



ZIMBABWE REVENUE AUTHORITY

E-TAXES MANUAL

Version 2

1. Type the following URL on the browser to access the eTaxes system:

<https://etaxes.zimra.co.zw>

The page that will come up will be like the screenshot below:

ZIMRA e-Taxes



Sign In



Sign In

[Forgot Password](#)

Not registered yet? [Sign Up](#)

2. The first step is to click on the Sign Up link indicated by the arrow below:

ZIMRA e-Taxes



Sign In



Sign In

[Forgot Password](#)

Not registered yet? [Sign Up](#)

Please **note** that the entire sign up process is once-off. This meant to register your details so that you are able to use the e-taxes system. Once the process is completed, every other time you will just login and use the system to make your submissions.

3. Upon clicking sign up the following page will come up:

ZIMRA e-Taxes



Signup

Start Here:

-- Select --



[Back to Login](#)

4. The assumption is that you already have a BP number and an email registered with ZIMRA. On the drop down menu select "I have a BP Number"

ZIMRA e-Taxes



Signup

Start Here:

BP Number:

Email:

5. Fill in the fields on the page that loads, i.e. your BP Number and email address that you submitted at ZIMRA.

6. Fill in the required details on the next page that comes up:

ZIMRA e-Taxes



Signup

I have a BP Number

BP Number:

Email:

Company:

Firstname:

Surname:

Phone Number:

Create Password:

Confirm Password

Submit

Cancel

NB: This is the page where you also get to create a password that you will use to login into the same. Fill in the fields and click the submit button.

- Once the details have been submitted, an email to activate your account will be sent to your email address.

ZIMRA e-Taxes

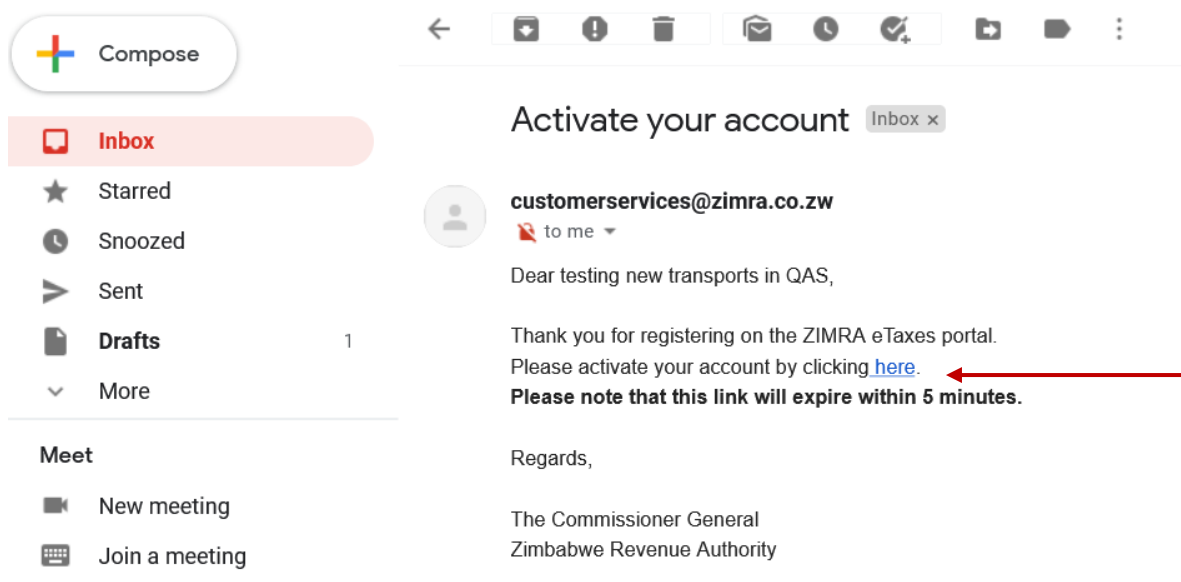


Signup Complete

User account for 0200000300 has been created. Please activate your account by following the instructions that have been sent to thando.silongwe@gmail.com.

[Go to Login Page](#)

- You will simply click on the link in your email to activate your account.



