

VAT201

Step-by-step Guide for Completion of the Value-Added Tax Vendor Declaration

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DISCLAIMER

The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation, or seek a formal opinion from a suitably qualified individual.

For more information about the contents of this publication you may:

- Visit the SARS website at www.sars.gov.za
- Visit your nearest SARS branch
- Contact your own tax advisor/tax practitioner
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 SARS (7277)
- If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).

1. INTRODUCTION

Since 2007, the South African Revenue Service (SARS) has been modernising and simplifying tax processes in line with international best practice. Improvements are being made continuously as we aim to better our service standards and increase efficiency and compliance.

One of the aspects of compliance that SARS wishes to address is the declaration and payment of Value-Added Tax (VAT).

In 2010 SARS announced that it will be making changes to the VAT201 Vendor Declaration (VAT201 Declaration) aimed not only at improving its systems but also at addressing SARS's efficiency regarding risk assessment and tax compliance. The following changes apply effective April 2011:

- A new VAT201 Declaration in landscape format has been introduced. It contains the same fields as the previous VAT201 Declaration but with the following additional fields:
 - Demographic information
 - The declarant's signature
- A Payment Reference Number (PRN) which will be pre-populated by SARS.

This guide is designed to help you complete your VAT201 Declaration accurately and honestly.

2. REQUESTING YOUR VAT201 DECLARATION (NEW OR REVISED)

Note: All VAT201 Declarations must be requested from SARS.

A vendor will be allowed to:

- Request a VAT201 Declaration for the current tax period and the next tax period, and
- Request and submit a VAT201 Declaration for a past tax period.

The following channels may be used by a vendor to request a VAT201 Declaration:

- For manual submissions:
 - Telephonic request (via SARS Contact Centre)
 - Written request (via post or SARS drop-box)
 - Request and submit at a SARS branch
 - eFiling
- **Telephonic request**

When a telephonic request is made via the Contact Centre on 0800 00 7277 to request a VAT201 Declaration, the Integrated Voice Recording (IVR) will allow the caller to select a VAT201 Declaration option. Once a selection has been made the call will be directed to an agent. The caller will be required to provide the following details:

 - The business' trading name
 - Name and surname of the requester
 - The VAT registration number
 - The tax period for which the declaration will be made.
 - Business postal address.
- The agent will issue a VAT201 Declaration which will be posted to the requestor.
- **Written request**

When a written request for the VAT201 Declaration is made, the writer must provide the following details in

the written request:

- The business' trading name
 - The VAT registration number
 - The tax period for which the declaration will be made
 - Name, surname and signature of the writer or requester
 - Business postal address.
- SARS will post the VAT201 Declaration to the vendor when the request has been processed. The request should be posted to any SARS branch. For the postal addresses of SARS branches go to www.sars.gov.za and click on Contact Us.
 - **Request at a SARS branch**

When the vendor requests the VAT201 Declaration in person at a SARS branch, the agent will request the requestor to provide the following details:

 - The business' trading name
 - Name and surname of the requester
 - The VAT registration number
 - The tax period for which the declaration will be made
 - Business postal address.
 - The VAT201 Declaration will be posted to the vendor when the request has been processed.
 - Vendors are able to both request and submit their VAT201 Declarations at a SARS branch. When a vendor chooses to follow this option, the vendor must have all the relevant amounts to be entered on the VAT201 at hand. SARS branches will not be able to assist by analysing the vendor's financial data and calculating the relevant amounts to be entered on the VAT201. The vendor will have to be present to sign the completed VAT201 to authorise the submission at the SARS branch.

Note: No VAT201 Declarations will be issued by any SARS branch as the branches will not be able to print VAT201 declarations locally. All declarations will be posted.

