



## ZAMBIA REVENUE AUTHORITY

### Direct Taxes Division

Income Tax Return for Individuals  
Self-Assessment Form  
Income Tax Charge Year ended 31st December.....

|  |                                       |                                  |                      |
|--|---------------------------------------|----------------------------------|----------------------|
|  | <input type="checkbox"/> Original     | <input type="checkbox"/> Amended | (Tick as applicable) |
|  | Reason for amendment                  |                                  |                      |
|  | Attachments if any                    |                                  | 1.<br>2.             |
| Sr No  | Description                           | Details                          |                      |
| 1  | Taxpayer Identification Number (TPIN) |                                  |                      |
| Taxpayer Details (only fill in 3 to 6 if there has been any changes) |                                       |                                  |                      |
| 2  | Name of Taxpayer                      | Title                            |                      |
|  |                                       | Fore Name                        |                      |
|  |                                       | Middle Name                      |                      |
|  |                                       | Last Name                        |                      |
| 3  | Postal Address                        | PO Box                           |                      |
|  |                                       | Town                             |                      |
|  |                                       | Province                         |                      |
|  |                                       | Country                          |                      |
| 4  | Physical Address                      | Plot / House No                  |                      |
|  |                                       | Street                           |                      |
|  |                                       | Area                             |                      |
|  |                                       | Town                             |                      |
|  |                                       | Province                         |                      |
| Country  |                                       |                                  |                      |
| 5  | E-mail Address                        |                                  |                      |
| 6  | Telephone / Cell Number               | Country Code                     |                      |
|  |                                       | Area Code                        |                      |
|  |                                       | Number                           |                      |
| 7  | Accounting Period                     |                                  |                      |

#### NOTES:

This return with any balance of payment should be submitted to Zambia Revenue Authority NOT later than 21st June .....  
If the return is submitted later than this date, you will be liable to a penalty under Section 46(4) of the income tax act.  
Failure to submit or submitting a false return is also subject to penalties and/or prosecution. All fields on page 1 are mandatory

#### FOR OFFICIAL USE ONLY

|                     |  |   |
|---------------------|--|---|
| Officer's Name      |  | <div style="border: 3px double black; padding: 10px; display: inline-block;"> <b>Receiving Office Date Stamp</b> </div> |
| Officer's Signature |  |   |
| Date Received       |  |   |

## PART 1 RENTAL INCOME

| ANNUAL RENTAL INCOME   | TAXABLE INCOME | TAX ASSESSED |
|--|----------------|--------------|
| 1. INDIVIDUAL RENTAL INCOME  | xxx            | xxx          |
| 2. Less Withholding Tax suffered on individual rental income                     |                | xxx          |
| 3. Net Tax on individual rental income (2-1)                                     |                | xxx          |
| 4. Share of rental income from partnership firm                                  | xxx            | xxx          |
| 5. Less share of withholding Tax from partnership firm suffered on rental income |                | xxx          |
| 6. Rental income from partnership (5-4)  |                | xxx          |
| 7. Total Tax on rental income (3+6)  |                | xxx          |

## PART 2 INCOME OTHER THAN RENTAL

### Section A: Summary Tax Payable

|   | Tax Computations  | Amount |
|---|---|--------|
| 1 | <b>Total Tax</b> from all Sources [ <i>Part 1, Sec C (Line 15), Sec D part b (line 10), Sec E (line 11) where there is more than one employer (total of line 11 of each employer) ]</i> ] |        |
| 2 | Less tax credits  |        |
| 3 | Less Advance Income Tax   |        |
| 4 | Tax Payable/ Refundable [1-2-3]   |        |

### Section B: Statement of Financial Position (Balance Sheet) as at \_\_\_\_\_

|    |                                   |   |  |
|----|-----------------------------------|---|--|
| 1. | Fixed Assets / Non-Current Assets |   |  |
|    | a.                                | Land and Building                           |  |
|    | b.                                | Plant and Machinery                         |  |
|    | c.                                | Motor Vehicles                              |  |
|    | d.                                | Furniture and Fixtures                      |  |
|    | e.                                | Capital works in Progress                   |  |
|    | f.                                | Other Assets                                |  |
|    | g.                                | Intangible Assets                           |  |
|    | h.                                | Total Fixed Assets <b>(a+b+c+d+e+f+g)</b>   |  |
|    | i.                                | Accumulated Depreciation / Amortization     |  |
|    | j.                                | Net Book Value of Fixed Assets <b>(h-i)</b> |  |
| 2. | Investments                       |   |  |
|    | a.                                | Shares                                      |  |
|    | b.                                | Debentures                                  |  |
|    | c.                                | Fixed Deposits                              |  |
|    | d.                                | Government Securities                       |  |
|    | e.                                | Other Investments                           |  |