The screenshot shows an email client interface. On the left is a sidebar with navigation options: Compose, Inbox (selected), Starred, Snoozed, Sent, Drafts (1), More, Meet, New meeting, and Join a meeting. The main area displays an email from **customerservices@zimra.co.zw** with the subject **Activate your account**. The email content reads: "Dear testing new transports in QAS, Thank you for registering on the ZIMRA eTaxes portal. Please activate your account by clicking [here](#). Please note that this link will expire within 5 minutes." A red arrow points to the [here](#) link. The email is signed off with "Regards, The Commissioner General Zimbabwe Revenue Authority".

Please note that the link expires within the timeframe mentioned in your email.

9. After clicking the activation link you will be directed to the website with the following message :

ZIMRA e-Taxes



Account Activation

activation successfull

[Go to Login Page](#)

10. From here you now login into the e-taxes system. Click on the Go to Login Page link to access the login page.

ZIMRA e-Taxes



Sign In



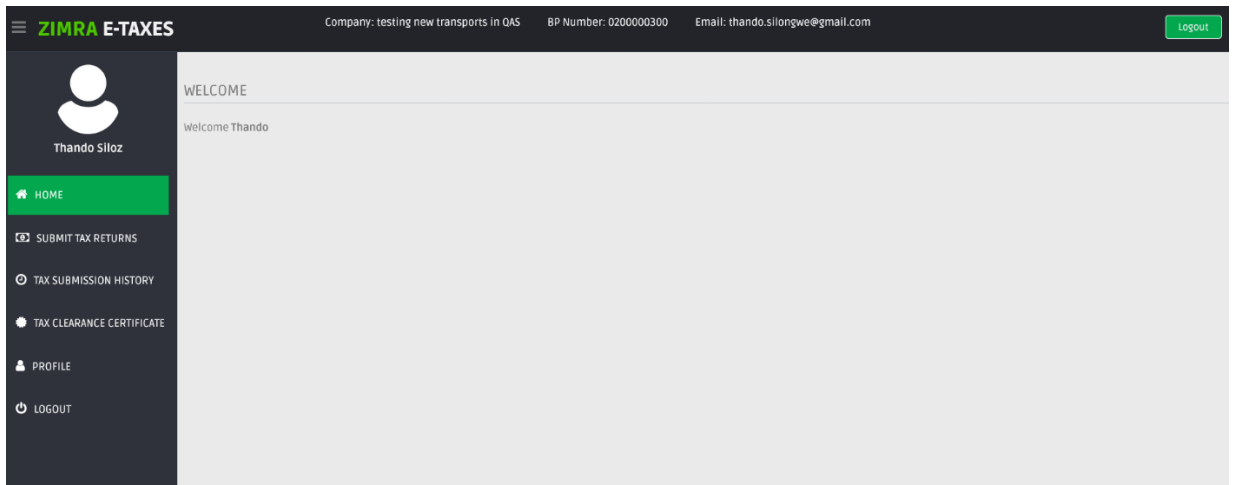
Sign In

[Forgot Password](#)

