones which are currently being used by the taxpayers, hence the need to update the master data forthwith.

Master data includes the following:

- i) Physical Address,
- ii) Email Address,
- iii) Telephone Number,
- iv) Bank Accounts and
- v) Industry Classification.

Where email addresses being used are not the ones that are in the database, kindly fill in Rev 2 form obtainable from the ZIMRA website.

**3. Fiscalisation and interface** – Taxpayers registered for Value Added Tax (VAT), should ensure that they are fully fiscalised for currency of transactions and their devices interfaced with ZIMRA servers.

2023 tax clearance certificates will be auto-generated and send to compliant taxpayers through

email with effect from 01 November 2022. Tax clearance Certificates for LCO and MCO taxpayers will be valid up to 31 December 2023. Tax clearances for Small Clients Office (SCO), Region 2 and Region 3 will expire 12 months from date of issue.

Please note that the Commissioner has noted with concern that some taxpayers are declaring that they are not operating and upload NIL returns in the system for the purpose of getting ITF 263 whilst they are fully operational. The taxpayers are urged to always make correct declarations as ZIMRA audit teams are in the field to verify the correctness of such declarations.

For any ITF263 related enquiries, clients are advised to visit their nearest ZIMRA offices or continue using the following email addresses:

- 1) Large Client Office (LCO) – [itf263queriesdesklco@zimra.co.zw](mailto:itf263queriesdesklco@zimra.co.zw)
- 2) Medium Clients Office (MCO) – [itf263queriesdeskmco@zimra.co.zw](mailto:itf263queriesdeskmco@zimra.co.zw)
- 3) Small Clients Office (SCO) – [itf263queriesdesksco@zimra.co.zw](mailto:itf263queriesdesksco@zimra.co.zw)
- 4) Region 2 – [itf263queriesdeskregion2@zimra.co.zw](mailto:itf263queriesdeskregion2@zimra.co.zw)
- 5) Region 3 – [itf263queriesdeskregion3@zimra.co.zw](mailto:itf263queriesdeskregion3@zimra.co.zw)

Submit Tax Returns online via ZIMRA e-services <http://www.efiling.zimra.co.zw> or alternatively use email addresses as published on ZIMRA website where you fail to do online platform. All Tax Payments, use ZIMRA Bank Accounts on website <https://www.zimra.co.zw/profile/203>

*My Taxes, My Duties: Building My Zimbabwe!!*

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