|    |                                    |                                      |                              |   |  |
|----|------------------------------------|--------------------------------------|------------------------------|---|--|
|    | f.                                 | Total Investments <b>(a+b+c+d+e)</b> |                              |   |  |
| 3. | Current Assets, Loans and Advances |                                      |                              |   |  |
|    | a.                                 | Current Assets                       |                              |   |  |
|    |                                    | i.                                   | Inventories                  |   |  |
|    |                                    |                                      | a.                           | Stocks                                    |  |
|    |                                    |                                      | b.                           | Others                                    |  |
|    |                                    |                                      | c.                           | Total Inventory <b>(a+b)</b>              |  |
|    |                                    | ii.                                  | Accounts Receivables/Debtors |   |  |
|    |                                    |                                      | a.                           | Trade Receivables/Debtors/Loans           |  |
|    |                                    |                                      | b.                           | Prepayments                               |  |
|    |                                    |                                      | c.                           | Other Receivables/Debtors/Loans           |  |
|    |                                    |                                      | d.                           | Total Receivables/ Debtors <b>(a+b+c)</b> |  |
|    |                                    | iii.                                 | Cash and Bank Balances       |   |  |
|    |                                    |                                      | a.                           | Bank Balances                             |  |
|    |                                    |                                      | b.                           | Cash in hand and cash equivalents         |  |
|    |                                    |                                      | c.                           | Total balances available <b>(a+b)</b>     |  |
|    |                                    | iv.                                  | Other Current Assets         |   |  |

|    |    |  |  |  |  |
|----|----|--|--|--|--|
|    |    | v.   | Total Current Assets <b>[i(c)+ii(d)+iii(c)+iv]</b>             |  |  |
|    | b. | Loans and Advances   |  |  |  |
|    |    | i.   | Loans to related Parties                                       |  |  |
|    |    | ii.  | Advances to Staff  |  |  |
|    |    | iii.   | Loans and Advances to Others                                   |  |  |
|    |    | iv.  | Total of Loans and Advances <b>(i+ii+iii)</b>                  |  |  |
|    | c. | Total Current Assets, Loans and Advances <b>(a(v)+b(iv))</b> |  |  |  |
| 4. | d. | Current Liabilities and Provisions                           |  |  |  |
|    |    | i.   | Current Liabilities  |  |  |
|    |    |  | a.   | Trade Payables/Creditors               |  |
|    |    |  | b.   | Other Current liabilities              |  |
|    |    |  | c.   | Total current liabilities <b>(a+b)</b> |  |
|    |    | ii.  | Provisions   |  |  |
|    |    |  | a.   | Provision for Bad Debts                |  |
|    |    |  | b.   | Employment Related Provisions          |  |
|    |    |  | c.   | Other Provisions                       |  |
|    |    |  | d.   | Total Provisions <b>(a+b+c)</b>        |  |
|    |    | iii.   | Total Current Liabilities and Provisions <b>( i(c)+ ii(d))</b> |  |  |
| 5. |    | Net Current Assets <b>(c-d(iii))</b>                         |  |  |  |

|                  |    |   |  |  |  |
|------------------|----|---|--|--|--|
|                  | 6. | Total Assets $(1j+2f+5)$                                  |  |  |  |
| SOURCES OF FUNDS | 7. | Proprietor's Capital and reserves                         |  |  |  |
|                  | a. | Proprietor's capital (Opening)                            |  |  |  |
|                  | b. | Revaluation Reserves                                      |  |  |  |
|                  | c. | Translation Reserves                                      |  |  |  |
|                  | d. | General Reserves  |  |  |  |
|                  | e. | Any other Reserves  |  |  |  |
|                  | f. | Profit/Loss for Year                                      |  |  |  |
|                  | g. | Less Drawings   |  |  |  |
|                  | h. | Total Proprietor's Capital and Reserves $(a+b+c+d+e+f+g)$ |  |  |  |

|  |    |  |   |  |  |
|--|----|--|---|--|--|
|  | 8. | Long Term Liabilities                                      |   |  |  |
|  | a. | Liabilities  |   |  |  |
|  |    | i.   | Loan from Financial Institutions          |  |  |
|  |    | ii.  | Other Loans                               |  |  |
|  |    | iii.   | Payables/Creditors for more than one year |  |  |
|  |    | iv.  | Due to related Parties                    |  |  |
|  |    | v.   | Total Secured Liabilities $(i+ii+iii+iv)$ |  |  |
|  | 9. | Proprietors Funds and Long Term Liabilities $[(7h+8a(v))]$ |   |  |  |

## Section C: Statement of Comprehensive Income (Profit and Loss Account) for the Year Ended \_\_

|    |   |  |  |
|----|---|--|--|
| 1. | Sales / Gross Receipts from business or profession (From all sources) |  |  |
|    | a.  | Sales / Gross Turnover                       |  |
| 2. | Cost of Sales   |  |  |
|    | a.  | Opening Inventory                            |  |
|    | b.  | Purchases                                    |  |
|    | i.  | Local Purchase                               |  |
|    | ii.   | Imports                                      |  |
|    | iii.  | Total Purchases and Imports <b>(i+ii)</b>    |  |
|    | c.  | Direct costs                                 |  |
|    | i.  | Direct wages                                 |  |
|    | ii.   | Other Direct expenses                        |  |
|    | iii.  | Depreciation                                 |  |
|    | iv.   | Total of direct costs <b>(i+ii+iii)</b>      |  |
|    | d.  | Closing Inventory                            |  |
|    | e.  | Cost of Sales <b>[2a+2b(iii)+2c(iv)-2d]</b>  |  |
| 3. | Gross Profit <b>[1(a)-2(e)]</b>                                       |  |  |
| 4. | Other Income  |  |  |
|    | a.  | Interest earned from sources inside Zambia   |  |
|    | b.  | Interest earned from sources outside Zambia  |  |
|    | c.  | Dividends earned from sources inside Zambia  |  |
|    | d.  | Dividends earned from sources outside Zambia |  |
|    | e.  | Rent   |  |
|    | f.  | Commissions and Fees                         |  |
|    | g.  | Annuities                                    |  |
|    | h.  | Royalties                                    |  |
|    | i.  | Realized exchange gains                      |  |
|    | j.  | Unrealized exchange gains                    |  |
|    | k.  | Profit on disposal of assets                 |  |
|    | l.  | Any other Income                             |  |
|    | m.  | Total Other Income (total of a to l)         |  |
| 5. | Operating Expenses  |  |  |
|    | a.  | Advertisement/Sales Promotion                |  |
|    | b.  | Bad Debts Written Off                        |  |
|    | c.  | Commission / Royalties                       |  |
|    | d.  | Repairs and Maintenance                      |  |
|    | e.  | Repairs of Building                          |  |
|    | f.  | Donations                                    |  |