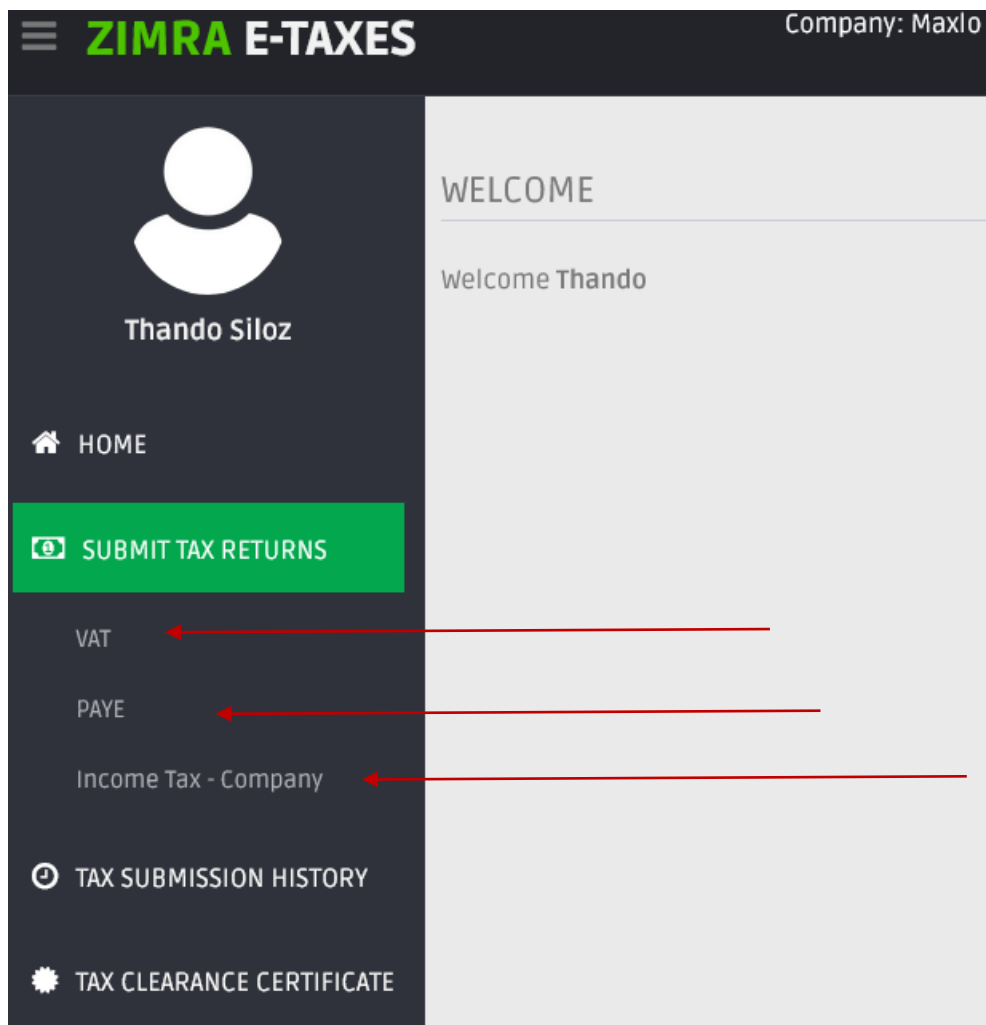
Not registered yet? [Sign Up](#)

Enter your BP number and password you created during the sign up process.

11. Upon successful login the following page will come up:



12. Click on the link labelled Submit Tax Returns and select the appropriate tax head for which you need to make a submission:



Select the tax head for which you intend to make a submission for, fill in the appropriate fields and complete the submission by clicking the submit button.

RETURN SUBMISSION

1. Click Submit Tax Returns
2. Select Tax Type
3. Select the currency

INCOME TAX SUBMISSION - COMPANY

Stage 1 Stage 2 Stage 3

Currency: * -- Select --
-- Select --
ZWL For Local Currency Return Select ZWL
USD For Foreign Currency Return Select USD
-- Select --

Tax Period: * -- Select --

Industry Code: * -- Select --

Turnover (Local): *

Turnover (Export):

Other Income (Excluding exempt income):

4. Select Tax period

Stage 1 Stage 2 Stage 3

Currency: * USD

Tax Period: * -- Select --
-- Select --
YR23
YR22
YR21
YR20
YR19
YR18
YR17
YR16

Industry Code: * -- Select --

Turnover (Local): *

Turnover (Export):

5. Select industry Code

The screenshot shows the 'INCOME TAX SUBMISSION - COMPANY' form. The 'Industry Code' field is open, displaying a dropdown menu with the following options: -- Select --, COYTRS (with an arrow pointing to 'For Companies Select COYTRS'), INCINDV (with an arrow pointing to 'For Income Tax for Individuals Select INCINDV'), MANEXP < 50, MANEXP > 50, INCPEN, LICINV, MIN OPS, LICINV 5YRS 15%, MANEXP, MANEXP < 41, INCTOUR, INCINPK, INCBOT 5YRS 15%, INCBOT, 10. INCINPK +5YRS, EXEMPT BODIES, OTHER (highlighted in blue), and -- Select --. Below the dropdown, a red text prompt reads: 'Please select the industry code for your submission'. The form also shows 'Stage 1' and 'Stage 3' progress indicators, and fields for 'Currency: *', 'Tax Period: *', and 'Industry Code: *'. The left sidebar contains navigation options: HOME, SUBMIT TAX RETURNS, VAT, PAYE, Income Tax - Company, TAX SUBMISSION HISTORY, and TAX CLEARANCE CERTIFICATE.