- **eFiling**
 - If a vendor wants to use the eFiling channel, the vendor must be registered as an eFiler
 - The relevant "REQUEST FORM" option must be used to request the VAT201 Declaration for the selected period (month).
 - The Payment Reference Number (PRN) will be pre-populated on the declaration.
- Vendors are encouraged to register for eFiling, as eFiling will enable time-saving and hassle-free submission of VAT201 Declarations and payments. Vendors who submit their VAT201 Declarations manually have to do so by the 25th of each month, while vendors who use eFiling have until the last business day of the month to submit VAT201 Declarations and payments. eFiling therefore affords the vendor additional days for submissions and payment. This represents a significant financial advantage in terms of both cash flow and potential interest that can be earned. You can register for eFiling at www.sarsefiling.co.za.

Note: Copies of the VAT201 Declarations printed from eFiling and used for manual filing will not be accepted and will not be processed by SARS. Photocopies will also not be accepted.

As from 1 May 2011 all vendors falling within Category C tax period must submit their declarations in electronic format and make payments electronically on eFiling.

3. COMPLETING YOUR VAT201 DECLARATION (NEW OR REVISED)

Note: Before you start completing your VAT201 Declaration, please read the General Rules for Completing a VAT201 Declaration in Chapter 4 on page 15 of this guide.

The following fields will be pre-populated with the information at the disposal of SARS:

- **For the first VAT201 submission for any tax period**
 - Trading or Other Name
 - VAT Registration Number
 - Tax period for which the declaration is to be made
 - Payment Reference Number (PRN)
 - Diesel Rates to be applied for the applicable year in which the indicated tax period falls and according to the type of diesel for which the vendor is registered.
- The vendor will not be able to edit any of the fields listed above.
- **For revised VAT201s submissions for any tax period**
 - Trading or Other Name
 - VAT Registration Number
 - Tax period for which the declaration is to be made
 - The same Payment Reference Number (PRN) as in the original VAT201 Declaration
 - Diesel Rates to be applied for the applicable year in which the indicated tax period falls and according to the type of diesel for which the vendor is registered.
 - Financial data from the previous VAT201 Declaration submitted. (For tax periods prior to the implementation of the new VAT201 Declaration, the financial data will not be pre-populated)
 - Contact details of the person who completed the first submission of the VAT201 Declaration for the tax period concerned.
- The vendor will not be able to edit any of the fields listed above, except for the contact details of the person who completed the first submission of the VAT201 Declaration.
- For revised VAT201 Declarations that are posted to vendors, all the pre-populated fields will be printed in black ink, with the exception of the financial data and the contact details from the previous VAT201 Declaration which will be printed in pink ink. This will allow the vendor to write over the pink ink in black or blue ink. Any pre-populated amount that is not overwritten in black or blue ink will be processed unchanged in the relevant field. If the revision is for a tax period prior to the last two years, the diesel portion of the VAT201 Declaration will be printed in black ink.

Diesel

Diesel				VATD101	
On Land	<input type="checkbox"/>	Offshore	<input type="checkbox"/>	Rail & Harbour services	<input type="checkbox"/>

Please Note: Selection of the diesel concession type can be made if the vendor is registered for a Diesel refund.

- **On Land**

The farming, forestry and mining industries will qualify for this refund

- **Offshore**

Commercial fishing, coastal shipping, offshore mining and the National Sea Rescue Institute will qualify for this refund

- **Rail and Harbour Services**

Rail freight hauliers and specific harbour service operators will qualify for this refund.

Vendor Details

Vendor Details	
Trading or Other Name	VAT Reg No.
<input type="text"/>	<input type="text"/>
<input type="text"/>	Customs Code
	Tax Period (CCYYMM)
	<input type="text"/>

The vendor's details must be completed if all the fields have not been pre-populated.

- **Trading or Other Name**

The trader name is the name under which your business trades. It is also the name known by your suppliers or your customers and it may be different from your business' legal name. **This field is pre-populated.** If the trading name or other name has changed, you are required to inform SARS in writing.