|    |                         |   |  |  |
|----|-------------------------|---|--|--|
|    | g.                      | Freight and Transport   |  |  |
|    | h.                      | Operating Lease Charges   |  |  |
|    | i.                      | Power and Water   |  |  |
|    | j.                      | Fuel and Lubricants   |  |  |
|    | k.                      | Provision for Bad and Doubtful Debts                            |  |  |
|    | l.                      | Rent and Rates  |  |  |
|    | m.                      | Preliminary Business Expenses                                   |  |  |
|    | n.                      | Stationery & Printing   |  |  |
|    | o.                      | Telephone Expenses  |  |  |
|    | p.                      | Training Expenditure  |  |  |
|    | q.                      | Travelling Expenses including foreign travelling                |  |  |
|    | r.                      | Any other operating expenses                                    |  |  |
|    | s.                      | Total of Operating Expenditure <b>[total from 5(a) to 5(r)]</b> |  |  |
| 6. | Administrative Expenses |   |  |  |
|    | a.                      | Audit Expenses  |  |  |
|    | b.                      | Depreciation  |  |  |
|    | c.                      | Entertainment   |  |  |
|    | d.                      | Legal Expenses  |  |  |
|    | e.                      | Loss on disposal of Assets                                      |  |  |
|    | f.                      | Management/Consultancy Fees                                     |  |  |
|    | g.                      | Staff Welfare Expenses  |  |  |
|    | h.                      | Commissions   |  |  |
|    | i.                      | Rent and rates  |  |  |
|    | j.                      | Research and Development Expenses                               |  |  |
|    | k.                      | Employment Expenses   |  |  |
|    |                         | i.  | Salaries and wages                                 |  |
|    |                         | ii.   | Subscriptions                                      |  |
|    |                         | iii.  | Pension Contributions                              |  |
|    |                         | iv.   | Share Option Scheme Expenses                       |  |
|    |                         | v.  | Any other employment costs                         |  |
|    |                         | vi.   | Total employment expenses <b>(total of i to v)</b> |  |
|    | l.                      | Any other administrative Expenses                               |  |  |
|    | m.                      | Total Administrative Expenses <b>[total from 6(a) to 6(l)]</b>  |  |  |
| 7. | Financing Expenses      |   |  |  |
|    | a.                      | Financing Lease Charges   |  |  |
|    | b.                      | Interest  |  |  |
|    | c.                      | Bank charges  |  |  |
|    | d.                      | Incidental Costs (Commitment, Guarantee, Arrangement fees etc.) |  |  |
|    | e.                      | Insurance   |  |  |

|     |    |   |  |  |
|-----|----|---|--|--|
|     | f. | Realized exchange losses  |  |  |
|     | g. | Unrealized exchange losses                                      |  |  |
|     | h. | Any other Financing Expenses                                    |  |  |
|     | i. | Total financing expenses <b>[total from 7(a) to 7(h)]</b>       |  |  |
| 8.  |    | Profit/(loss) before Tax <b>[3 + 4(m) - 5(r) - 6(l) - 7(h)]</b> |  |  |
| 9.  |    | Income Tax  |  |  |
| 10. |    | Profit/(loss) after Tax <b>(8-9)</b>                            |  |  |

#### Section D: Computation of Chargeable Income from Business as per source

SOURCE 1

 INCOME CODE \_\_\_\_\_  
 (See Code Table for Income Codes)

| Summary Statement of Comprehensive Income (Profit and Loss Account) as per source |    |  |  |  |
|---|----|--|--|--|
| 1   |    | Sales / Gross Receipts from business or profession                   |  |  |
| 2   |    | Cost of sales  |  |  |
| 3   |    | Gross Profit <b>[1-2]</b>  |  |  |
| 4   |    | Total other income   |  |  |
| 5   |    | Total Operating Expenses   |  |  |
| 6   |    | Total Administrative Expenses  |  |  |
| 7   |    | Total Financing Expenses   |  |  |
| 8   |    | Profit / Loss per source <b>[3 + 4 - 5 - 6 - 7]</b>                  |  |  |
| 9   |    | Add non-allowable deductions/expenses                                |  |  |
|   | a. | Depreciation   |  |  |
|   | b. | Entertainment Expenses   |  |  |
|   | c. | Loss on disposal of assets   |  |  |
|   | d. | Balancing charge   |  |  |
|   | e. | Donations ( <b>to the extent not allowable</b> )                     |  |  |
|   | f. | Provision for bad and doubtful debts                                 |  |  |
|   | g. | Preliminary Business Expenses ( <b>to the extent not allowable</b> ) |  |  |
|   | h. | Unrealized foreign exchange loss                                     |  |  |
|   | i. | Research and Development Expenses                                    |  |  |
|   | j. | Non cash benefits  |  |  |
|   | k. | Motor and housing expenses   |  |  |
|   | l. | Other non-allowable deductions/expenses (specify)                    |  |  |
|   |    | i.   |  |  |
|   |    | ii.  |  |  |
|   |    | iii.   |  |  |