6. Input Details (Turnover Values, Stock Values, Costs Values, and Assets Values etc.)

The screenshot shows the 'INCOME TAX SUBMISSION - COMPANY' form with the following input details: 'Currency: *' is set to 'USD'; 'Tax Period: *' is set to 'YR21'; 'Industry Code: *' is set to 'COYTRS'; 'Turnover (Local): *' is set to '75000'; 'Turnover (Export):' is empty; 'Other Income (Excluding exempt income):' is empty; and 'Total Operating Income:' is set to '75000.00'. A red box highlights the 'Total Operating Income' field, with a red text prompt below it: 'Greyed Out Fields Auto-Populate'. The left sidebar contains navigation options: HOME, SUBMIT TAX RETURNS, VAT, PAYE, Income Tax - Company, and TAX SUBMISSION HISTORY.

NB; Take note of greyed out fields that are auto-calculated to verify your Declaration.

Bees Pvt Ltd Bees Pvt Ltd

HOME

SUBMIT TAX RETURNS

VAT

PAYE

Income Tax - Company

TAX SUBMISSION HISTORY

TAX CLEARANCE CERTIFICATE

PROFILE

LOGOUT

Directors Fees:

Foreign Payments:

Foreign Interest:

Donations to schools, clinics, hospitals etc. :

Exempt Interest:

Other Exempt Income:

Total Expenses: 7500.00

Next

7. Click Next

NB: If the NEXT button is not working when clicked, press Ctrl + F5 to refresh the page and enter the values again

8. Input Details (e.g. Capital Allowances, Provisional Tax Paid through the QPDs)

9. Submit Return

Bees Pvt Ltd Bees Pvt Ltd

HOME

SUBMIT TAX RETURNS

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Income Tax - Company

TAX SUBMISSION HISTORY

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Withholding Amounts On Contracts:

Withholding Tax On Directors Fees:

Do you have any other Tax paid?: Yes No

Total Pre-payment: 0.00

Tax Payable: 1680.96 → Verify Tax Payable Calculated

Provisional Tax Paid (QPD Instalments):

