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softrite

Year End 2026 Notice

Dear Sir/Madam

We hope that we find you well and in good health as you wind down 2026.

Softrite has been preparing for the year end procedures having taken lessons from the year end procedures for 2025.

Please note that the December 2026 TaRMS return will be the final submission for the 2026 tax year and all adjustments need to be made with the December 2026 submission. The return is due on the **5th of January 2027** and the payment on the 10th of January 2027. We recommend that you follow these dates unless you have written advice from the Commissioner to the contrary.

As part of our year-end procedure, we would like our clients to complete a checklist before any year end appointments can be made. This will be a prerequisite to making your year-end appointment. This will include:

· Check and record which PAYE calculation method is on TaRMS.

For those on Forecasting on TaRMS, please amend to Averaging for the first period of the year 2027.

· Compare employee details on payroll and on TaRMS including:

1. Employee names
2. TIN numbers
3. Start dates
4. Dates of birth

· Download the TaRMS PAYE figures from January to date

To extract the return from the TaRMS/ SSP portal,

1. Employee Management
2. Earnings
3. Then filter to the year to 2026 and then click **export.**

An excel file will be extracted with the PAYE figures.

You can then contact the support team to assist you in doing the comparison between the payroll and Tarms and highlight any issues that need to be addressed as part of the year end process.

We will continue to offer our standard year-end appointments, which allows us to help complete a thorough reconciliation, produce final reports and close off the year properly. Further details regarding year end appointments will be sent out in due course.

Thank you for your continued support as always.

Yours faithfully

Softrite

Please email Jackie, Karen, Stephanie, (Hre) or Vicky (Byo) for any support concerns you might have. For any accounting concerns, please email Hazel or Angela (Byo). Secretary: Amanda



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Softrite 37 Victoria Drive Newlands Harare, HRE 00000