|  |      |   |  |  |
|--|------|---|--|--|
|  | iv.  | Others  |  |  |
|  | v.   | Total other disallowable expenses <b>(i+ii+iii+iv)</b>  |  |  |
|  | I.   | Total amount to be added back ( <b>total from a to k(v)</b> )   |  |  |
| 10   |      | Less allowable deductions   |  |  |
|  | a.   | Profit on disposal of assets  |  |  |
|  | b.   | Capital allowances <b>(portion that relate to source as per schedule 4)</b>   |  |  |
|  | c.   | Mining prospecting expenditure  |  |  |
|  | d.   | Mining expenditure  |  |  |
|  | e.   | Unrealized foreign exchange gains   |  |  |
|  | f.   | Deduction for employing persons with a disability   |  |  |
|  | g.   | Other allowable deductions/expenses (specify)   |  |  |
|  | i.   |   |  |  |
|  | ii.  |   |  |  |
|  | iii. |   |  |  |
|  | iv.  | Total other allowable deductions <b>(i+ii+iii)</b>  |  |  |
|  | h.   | Total allowable deductions <b>(total of item a to g(iv))</b>  |  |  |
| 11   |      | Adjusted Profit or loss [8 + 9(l) – 10(g)]  |  |  |
| 12   |      | Brought forward loss of previous year from business activity to be offset against current year of income (Column A of Schedule – 9) |  |  |
| 13   |      | Income of other Person chargeable under the hands of taxpayer(Schedule – 5 total of column E)                                       |  |  |
| 14   |      | Total Chargeable Income <b>(11 -12 +13) is positive, If negative, write "0" and complete field 19</b>                               |  |  |
| 15   |      | Tax on Chargeable Income <b>(apply applicable rate)</b>   |  |  |
| 16   |      | Less Withholding Tax (for this source of income)  |  |  |
| 17   |      | Net Tax Payable/Repayable <b>(15-16)</b>  |  |  |
| 18   |      | Loss to be carried forward to next year for set off, if (11+13) is negative. If positive write "0"                                  |  |  |
| <p><b>Note: Loss incurred by the taxpayer shall not be deducted against any other income of the taxpayer for the year of loss, but shall be carried forward and allowed as deduction in determining chargeable business income of the taxpayer in the following year for the same source, subject to loss carry forward limitations.</b></p> |      |   |  |  |

#### Section D: Computation of Chargeable Income from Business as per source

SOURCE 2 (Where applicable)

INCOME CODE \_\_\_\_\_  
(See Code Table for Income Codes)

| Summary Statement of Comprehensive Income (Profit and Loss Account) as per source |  |  |
|---|--|--|
| 1   |  | Sales / Gross Receipts from business or profession |
| 2   |  | Cost of sales                                      |
| 3   |  | Gross Profit <b>[1-2]</b>                          |
| 4   |  | Total other income                                 |



|    |   |   |  |  |
|----|---|---|--|--|
| 5  |   | Total Operating Expenses  |  |  |
| 6  |   | Total Administrative Expenses   |  |  |
| 7  |   | Total Financing Expenses  |  |  |
| 8  | Profit / Loss per source <b>[3 + 4 - 5 - 6 - 7]</b> |   |  |  |
| 9  | Add non-allowable deductions/expenses               |   |  |  |
|    | a.  | Depreciation  |  |  |
|    | b.  | Entertainment Expenses  |  |  |
|    | c.  | Loss on disposal of assets  |  |  |
|    | d.  | Balancing charge  |  |  |
|    | e.  | Donations ( <b>to the extent not allowable</b> )                              |  |  |
|    | f.  | Provision for bad and doubtful debts  |  |  |
|    | g.  | Preliminary Business Expenses ( <b>to the extent not allowable</b> )          |  |  |
|    | h.  | Unrealized foreign exchange loss  |  |  |
|    | i.  | Research and Development Expenses   |  |  |
|    | j.  | Non cash benefits   |  |  |
|    | k.  | Motor and housing expenses  |  |  |
|    | l.  | Other non-allowable deductions/expenses (specify)                             |  |  |
|    |   | i.  |  |  |
|    |   | ii.   |  |  |
|    |   | iii.  |  |  |
|    |   | iv.   | Others   |  |
|    |   | v.  | Total other disallowable expenses ( <b>i+ii+iii+iv</b> ) |  |
|    | l.  | Total amount to be added back ( <b>total from a to k(v)</b> )                 |  |  |
| 10 | Less allowable deductions                           |   |  |  |
|    | a.  | Profit on disposal of assets  |  |  |
|    | b.  | Capital allowances ( <b>portion that relate to source as per schedule 4</b> ) |  |  |
|    | c.  | Mining prospecting expenditure  |  |  |
|    | d.  | Mining expenditure  |  |  |
|    | e.  | Unrealized foreign exchange gains   |  |  |
|    | f.  | Deduction for employing persons with a disability                             |  |  |
|    | g.  | Other allowable deductions/expenses (specify)                                 |  |  |
|    |   | i.  |  |  |
|    |   | ii.   |  |  |
|    |   | iii.  |  |  |
|    |   | iv.   | Total other allowable deductions ( <b>i+ii+iii</b> )     |  |
|    | h.  | Total allowable deductions ( <b>total of item a to g(iv)</b> )                |  |  |