Shortfall / Overpayment: 1680.96

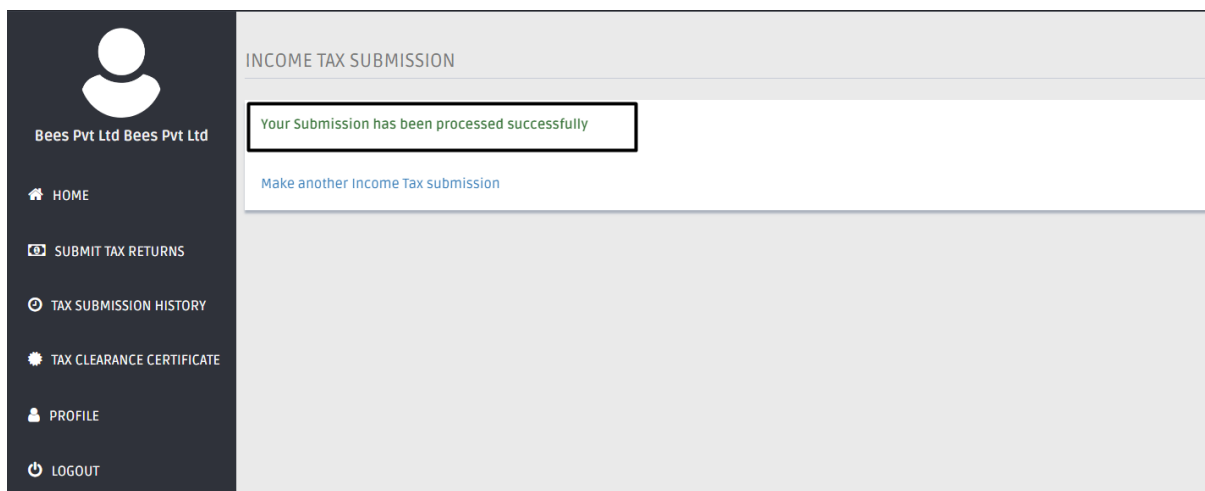
Upload Attachment File: No file chosen

Submit

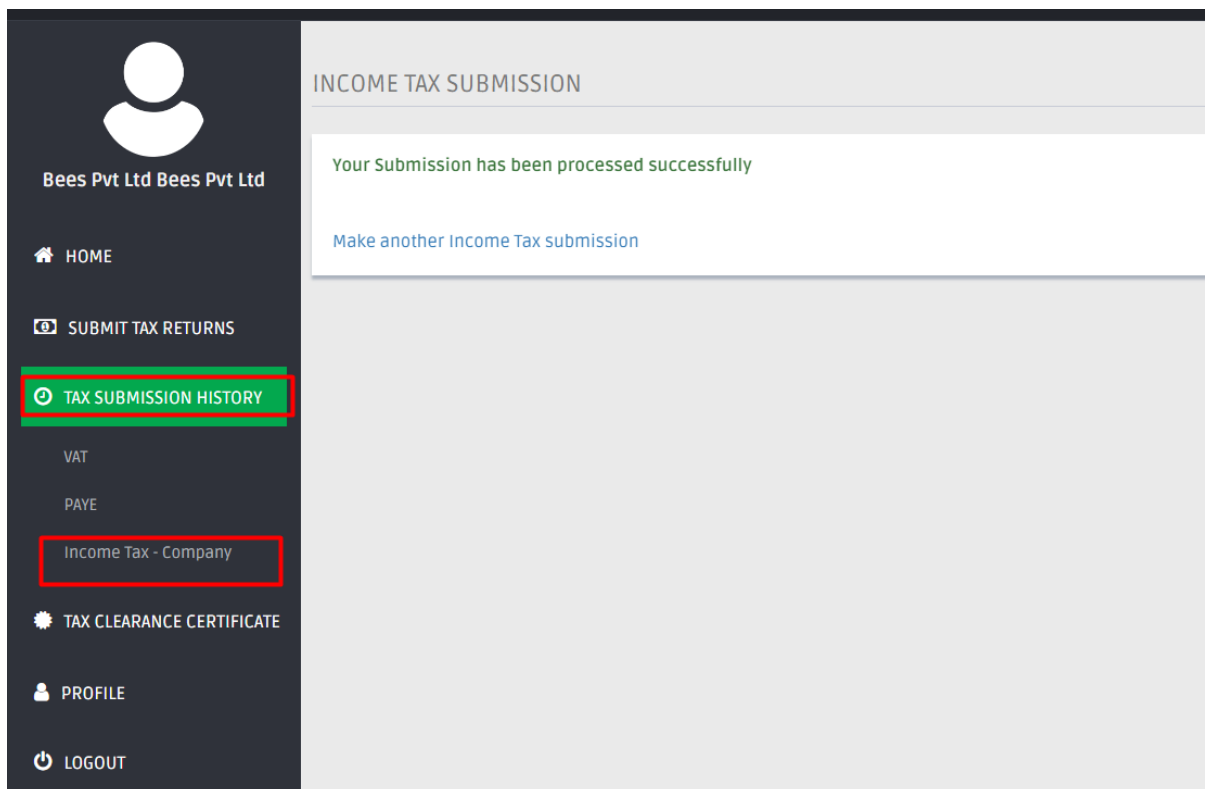
Previous

Clicking the SUBMIT button posts the Tax Payable figure in the System

10. Once submitted successfully you will get the notification below and an email will be sent to client's registered email address



11. To view Submitted Return Go under TAX SUBMISSION HISTORY and Select Tax Head



NB: The page below shows all submissions made by the taxpayer.

Bees Pvt Ltd Bees Pvt Ltd

HOME

SUBMIT TAX RETURNS

TAX SUBMISSION HISTORY

VAT

PAYE

Income Tax - Company

TAX CLEARANCE CERTIFICATE

PROFILE

LOGOUT

TAX SUBMISSION HISTORY - INCOME TAX (COMPANY)