- **VAT Registration Number**

The VAT registration number is the 10 digit number allocated by SARS to a registered vendor. **This field is pre-populated.**

- **Customs Code**

The Customs Code is a number allocated by SARS to exporters/importers. The vendor must complete the Customs Code field if fields 2A, 14A or 15A (or any combination thereof) are completed.

- **Tax Period (CCYYMM)**

This period is the period for which the VAT201 Declaration must be submitted depending on the declaration and payment category allocated to the vendor. This field is pre-populated.

Contact Details

This is a new part of the declaration. The vendor must complete the demographic information of the person responsible for completing the VAT201 Declaration.

Contact Details			
First Name			
Surname			
Capacity			
Bus Tel No.	Fax No.	Cell No.	
Contact Email			

The following fields are mandatory and must be completed:

- **First Name**
The name of the person responsible for completing the VAT201 Declaration
- **Surname**
The surname of the person responsible for completing the VAT201 Declaration
- **Capacity**
The capacity of the person responsible for completing the VAT201 Declaration

Either the business telephone or cellphone number must be provided. The business telephone number must commence with the relevant area code. If the business number is not provided, the cellphone number is a mandatory field.

- **Business Telephone Number**
The business telephone number of the person responsible for completing the VAT201 Declaration
- **Fax Number**
This is an optional field and may be completed. The fax number of the person responsible for completing the VAT201 Declaration
- **Cellphone Number**
The cellular telephone number of the person responsible for completing the VAT201 Declaration
- **Contact Email**
This is an optional field and may be completed. Provide the email address of the person responsible for completing the VAT201 Declaration. This field must be completed in BLOCK LETTERS and print one character per block.

Voluntary Disclosure Programme

- What is the purpose of VDP?
 - The VDP seeks to:
 - Give applicants an opportunity to come clean by disclosing their tax defaults and/or exchange

- control contraventions and obtain relief if successful
 - Establish a process within which the application criteria is transparent and relief parameters clearly prescribed
 - Enhance the culture of compliance in both the tax and exchange control environments
- Once the VDP application has been evaluated by the VDP Unit, a written agreement will be concluded between you and SARS in order to effect the necessary assessments
 - Should you require more information, a Comprehensive Guide concerning VDP is available on the SARS website www.sars.gov.za.
This is a new part of the declaration. Where an approved VDP agreement exists between the vendor and SARS, the following information must be completed.

Voluntary Disclosure Programme

Is this declaration made in respect of a VDP agreement with SARS? Y N VDP Application No.

- **Is this declaration made in respect of a VDP agreement with SARS?**
 - Make sure that an "X" is inserted in the "Y" box.
- **VDP application number**
 - The VDP application number as found on the VDP agreement must be completed.
 - This is a mandatory field if the "Y" block is selected.

Note: When completing the remainder of the return, do not forget to include all amounts applicable for the tax year for which VDP was granted, including the previously omitted information.

Declaration

After completing the VAT201 Declaration, the person completing the declaration (the declarant) will be required to sign and date the declaration. This field is mandatory.

Note: An unsigned VAT201 Declaration will be regarded as outstanding until a fully completed, signed and dated declaration is received by SARS.

Calculation of Output Tax and Imported Services

A. Calculation of Output Tax and Imported Services		ACALC01
Supply of Goods and/or Services By You		
Standard rate (excluding capital goods and/or services and accommodation)	1 R	<input type="text"/> X $\frac{r}{100+r}$ 4 R <input type="text"/>
Standard rate (only capital goods and/or services)	1A R	<input type="text"/> X $\frac{r}{100+r}$ 4A R <input type="text"/>
Zero rate (excluding goods exported)	2 R	<input type="text"/>
Zero rate (only exported goods)	2A R	<input type="text"/>
Exempt and non-supplies	3 R	<input type="text"/>
Supply of accommodation:		
Exceeding 28 days	5 R	<input type="text"/> X <input type="text"/> % 6 R <input type="text"/>
Value Not exceeding 28 days	7 R	<input type="text"/>
Total: (6 + 7)	8 R	<input type="text"/> X $\frac{r}{100}$ 9 R <input type="text"/>
Adjustments:		
Change in use and export of second-hand goods	10 R	<input type="text"/> X $\frac{r}{100+r}$ 11 R <input type="text"/>
Other and imported services		12 R <input type="text"/>
Total A: TOTAL OUTPUT TAX (4+4A+9+11+12)		13 R <input type="text"/>