|   |   |  |
|---|---|--|
| 11  | Adjusted Profit or loss [8 + 9(l) – 10(g)]  |  |
| 12  | Brought forward loss of previous year from business activity to be offset against current year of income (Column A of Schedule – 9) |  |
| 13  | Income of other Person chargeable under the hands of taxpayer(Schedule – 5 total of column E)                                       |  |
| 14  | Total Chargeable Income <b>(11 -12 +13) is positive, If negative, write"0" and complete field 19</b>                                |  |
| 15  | Tax on Chargeable Income <b>(apply applicable rate)</b>   |  |
| 16  | Less Withholding Tax (for this source of income)  |  |
| 17  | Net Tax Payable/Repayable <b>(15-16)</b>  |  |
| 18  | Loss to be carried forward to next year for set off, if (11+13) is negative. If positive write "0"                                  |  |
| <b>Note: Loss incurred by the taxpayer shall not be deducted against any other income of the taxpayer for the year of loss, but shall be carried forward and allowed as deduction in determining chargeable business income of the taxpayer in the following year for the same source, subject to loss carry forward limitations.</b> |   |  |

#### Section D: Computation of Chargeable Income from Business as per source

SOURCE 3 (where applicable)

INCOME CODE \_\_\_\_\_  
(See Code Table for Income Codes)

| Summary Statement of Comprehensive Income (Profit and Loss Account) as per source |  |  |
|---|--|--|
| 1   | Sales / Gross Receipts from business or profession                 |  |
| 2   | Cost of sales  |  |
| 3   | Gross Profit <b>[1-2]</b>  |  |
| 4   | Total other income   |  |
| 5   | Total Operating Expenses   |  |
| 6   | Total Administrative Expenses                                      |  |
| 7   | Total Financing Expenses   |  |
| 8   | Profit / Loss per source <b>[3 + 4 - 5 - 6 - 7]</b>                |  |
| 9   | Add non-allowable deductions/expenses                              |  |
| a.  | Depreciation   |  |
| b.  | Entertainment Expenses   |  |
| c.  | Loss on disposal of assets   |  |
| d.  | Balancing charge   |  |
| e.  | Donations <b>(to the extent not allowable)</b>                     |  |
| f.  | Provision for bad and doubtful debts                               |  |
| g.  | Preliminary Business Expenses <b>(to the extent not allowable)</b> |  |
| h.  | Unrealized foreign exchange loss                                   |  |
| i.  | Research and Development Expenses                                  |  |
| j.  | Non cash benefits  |  |

|   |   |   |  |  |
|---|---|---|--|--|
|   | k.  | Motor and housing expenses  |  |  |
|   | l.  | Other non-allowable deductions/expenses (specify)                           |  |  |
|   |   | i.  |  |  |
|   |   | ii.   |  |  |
|   |   | iii.  |  |  |
|   |   | iv.   | Others   |  |
|   |   | v.  | Total other disallowable expenses <b>(i+ii+iii+iv)</b> |  |
|   | l.  | Total amount to be added back ( <b>total from a to k(v)</b> )               |  |  |
| 10  | Less allowable deductions   |   |  |  |
|   | a.  | Profit on disposal of assets  |  |  |
|   | b.  | Capital allowances <b>(portion that relate to source as per schedule 4)</b> |  |  |
|   | c.  | Mining prospecting expenditure  |  |  |
|   | d.  | Mining expenditure  |  |  |
|   | e.  | Unrealized foreign exchange gains   |  |  |
|   | f.  | Deduction for employing persons with a disability                           |  |  |
|   | g.  | Other allowable deductions/expenses (specify)                               |  |  |
|   |   | i.  |  |  |
|   |   | ii.   |  |  |
|   |   | iii.  |  |  |
|   |   | iv.   | Total other allowable deductions <b>(i+ii+iii)</b>     |  |
|   | h.  | Total allowable deductions <b>(total of item a to g(iv))</b>                |  |  |
| 11  | Adjusted Profit or loss [8 + 9(l) – 10(g)]  |   |  |  |
| 12  | Brought forward loss of previous year from business activity to be offset against current year of income (Column A of Schedule – 9) |   |  |  |
| 13  | Income of other Persons chargeable under the hands of taxpayer(Schedule – 5 column E of the corresponding income source)            |   |  |  |
| 14  | Total Chargeable Income <b>(11 -12 +13) is positive, If negative, write"0" and complete field 19</b>                                |   |  |  |
| 15  | Tax on Chargeable Income <b>(apply applicable rate)</b>   |   |  |  |
| 16  | Less Withholding Tax (for this source of income)  |   |  |  |
| 17  | Net Tax Payable/Repayable <b>(15-16)</b>  |   |  |  |
| 18  | Loss to be carried forward to next year for set off, if (11+13) is negative. If positive write "0"                                  |   |  |  |
| <b>Note: Loss incurred by the taxpayer shall not be deducted against any other income of the taxpayer for the year of loss, but shall be carried forward and allowed as deduction in determining chargeable business income of the taxpayer in the following year for the same source, subject to loss carry forward limitations.</b> |   |   |  |  |