TYPE	DATE	TAX PERIOD	CURRENCY	REFERENCE CODE	STATUS	
INCOME TAX - COMPANY	1/11/2023 11:00:05 AM	YR18	USD	020000010034	Submitted	View
INCOME TAX - COMPANY	1/10/2023 12:25:39 PM	YR20	USD	020000010031	Submitted	View
INCOME TAX - COMPANY	1/10/2023 10:09:43 AM	YR20	ZWL	020000010031	Submitted	View
INCOME TAX - COMPANY	1/5/2023 4:11:55 PM	YR19	USD	020000009999	Submitted	View
INCOME TAX - COMPANY	1/5/2023 3:55:10 PM	YR19	ZWL	020000009999	Submitted	View
INCOME TAX - COMPANY	1/5/2023 9:34:51 AM	YR17	ZWL	020000009995	Received for Submission	View
INCOME TAX - COMPANY	1/5/2023 9:21:49 AM	YR22	ZWL	020000009994	Received for Submission	View
INCOME TAX - COMPANY	12/16/2022 4:27:22 PM	YR18	ZWL	020000010034	Submitted	View
INCOME TAX - COMPANY	12/14/2022 4:03:03 PM	YR16	ZWL	TBA	Received for Submission	View
INCOME TAX - COMPANY	12/14/2022 3:37:43 PM	YR15	ZWL	020000009985	Submitted	View

12. Click **View** to view the submitted return

Bees Pvt Ltd Bees Pvt Ltd

HOME

SUBMIT TAX RETURNS

TAX SUBMISSION HISTORY

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PAYE

Income Tax - Company

TAX CLEARANCE CERTIFICATE

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LOGOUT

TAX SUBMISSION HISTORY - INCOME TAX (COMPANY)

TYPE	DATE	TAX PERIOD	CURRENCY	REFERENCE CODE	STATUS	
INCOME TAX - COMPANY	1/11/2023 11:00:05 AM	YR18	USD	020000010034	Submitted	View
INCOME TAX - COMPANY	1/10/2023 12:25:39 PM	YR20	USD	020000010031	Submitted	View
INCOME TAX - COMPANY	1/10/2023 10:09:43 AM	YR20	ZWL	020000010031	Submitted	View
INCOME TAX - COMPANY	1/5/2023 4:11:55 PM	YR19	USD	020000009999	Submitted	View
INCOME TAX - COMPANY	1/5/2023 3:55:10 PM	YR19	ZWL	020000009999	Submitted	View
INCOME TAX - COMPANY	1/5/2023 9:34:51 AM	YR17	ZWL	020000009995	Received for Submission	View
INCOME TAX - COMPANY	1/5/2023 9:21:49 AM	YR22	ZWL	020000009994	Received for Submission	View
INCOME TAX - COMPANY	12/16/2022 4:27:22 PM	YR18	ZWL	020000010034	Submitted	View
INCOME TAX - COMPANY	12/14/2022 4:03:03 PM	YR16	ZWL	TBA	Received for Submission	View
INCOME TAX - COMPANY	12/14/2022 3:37:43 PM	YR15	ZWL	020000009985	Submitted	View

ZIMRA E-TAXES

Bees Pvt Ltd Bees Pvt Ltd

HOME

SUBMIT TAX RETURNS

TAX SUBMISSION HISTORY

VAT

PAYE

Income Tax - Company

TAX CLEARANCE CERTIFICATE

PROFILE

LOGOUT

TAX SUBMISSION HISTORY - INCOME TAX (COMPANY)

Income Tax Submission History

Reference: 020000010034 Date submitted: 1/11/2023 11:00:05 AM Status: Submitted

Currency: USD

Industry Code: COYTRS

Tax Period: YR18 Turnover (Local): 2500000.00

Turnover (Export): 0.00 Other Income (Total): 0.00

Total Income: 2500000.00 Opening Stock: 100.00

Purchases (Cost of Production): 180000.00 Closing Stock: 60000.00

Gross Profit 2379900.00 Other Total Receivables: 0.00

Expenses (Excluding Interest and Tax): 600000.00 Total Employment Costs (Salaries and Wages): 600000.00

