

# TAX REMINDERS 2016

Tick once completed

## JANUARY

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes (WT) for Dec '15
<input type="checkbox"/>	Pay NSSF/PPF & WCF for Dec '15
<input type="checkbox"/>	File SDL Monthly Return for Dec '15
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for Dec '15
<input type="checkbox"/>	File PAYE & WT statements & SDL Certificate for Jul - Dec '15
<input type="checkbox"/>	Annual Maintenance Fees to BRELA (Proprietors & Partners)

## FEBRUARY

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes for Jan '16
<input type="checkbox"/>	Pay NSSF/PPF & WCF for Jan '16
<input type="checkbox"/>	File SDL & WCF Monthly Return for Jan '16
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for Jan '16

## MARCH

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes for Feb '16
<b>14<sup>th</sup></b>	<b>Deadline:</b> Submission of books of accounts to SRA
<input type="checkbox"/>	Pay NSSF/PPF & WCF for Feb '16
<input type="checkbox"/>	Pay 1st Installment of Provisional Tax
<input type="checkbox"/>	Pay City Service Levy for Jan-Mar '16
<input type="checkbox"/>	File SDL & WCF Monthly Return for Feb '16
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for Feb '16
<input type="checkbox"/>	File Statement of Estimate of Tax Payable

## APRIL

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes for March '14
<input type="checkbox"/>	Pay NSSF/PPF & WCF for March '14
<input type="checkbox"/>	File SDL & WCF Monthly Return for March '14
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for March '14

## MAY

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes for April '16
<input type="checkbox"/>	Pay NSSF/PPF & WCF for April '16
<input type="checkbox"/>	File SDL & WCF Monthly Return for April '16
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for April '16

## JUNE

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes for May '16
<input type="checkbox"/>	Pay NSSF/PPF & WCF for May '16
<input type="checkbox"/>	Pay 2nd Installment of Provisional Tax
<input type="checkbox"/>	Pay Final Tax (if any)
<input type="checkbox"/>	Pay City Service Levy for Apr-Jun '16
<input type="checkbox"/>	File SDL & WCF Monthly Return for May '16
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for May '16
<input type="checkbox"/>	File Audited Financial Statements for Y/E Dec '15
<input type="checkbox"/>	File Return of Income for Y/E Dec '15
<input type="checkbox"/>	<b>Renew Business License(s)</b>

## JULY

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes for June '16
<input type="checkbox"/>	Pay NSSF/PPF & WCF for June '16
<input type="checkbox"/>	File SDL & WCF Monthly Return for June '16
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for June '16
<input type="checkbox"/>	File PAYE & WT statements & SDL Certificate for Jan - Jun '16

## AUGUST

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes Levy for July '16
<input type="checkbox"/>	Pay NSSF/PPF & WCF for July '16
<input type="checkbox"/>	File SDL & WCF Monthly Return for July '16
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for July '16

## SEPTEMBER

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes for Aug '16
<b>15<sup>th</sup></b>	<b>Deadline:</b> Submission of books of accounts to SRA
<input type="checkbox"/>	Pay NSSF/PPF & WCF for Aug '16
<input type="checkbox"/>	Pay 3rd Installment of Provisional Tax
<input type="checkbox"/>	Pay City Service Levy for Jul-Sep '16
<input type="checkbox"/>	File SDL & WCF Monthly Return for Aug '16
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for Aug '16

## OCTOBER

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes for Sep '16
<input type="checkbox"/>	Pay NSSF/PPF & WCF for Sep '16
<input type="checkbox"/>	File SDL & WCF Monthly Return for Sep '16
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for Sep '16

## NOVEMBER

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes for Oct '16
<input type="checkbox"/>	Pay NSSF/PPF & WCF for Oct '16
<input type="checkbox"/>	File SDL & WCF Monthly Return for Oct '16
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for Oct '16

## DECEMBER

<input type="checkbox"/>	Pay PAYE, SDL & Withholding Taxes for Nov '16
<input type="checkbox"/>	Pay NSSF/PPF & WCF for Nov '16
<input type="checkbox"/>	Pay 4th Installment of Provisional Tax
<input type="checkbox"/>	Pay City Service Levy for Oct-Dec '16
<input type="checkbox"/>	File SDL & WCF Monthly Return for Nov '16
<input type="checkbox"/>	File VAT return & Pay VAT (if any) for Nov '16
<input type="checkbox"/>	File Statement of Revised Estimate of Tax Payable (if any)
<input type="checkbox"/>	File Return of Income for Y/E Jun '16
<input type="checkbox"/>	Pay Final Tax (if any)

<b>7<sup>th</sup></b>	Deadline for paying PAYE, SDL & Withholding Taxes. Deadline for paying City Service Levy, if paying monthly.
<b>20<sup>th</sup></b>	Deadline for filing VAT returns of the previous month and paying any resulting VAT.
<b>30<sup>th</sup>/31<sup>st</sup></b>	Deadline for paying NSSF/PPF Installments of Provisional Tax Payments. Deadline for paying City Service Levy, if paying quarterly. Submit annual Form 128 to BRELA in the month of incorporation.
<b>Mar 14<sup>th</sup></b>	<b>Deadline for submission of books of accounts and relevant documents to SRA. Books submitted after this date may not be received in time for June submission.</b>
<b>Sep 15<sup>th</sup></b>	<b>Deadline for submission of books of accounts and relevant documents to SRA. Books submitted after this date may not be received in time for December submission.</b>



**S R AUDITORS**

P. O. Box 10967, Dar es Salaam, Tanzania

Tel: 2124067 / 2133487 / 0757 555055 | Fax: 0736 601315 | Email: i@sra.co.tz | Web: www.sra.co.tz