**\*\*Note: Please use the continuation sheet if necessary.**

### Schedule 1: Summary for Capital Allowances

| Sr. No.      | Items form part of Capital Allowance   | Amount |
|--------------|--|--------|
| 1.           | Capital Allowances on Implements, Plant and Machinery <i>(Part –I total of column H)</i>                     |        |
| 2.           | Industrial Building and Commercial Building Allowances <i>(Part –II total of column H)</i>                   |        |
| 3.           | Farm Improvements, Development, Farm Works Allowances and Farm Dwelling <i>(Part –III total of column H)</i> |        |
| 4.           | Capital Allowances on Motor Vehicles <i>(Part –IV total of column H)</i>                                     |        |
| <b>Total</b> |  |        |

### Part I: Capital Allowances on Implements, Plant and Machinery

| Sr. No.      | Item | Type of Allowance | Qualifying Cost | Year of Purchase | Year of first use | Written down value B/F | Applicable allowance rate | Capital allowance for the year | Written down value C/F |
|--------------|------|-------------------|-----------------|------------------|-------------------|------------------------|---------------------------|--------------------------------|------------------------|
|              | (A)  | (B)               | (C)             | (D)              | (E)               | (F)                    | (G)=%                     | (H)=C*G                        | (I)                    |
| 1.           |      |                   |                 |                  |                   |                        |                           |                                |                        |
| 2.           |      |                   |                 |                  |                   |                        |                           |                                |                        |
| 3.           |      |                   |                 |                  |                   |                        |                           |                                |                        |
| <b>Total</b> |      |                   |                 |                  |                   |                        |                           |                                |                        |

### Part II: Capital Allowances on Industrial Building and Commercial Building

| Sr. No.      | Item | Type of Allowance | Qualifying Cost | Year of Purchase/ Construction / Alterations | Year of first use | Written down value B/F | Applicable allowance rate | Capital allowance for the year | Written down value C/F |
|--------------|------|-------------------|-----------------|--|-------------------|------------------------|---------------------------|--------------------------------|------------------------|
|              | (A)  | (B)               | (C)             | (D)  | (E)               | (F)                    | (G)=%                     | (H)=C*G                        | (I)                    |
| 1.           |      |                   |                 |  |                   |                        |                           |                                |                        |
| 2.           |      |                   |                 |  |                   |                        |                           |                                |                        |
| 3.           |      |                   |                 |  |                   |                        |                           |                                |                        |
| <b>Total</b> |      |                   |                 |  |                   |                        |                           |                                |                        |

### Part III: Capital Allowances on Mining Deductions, Farm Improvements, Development, Farm Works and Farm Dwelling

| Sr. No.      | Item | Type of Allowance | Qualifying Cost | Year of Purchase/ Expenditure for the year | Year of first use | Written down value B/F | Applicable allowance rate | Capital allowance for the year | Written down value C/F |
|--------------|------|-------------------|-----------------|--|-------------------|------------------------|---------------------------|--------------------------------|------------------------|
|              | (A)  | (B)               | (C)             | (D)  | (E)               | (F)                    | (G)=%                     | (H)=C*G                        | (I)                    |
| 1.           |      |                   |                 |  |                   |                        |                           |                                |                        |
| 2.           |      |                   |                 |  |                   |                        |                           |                                |                        |
| 3.           |      |                   |                 |  |                   |                        |                           |                                |                        |
| <b>Total</b> |      |                   |                 |  |                   |                        |                           |                                |                        |

### Part IV: Capital Allowances on Motor Vehicles

| Sr. No.      | Item | Type of Allowance | Qualifying Cost | Year of Purchase/ Acquisition | Year of first use | Written down value B/F | Applicable allowance rate | Capital allowance for the year | Written down value C/F |
|--------------|------|-------------------|-----------------|-------------------------------|-------------------|------------------------|---------------------------|--------------------------------|------------------------|
|              | (A)  | (B)               | (C)             | (D)                           | (E)               | (F)                    | (G)=%                     | (H)=C*G                        | (I)                    |
| 1.           |      |                   |                 |                               |                   |                        |                           |                                |                        |
| 2.           |      |                   |                 |                               |                   |                        |                           |                                |                        |
| 3.           |      |                   |                 |                               |                   |                        |                           |                                |                        |
| <b>Total</b> |      |                   |                 |                               |                   |                        |                           |                                |                        |