Directors Fees: 0.00 Foreign Payments: 0.00

Foreign Interest: 0.00 Donations to schools, clinics and hospitals: 0.00

Exempt Interest: 0.00 Other Exempt Income: 0.00

Total Expenses: 600000.00 Net profit before interest and tax: 1779900.00

Interest (Expense): 0.00 Net Profit before tax: 1779900.00

Income Tax (Provisional): 0.00 Net Profit / Loss: 1779900.00

Opening Value of Assets: 150000.00 Closing Value of Assets: 250000.00

Capital Employed (Total) 15000.00 Total Non-Deductible Expenditure: 0.00

VAT RETURN SUBMISSION

1. Specify Currency to be submitted under **Currency** as shown below

Bees Pvt Ltd Bees Pvt Ltd

HOME

SUBMIT TAX RETURNS

PAY AS YOU EARN (PAYE) TAX SUBMISSION

Currency: *

Tax Period: *

-- Select --

-- Select --

ZWL → For Local Currency Return Select ZWL

USD → For Foreign Currency Return Select USD

-- Select --

P.A.Y.E RETURN SUBMISSION

1. Specify the currency Under **Currency** as indicated below

Bees Pvt Ltd Bees Pvt Ltd

HOME

SUBMIT TAX RETURNS

VAT

PAYE

Income Tax - Company

VAT TAX SUBMISSION ON LOCAL SALES

Stage 1

Stage 2

Stage 3

DECLARATION OF OUTPUT TAX

Currency: *

Tax Period: *

-- Select --

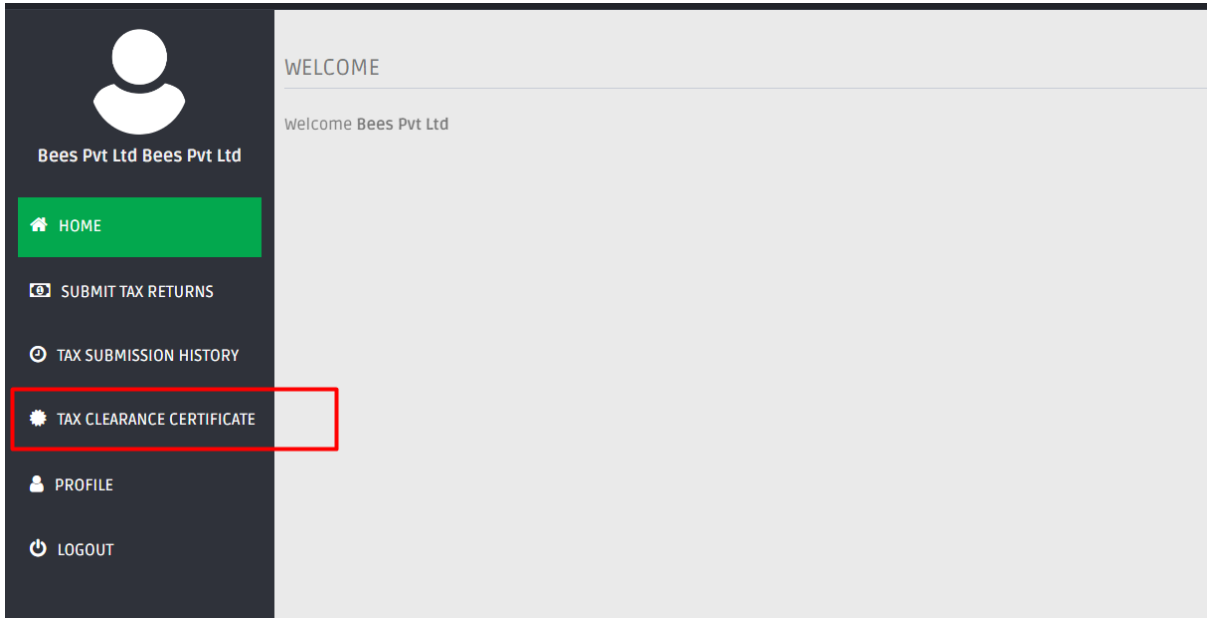
-- Select --

ZWL → For Local Currency Return Select ZWL

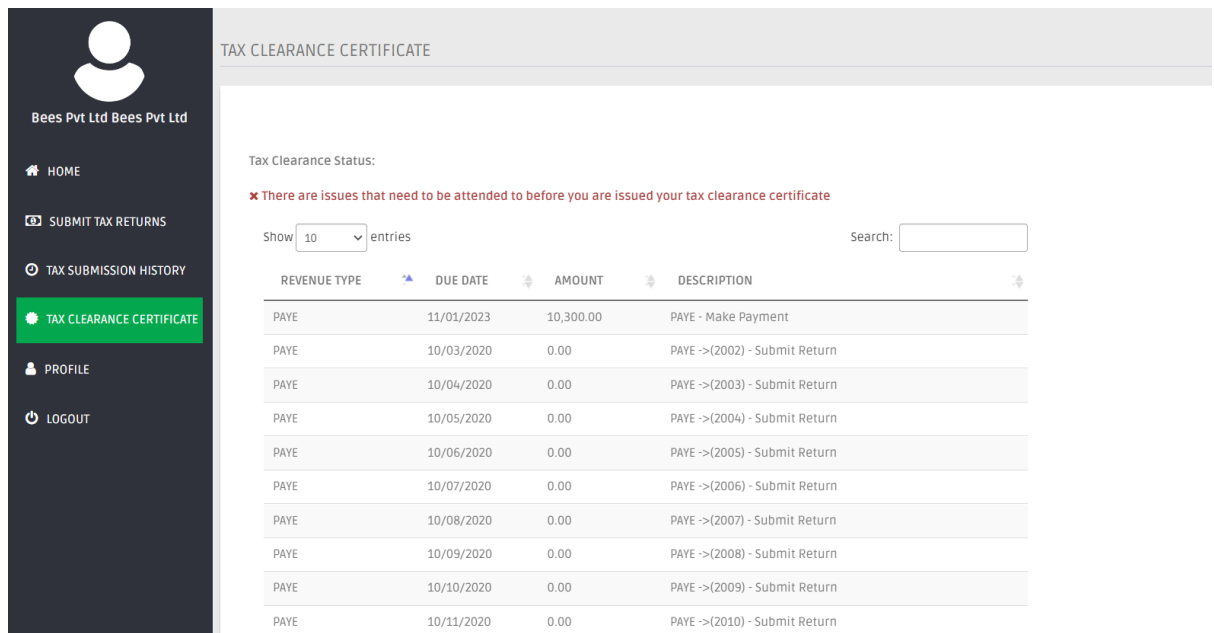
USD → For Foreign Currency Return Select USD

TAX CLEARANCE GENERATION

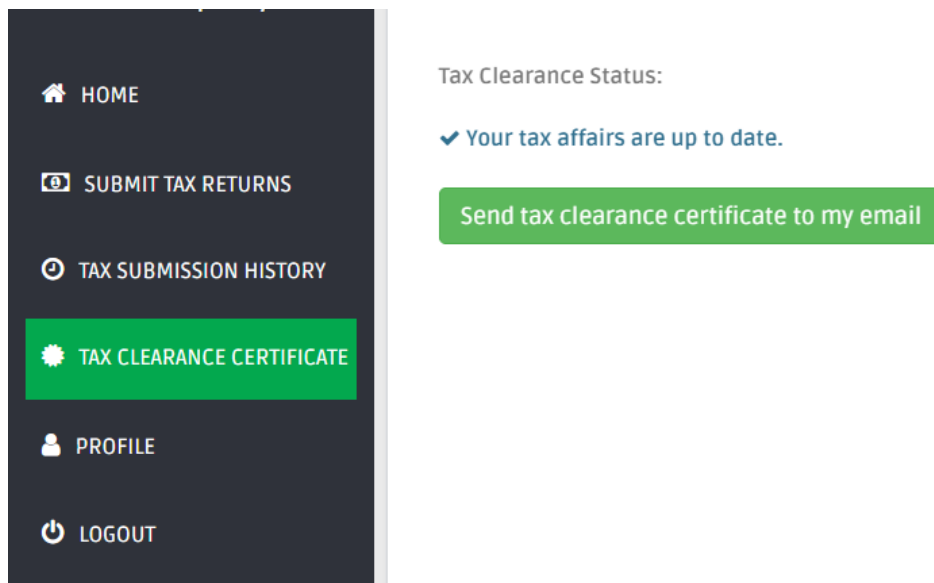
1. Click on TAX CLEARANCE CERTIFICATE



2. Click on Button **Click to get your Tax Clearance Status** to get a summary of all outstanding returns and balances



3. If Client is up to date, response will show message below.



4. Click on **Send Tax Clearance Certificate to my email** to receive the Tax clearance in the registered email address