- Field 1 - Standard rate (excluding capital goods and/or services and accommodation)**

Standard rate (excluding capital goods and/or services and accommodation)	1 R	<input type="text"/>	X $\frac{r}{100+r}$	4 R	<input type="text"/>
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The VAT inclusive amount of goods and/or services supplied by you (including deemed supplies) at the standard rate, excluding capital goods and/or services and accommodation must be completed in Field 1. All goods and services are standard rated (currently 14%) unless specifically zero-rated, exempt or qualify as non-supplies. Examples of standard rated supplies (sales) are:

- Aircraft fuel
- Building materials and services
- Books and newspapers
- Cigarettes, cold drinks and liquor
- Clothing
- Electricity, water and refuse removal
- Entrance fees to sporting events
- Furniture
- Hotel accommodation
- Lawyer's services
- Local air travel
- Meat and any food served as a meal
- Medicines
- Medical services (other than by State hospitals)
- Motor repairs
- Motor vehicles and spares
- Paraffin (excluding illuminating kerosene)
- Postage stamps
- Restaurant services
- Telephone services
- Transport of goods
- Washing powder
- White bread.

- Field 1A - Standard rate (only capital goods and/or services)**

Standard rate (only capital goods and/or services)	1A R	<input type="text"/>	X $\frac{r}{100+r}$	4A R	<input type="text"/>
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The VAT inclusive amount of goods and/or services supplied by you at the standard rate, only capital goods and/or services must be completed in Field 1A. This field must reflect the consideration received (VAT included) in respect of:

- Sale of capital goods and/or services (eg. Sale of land and buildings, plant and machinery, intellectual property)
- VAT on assets upon termination of registration.

• **Field 2 - Zero rate (excluding goods exported)**

Zero rate (excluding goods exported)	2	R	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																

The amount of goods and/or services supplied by you at zero rate, excluding exported goods, must be completed in Field 2. Zero rated supplies are taxable supplies, taxed at a rate of 0%. Examples of zero-rated supplies are:

- Brown bread
- Brown bread flour excluding bran
- Eggs of domesticated chickens
- Edible legumes and pulses of leguminous plants
- Fresh/frozen fruit and vegetables
- Dried beans
- Illuminating kerosene
- Lentils
- Maize meal
- Milk, cultured milk, milk powder and dairy powder blend
- Pilchards/sardines in tins or cans
- Vegetable oil excluding olive oil
- Fuel levy goods (e.g. petrol and diesel)
- The sale of a business or part of a business as a going concern
- Services supplied in respect of goods temporarily admitted into the RSA from an export country for the purposes of being repaired or serviced.
- International air travel

• **Field 2A - Zero rate (only exported goods)**

Zero rate (only exported goods)	2A	R	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																

The amount of goods supplied by you at zero rate, which has been exported from the Republic of South Africa must be completed in Field 2A. The Customs Code field is mandatory if Field 2A is completed.