*\*\*Note: Please use the continuation sheet if necessary for part 1 to 4*

### Schedule 2: Income of other persons (incapacitated person, trust etc.) included in income of taxpayer

| Sr. No. | Name of Person   | TPIN of Person, if available | Relationship | Income Code | Amount |
|---------|--|------------------------------|--------------|-------------|--------|
|         | (A)  | (B)                          | (C)          | (D)         | (E)    |
| 1       |  |                              |              |             |        |
| 2       |  |                              |              |             |        |
| 3       |  |                              |              |             |        |
| 4       |  |                              |              |             |        |
| 5       | Total ( <i>write the amount in Schedule – 1-3 where applicable</i> ) |                              |              |             |        |

### Schedule 3: Details of current year losses, if any to be carried forward to future years

| Sr. No. | Source code of Income | Loss incurred during charge year |
|---------|-----------------------|----------------------------------|
| i.      |                       |                                  |
| ii.     |                       |                                  |

|              |  |  |
|--------------|--|--|
| iii.         |  |  |
| iv.          |  |  |
| v.           |  |  |
| vi.          |  |  |
| <b>Total</b> |  |  |

#### Schedule 4: Details of losses of earlier years to be carried forward to future years

| Sr. No.      | Source code of Income<br>(A) | Charge year to which brought forward loss belongs to<br>(B) | Brought forward loss from earlier years for set off<br>(C) | Loss set off from current year's income<br>(D) | Loss carried forward to future years for set off<br>E = (C-D) |
|--------------|------------------------------|---|--|--|---|
| i.           |                              |   |  |  |   |
| ii.          |                              |   |  |  |   |
| iii.         |                              |   |  |  |   |
| iv.          |                              |   |  |  |   |
| v.           |                              |   |  |  |   |
| vi.          |                              |   |  |  |   |
| <b>Total</b> |                              |   |  |  |   |

#### Section E: Details of share of Profit from Firm(s) in which taxpayer is a Partner

##### a) Details of share of Profit from Partnership Firm

TPIN of Partnership Firm:

Name of Firm:

| Sr. No (A)  | Income Code (B) | % Share of Profit (C) | Chargeable Income from Partnership Firm(s) (D) | Tax on Chargeable Income (E) |
|---|-----------------|-----------------------|--|------------------------------|
| 1   |                 |                       |  |                              |
| 2   |                 |                       |  |                              |
| 3   |                 |                       |  |                              |
| 4   |                 |                       |  |                              |
| 5   |                 |                       |  |                              |
| 6   |                 |                       |  |                              |
| 7. Total Share received from Firm and Tax on Chargeable Income          |                 |                       |  |                              |
| 8. Less : Withholding Tax apportioned from Partnership Firm             |                 |                       |  |                              |
| 9. Less: AIT apportioned from the Partnership Firm                      |                 |                       |  |                              |
| 10. Net Tax Payable on Share of Chargeable Income from Partnership Firm |                 |                       |  |                              |

**b) Details of share of Profit from Partnership Firm**

TPIN of Partnership Firm:

Name of Firm:

| Sr. No (A)  | Income Code (B) | % Share of Profit (C) | Chargeable Income from Partnership Firm(s) (D) | Tax on Chargeable Income (E) |
|---|-----------------|-----------------------|--|------------------------------|
| 1   |                 |                       |  |                              |
| 2   |                 |                       |  |                              |
| 3   |                 |                       |  |                              |
| 4   |                 |                       |  |                              |
| 5   |                 |                       |  |                              |
| 6   |                 |                       |  |                              |
| 7. Total Share received from Firm and Tax on Chargeable Income          |                 |                       |  |                              |
| 8. Less : Withholding Tax apportioned from Partnership Firm             |                 |                       |  |                              |
| 9. Less: AIT apportioned from the Partnership Firm                      |                 |                       |  |                              |
| 10. Net Tax Payable on Share of Chargeable Income from Partnership Firm |                 |                       |  |                              |

\*\*Note: Please use the continuation sheet if necessary.

**Section F: Employment Income****Employer 1 – Income from Employment (Attach Last Pay slip)**

| TPIN OF EMPLOYER |   | NAME OF EMPLOYER                |
|------------------|---|---------------------------------|
| <b>Sr. No.</b>   | <b>Salary Description</b>                                       | <b>Taxable Pay Year-to-Date</b> |
| 1                | Gross Pay (Includes Salaries, Wages, Bonuses, Allowances etc.)  |                                 |
| 2                | Cash Benefits from Employment                                   |                                 |
| 3                | Commissions   |                                 |
| 4                | Other Income from employment (Specify).....                     |                                 |
| 5                | Deduct annuity contract contributions                           |                                 |
| 6                | Deduct subscriptions to professional and technical associations |                                 |
| 7                | Deduct donations to approved Public Benefit organizations       |                                 |
| 8                | TOTAL TAXABLE INCOME FROM EMPLOYMENT [1+2+3+4-5-6-7]            |                                 |
| 9                | Tax on employment income Before Tax Credit                      |                                 |
| 10               | Less PAYE   |                                 |
| 11               | Net Tax from Employment [9-10]                                  |                                 |

