



## ITF1 FOR NON-FDS EMPLOYEES

An ITF 1 is a tax return form for individuals/employees who are categorised as Non-FDS, which is used to declare employment income, and should not be confused with an ITF 16, which was an employer annual declaration. With the implementation of TaRMS, it is no longer required by Zimra.

Please be reminded that the deadline for submission of ITF 1 returns for **2025 non-FDS employees** is tomorrow, **30 April 2026**. Kindly ensure that all required returns are completed and submitted on time to avoid any penalties.

### **The ITF 1 forms are to be filled by an employee who:**

- Terminated employment during the year of assessment.
- Changed employment during the year of assessment
- Works part time at the same time being fully employed by another employer.
- Started employment during the course of the 2025 tax year.
- Receives pensions.
- Works for more than one employer in one year of assessment.

The ITF 1 form can be downloaded from the ZIMRA website using the links below:

ITF 1 RETURN OF EMPLOYMENT INCOME BY AN INDIVIDUAL-

<https://www.zimra.co.zw/downloads/category/9-domestic-taxes?start=20>

For the direct download - <https://www.zimra.co.zw/downloads/category/9-domestic-taxes?download=385:itf-1-return-of-employment-income-by-an-individual&start=20>

Please note that this form must be submitted in person at the respective ZIMRA offices.

The information required to complete the ITF 1 forms can be extracted from the **P6s** available on your payroll system. Kindly follow the steps below:

1. Go to the "Year End" tab
2. Click on "Create P6s"
3. Change the year to 2025 (top left corner)
4. Click "Create P6s"
5. Exit the page
6. Return to the "Year End" tab
7. Click on "Print P6s" and ensure the tax year is set to 2025
8. Preview and print or generate the PDF
9. For PDF copies, follow the folder link to locate the saved P6s

Yours Faithfully,  
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