• **Field 3 - Exempt and non-supplies**

Exempt and non-supplies	3	R	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																

The amount of exempt supplies or non-supplies supplied by you must be completed in Field 3. No output tax is levied in respect of exempt supplies and no input tax relating to the expenditure on these supplies may be deducted. The following are examples of exempt supplies:

- Financial services
- Donated goods or services by an association not for gain
- Residential accommodation
- The letting of leasehold land
- The sale or letting of land situated outside the Republic
- Transport of fare-paying passengers by road or railway
- The supply of educational services
- Membership contributions to employee organisations, such as trade unions

- The supply of childcare services

Field 4 must be equal to Field 1 x (r/(100 + r)), where r is the current VAT rate of 14%. Please note that this field must be calculated by using the tax fraction rounded down to the 5th decimal, (e.g. field 1 is captured as R890, then field 4 should be calculated as R890*0.12280 which is equal to R109.29)

Standard rate (excluding capital goods and/or services and accommodation)	1 R	<input type="text"/>	x	$\frac{r}{100+r}$	=	4 R	<input type="text"/>
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Field 4A must be equal to Field 1A x (r/(100 + r)). Please note that this field must be calculated by using the tax fraction rounded down to the 5th decimal, (e.g. field 1A is captured as R462, then field 4A should be calculated as R462*0.12280 which is equal to R56.73)

Standard rate (only capital goods and/or services)	1A R	<input type="text"/>	x	$\frac{r}{100+r}$	=	4A R	<input type="text"/>
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- **Field 5 - Supply of accommodation**

Exceeding 28 days	5 R	<input type="text"/>	x	<input type="text"/>	%
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The VAT exclusive amount of commercial accommodation supplied exceeding 28 days must be completed in Field 5. The total value (VAT excluded) in respect of:

- Commercial accommodation provided for a full period of more than 28 days must be reported in Field 5
- The amount charged must be an all inclusive charge that must include the charge for domestic goods and services. If the amount is not an all inclusive charge, the amount (inclusive of tax) must be reflected in Field 1 above.

- **Field 6** must be equal to Field 5 x 60%

Exceeding 28 days	5 R	<input type="text"/>	x	<input type="text"/>	%	6 R	<input type="text"/>
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- **Field 7**

Value Not exceeding 28 days	7 R	<input type="text"/>
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The VAT exclusive amount of accommodation supplied not exceeding 28 days must be completed in Field 7. The total value (VAT excluded) in respect of accommodation supplied for a period equal to or less than 28 days (full period) must be reported in Field 7.

- **Field 8** must be equal to the sum of Fields 6 and 7

Value Not exceeding 28 days	8 R	<input type="text"/>
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- **Field 9** must be equal to Field 8 x (r/100)

Total: (6 + 7)	8 R	<input type="text"/>	x	$\frac{r}{100}$	=	9 R	<input type="text"/>
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Field 9 is calculated by applying the tax rate (ie. 14%) instead of the tax fraction (14/114) to Field 8.

- **Field 10** Change in use and export of second-hand goods

Change in use and export of second-hand goods	10 R	<input type="text"/>
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The amount of change in use and the export of second-hand goods must be completed in Field 10.

Consideration (VAT included) in respect of goods and/or services purchased for taxable supplies, but applied for private use or exempt supply use. The purchase price of second-hand goods for which a notional input tax was deducted where those goods were subsequently exported must be completed in Field 10.

Field 11 must be equal to Field 10 x $(r/(100 + r))$. Please note that this field must be calculated by using the tax fraction rounded down to the 5th decimal. (e.g. field 10 is captured as R11,567 then field 11 should be calculated as $R11,567 \times 0.12280$ which is equal to R1420.43)

Change in use and export of second-hand goods	10 R	<input type="text"/>	X $\frac{r}{100+r}$	11 R	<input type="text"/>
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- Field 12** Other and imported services

Other and imported services	12 R	<input type="text"/>	,	<input type="text"/>
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Only VAT payable in respect of the following may be entered:

- Debit notes issued
- Credit notes received
- Recovery of irrecoverable debts
- Barter transactions
- Services imported by you for the purposes of making non taxable supplies.
- Adjustments in respect of acquisition of a going concern
- VAT adjustments in respect of change in accounting basis.

- Field 13**

Total A: TOTAL OUTPUT TAX (4+4A+9+11+12)	13 R	<input type="text"/>	,	<input type="text"/>
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Total output Tax must be equal to the sum of Fields 4 +4A+9+11+12. If Field 13 does not add up, the VAT201 Declaration will be rejected.