**Employer 2 – Income from Employment (Attach Last Pay slip)**

| TPIN OF EMPLOYER |   | NAME OF EMPLOYER         |  |
|------------------|---|--------------------------|--|
| Sr. No.          | Salary Description  | Taxable Pay Year-to-Date |  |
| 1                | Gross Pay (Includes Salaries, Wages, Bonuses, Allowances etc.)  |                          |  |
| 2                | Cash Benefits from Employment                                   |                          |  |
| 3                | Commissions   |                          |  |
| 4                | Other Income from employment (Specify).....                     |                          |  |
| 5                | Deduct annuity contract contributions                           |                          |  |
| 6                | Deduct subscriptions to professional and technical associations |                          |  |
| 7                | Deduct donations to approved Public Benefit organizations       |                          |  |
| 8                | TOTAL TAXABLE INCOME FROM EMPLOYMENT [1+2+3+4-5-6-7]            |                          |  |
| 9                | Tax on employment income Before Tax Credit                      |                          |  |
| 10               | Less PAYE   |                          |  |
| 11               | Net Tax from Employment [9-10]                                  |                          |  |

*\*\*Note: Please use the continuation sheet if necessary.*

**Section G: Interest in Companies**

- Did you have any transactions with related/associated parties in the tax year covered by this return?
- If yes, you are required to fill out the table below

| Name of Business | TPIN | Shares / Interest Controlled |
|------------------|------|------------------------------|
|                  |      |                              |
|                  |      |                              |



## Section H: Declaration

|   |       |       |
|---|-------|-------|
| This return has been completed based on information and details supplied by the taxpayer (Attach ITF 56)<br>Full Name of Tax Agent .....<br>Signature.....<br>Capacity.....   |       |       |
| I (Full names in Block Letters) .....declare that<br>this return contains a full and true statement of the income liable to tax for the year to which this form relates and that<br>the information given in this form is true and correct. |       |       |
| .....<br>Signature of person making the return  | Date  | ..... |
| .....<br>Designation  | Phone | ..... |
| * THIS RETURN WILL NOT BE ACCEPTED UNLESS THE DECLARATION IS SIGNED.  |       |       |

### NOTES

Filing Requirements: You are required under the Income Tax Act, CAP 323 to furnish an income tax return to the Commissioner General of the Zambia Revenue Authority through any office of the ZRA located near you. The declaration must be furnished within six months from the end of that charge year. The Charge Year is a period of 12 months ending on December 31st of each year. This return must provide a true and accurate account of your financial information for the period shown. You are required to make payment of any tax due on or before the due date.

### Conflicting Information

The following instructions are provided to assist you in completing this tax return. If there is any conflict between the information below and the Income Tax Act (CAP 323) or its Regulations, the Income Tax Act and the Regulations will prevail.

### Who Should Use this Form?

This form must be filled by an Individual in receipt of income. Corporate taxpayers must file using Form ITF 2A whereas Partnerships must use Form ITF 3A.

### Personal Information

1) Legal Name of Taxpayer – Enter the name on the Taxpayer Identification Number certificate issued to you.

2) Taxpayer Identification Number – Enter the number as it appears on your certificate. If you are not registered for TPIN please apply for registration as this is a key requirement.

### Filing Status

Note that this return serves as your self- assessment for this charge year and therefore any tax due for this charge year must be paid upon submission of this tax return.

1) If this is the first Income Tax Return Form ITF 1A that you have filed for this tax period, tick the “Original” box. If this is an amended return, tick the “Amended” box and complete the additional lines.

2) If you had submitted an original return earlier please enter the acknowledgement receipt number issued to you in the space provided at item 2 on the first page of the return.

3) Enter a brief statement as to the reason you are filing an amended return.

**Section A** – Enter details of your balance sheet here.

**Section B** – Enter the Profit and Loss Account details here.

**Schedule 1 – 3:** This provides for reporting your income from different sources of income here. Should you have more than 3 sources of income please complete as many extra sheets as your circumstances require.

**Part 1** – provides for reporting your Capital Allowances on Implements, plant and machinery. Note that each asset must be reported individually.

**Part 2** – provides for reporting your industrial building and commercial building allowances. Note that each asset must be reported individually

**Part 3** – provides for Farm improvements, Farm works and Farm dwelling allowances. Note that each asset must be reported individually

**Part 4** – provides for capital allowances for motor vehicles. Note that each asset must be reported individually

**Schedule 4** – This is the summary of capital allowances itemized in Parts 1 – 3 above.

#### **Part 5 - Summary of Tax Payable**

Under item 1 of this part, add the total tax arising from only 3 sources provided for in this return namely – Schedules 1 -3. Should you have completed additional schedules for extra sources of income include such additional income under item 2 of this part and please attach those schedules.

The tax payable per item 4 is the total of items 1 - 3 under this part.

Tax Rate – use the appropriate tax rate to compute your tax liability. In this column use the appropriate tax rate for each of the income sources.

#### **Penalty**

Section 46(4) - Penalty for late filing: Any person who fails to furnish a return of income for the year of income within the time required, is liable to a penalty of 2000 penalty units for each month or part thereof late.

#### **Declaration**

Under sections 100 and 102 of the Income Tax Act, any person who submits an incorrect return will be liable a penalties on conviction as provided by law.

Should you have any further clarifications please do not hesitate to contact the nearest ZRA office or by call the Call Centre on 381111/097-281111 or email: [advice@zra.org.zm](mailto:advice@zra.org.zm)

**DISCLAIMER**

**THIS MANUAL RETURN IS MEANT FOR GUIDANCE ONLY AND THEREFORE IT SHOULD NOT BE SUBMITTED TO ZAMBIA REVENUE AUTHORITY**

FOR GUIDANCE ONLY