

TPIN REGISTRATION

BANK ACCOUNT HOLDERS

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What you
need to
know

Introduction

The aim of this leaflet is to explain the registration process for Taxpayer Identification Number (TPIN). TPIN registration is the first step to being compliant with the tax laws.

The process of TPIN registration has now been made easier because of the online registration platform available; hence one can register from the comfort of their premises. Taxpayers who have challenges with online registration can still register manually by completing a ZRA prescribed registration form. The manual form can be obtained from any of the front offices at ZRA offices or it can be downloaded from the ZRA website www.zra.org.zm.

What is a Tax Payer Identification Number-TPIN?

TPIN is a unique ten-digit computer generated number allocated to a taxpayer upon registration with the Zambia Revenue Authority (ZRA). It is a pre-requisite for any transaction with ZRA concerning taxes be it Domestic Taxes or Customs Services. All bank account holders are also required to obtain a TPIN.

The required documents to be attached to the registration form are as follows:

❖ TPIN REGISTRATION

Individuals (without registration under any Act)

Attach copies of:

- National Registration Card (NRC)
- Sketch map of physical address

Individual applicants for TPIN registration are required to select the option "FAST TRACK TPIN REGISTRATION" from the ZRA web portal (www.zra.org.zm) for a simpler and quick process.

Are there taxes to be paid once registered for TPIN?

Registration for TPIN does not require one to pay taxes to Zambia Revenue Authority (ZRA). Only persons registered for tax types e.g VAT, Income Tax etc pay taxes to ZRA.

Why then should I register for TPIN?

It is a requirement of the law introduced by the Income Tax Act No. 45 of 2016. Under this law, Financial institutions are expected to incorporate TPIN details for existing account holders. With effect from 1st January

2017 financial institutions are required to demand TPINs for all new accounts.

What are the benefits of a TPIN for Bank account holders?

As already alluded to, TPIN registration is a pre-requisite to any transaction with ZRA and with many other business houses and Government agencies. It is a requirement in a tenant/landlord relationship, motor vehicle registration or change of ownership, in the sale or transfer of property and in the registration of businesses with agencies such as PACRA. It is therefore a priority for everyone for facilitation of business transactions

Is there a fee to be paid for TPIN registration?

TPIN registration with ZRA like all other services that the authority offers is free; there is absolutely no charge.

Note:

If you have a TPIN and in future you intend to go into business and wish to register for a tax type, all that will be required of you is to do an amendment to the original registration by adding a tax type either online by accessing your profile or manually by completing the annexure form for the desired tax type.