Calculation of Input Tax

B. Calculation of Input Tax		BCALC01
Capital goods and/or services supplied to you	14 R	<input type="text"/>
Capital goods imported by you	14A R	<input type="text"/>
Other goods and/or services supplied to you (not capital goods)	15 R	<input type="text"/>
Other goods imported by you (not capital goods)	15A R	<input type="text"/>
Adjustments:		
Change in use	16 R	<input type="text"/>
Bad debts	17 R	<input type="text"/>
Other	18 R	<input type="text"/>
Total B: TOTAL INPUT TAX (14+14A+15+15A+16+17+18)	19 R	<input type="text"/>
VAT PAYABLE/REFUNDABLE (Total A - Total B)	20 R	<input type="text"/>

- Field 14 - Capital goods and/or services supplied to you**

Capital goods and/or services supplied to you	14 R	<input type="text"/>	,	<input type="text"/>
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The permissible VAT amount of capital goods and/or services supplied to you must be completed in Field 14. A valid tax invoice must be held by you. Examples of such acquisitions are:

- Office equipment
- Furniture

- Trucks
- Land and buildings.

• **Field 14A - Capital goods imported by you**

Capital goods imported by you	14A	R <input style="width: 100%;" type="text" value=""/>
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The permissible VAT amount of capital goods imported by you must be completed in Field 14A. The Customs Code field is mandatory. This field applies to capital goods imported in respect of which a valid release document issued by Customs is held.

• **Field 15 - Other goods and/or services supplied to you (not capital goods)**

Other goods and/or services supplied to you (not capital goods)	15	R <input style="width: 100%;" type="text" value=""/>
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The permissible VAT amount of other goods and/or services supplied to you (not capital goods) must be completed in Field 15. A valid tax invoice must be held by you. Examples of such acquisitions are:

- Accounting fees
- Advertisements
- Commission paid
- Cleaning materials
- Short term Insurance premiums
- Membership fees
- Rent
- Repairs
- Second-hand goods (notional input tax)
- Stationery
- Stock purchases
- Telephone
- Water and lights.

• **Field 15A - Other goods imported by you (not capital goods)**

Other goods imported by you (not capital goods)	15A	R <input style="width: 100%;" type="text" value=""/>
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The permissible VAT amount of other goods imported by you (not capital goods) must be completed in Field 15A. The Customs Code field is mandatory. This applies to non-capital goods imported in respect of which a valid release document issued by Customs is held. An example of such acquisition is the importation of trading stock.

• **Field 16 Change in use**

Change in use	16	R <input style="width: 100%;" type="text" value=""/>
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The VAT amount in respect of the change in use must be completed in Field 16. Only the VAT amount in respect of:

- Goods and/or services previously applied for non taxable purposes and now wholly or partially applied for taxable supplies.
- An increase in the extent of application of use of goods and/or services for taxable purposes.

• **Field 17 Bad debts**

Bad debts	17	R <input style="width: 100%;" type="text" value=""/>
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The VAT amount in respect of bad debts must be completed in Field 17. Fill in only the VAT amount in respect

On Land

- **Field 21**

Total purchases (l)	21	<input type="text"/>
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The total amount of diesel purchases in litres in respect of eligible and non-eligible purchases

- **Field 22**

Non-eligible purchases (l)	22	<input type="text"/>
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The total amount of non-eligible litres

- **Field 23**

Eligible purchases (l)	23	<input type="text"/>	x	<input type="text"/>	%
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The amount of diesel in respect of eligible purchases (total purchases less non-eligible purchases). This field is mandatory if field 21 was completed and must be in full litres.

- **Field 24**

Claimable litres (l)	24	<input type="text"/>	x	<input type="text"/>	%
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Eligible litres x 80% (concession percentage)

- **Field 25**

25	R	<input type="text"/>
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The value of field 24 x (current rate of on land) cents per litre/100

Offshore

- **Field 26**

Total purchases (l)	26	<input type="text"/>
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The total amount of diesel purchases in litres in respect of eligible and non-eligible purchases

- **Field 27**

Non-eligible purchases (l)	27	<input type="text"/>
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The total amount of non-eligible litres

- **Field 28**

Eligible purchases (l)	28	<input type="text"/>	x	<input type="text"/>	(cl)
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The amount of diesel in respect of eligible purchases (total purchases less non-eligible purchases). This field is mandatory if Field 26 was completed and must be in full litres.

- **Field 29**

29	R	<input type="text"/>
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The total value of field 28 x (current diesel rate for off shore) cents per litre/100

Rail & Harbour services

- **Field 30**

Total purchases (l)	30	<input type="text"/>
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The total amount of diesel purchases in litres in respect of eligible and non-eligible purchases

- **Field 31**

Non-eligible purchases (l)	31	<input type="text"/>
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The total amount of non-eligible litres

- **Field 32**

Eligible purchases (l)	32	<input type="text"/>	x	<input type="text"/>
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The amount of diesel in respect of eligible purchases (total purchases less non-eligible purchases). This field is mandatory if field 30 was completed and must be in full litres.

- **Field 33**

33	R	<input type="text"/>
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The value of field 32 x (current diesel rate for rail) cents per litre/100

- **Field 34**

TOTAL AMOUNT PAYABLE/REFUNDABLE 20 - (25 + 29+ 33) or 20 + (25 + 29+ 33)	34	R	<input type="text"/>
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- Field 34 = Fields 20-(25+29+33)
- If Field 34 is less than zero, then the minus sign (-) must be added in the first block before the amount is entered in the field. This means a refund is due
- If Field 34 is more than zero, it means a payment is due

Payment Details

Payment Details (Only to be completed if payment is due to SARS)										PAYME01
Debit Order Authorisation	<input type="checkbox"/>									
Payment Reference No.	<input type="text"/>	Payment Period (CCYYMM)	<input type="text"/>	Total	R	<input type="text"/>				
VAT	R	<input type="text"/>	Diesel	R	<input type="text"/>	Penalty and Interest	R	<input type="text"/>		

Note: The details of payment made must be completed in this section.

- **Debit Order Authorisation**

All debit order arrangements for the filing of **manual** VAT201 Declarations have been discontinued with effect from 1 July 2011.

- **Payment Reference Number (PRN)**

This number will be pre-populated by SARS when the VAT201 Declaration is issued to the vendor. (All VAT201 declarations must be requested from SARS – refer to point 2 above.)

- **Payment Period (CCYYMM)**

The period to which the payment relates must be completed in the blocks provided. The payment period must be exactly the same as the tax period under the Vendor Details section.

- **Total**
The total amount of the VAT payment due to SARS must be completed in the blocks provided. If you are registered for diesel and entered any amounts in the diesel section, then the Total field is calculated as Fields 20-(25+29+33) + Penalties and Interest (where applicable) If you are not registered for diesel, then the Total field must be equal to Field 20 + Penalties and Interest (where applicable)
- **VAT**
The portion of the total amount of the payment that must be allocated to VAT (**Field 20**) must be completed in the blocks provided.
- **Diesel**
The diesel amount is the sum of fields 25+29+33 and must be completed in the blocks provided.
- **Penalty and Interest**
The portion of the payment that must be allocated to a penalty and/or interest for the specific tax period must be completed in this field. If the vendor wants to pay interest/penalties/outstanding taxes in respect of another tax period, the PRN for that tax period must be used.

Refund Details

Refund Details (Only to be completed if refund is claimed)															REFUND1		
Payment Reference No.											Payment Period (CCYYMM)			Total	R		
VAT	R											Diesel	R				

Note: This section must only be completed if a refund is claimed by the vendor. The turnaround time for a refund to be processed is 21 working days.

- **Payment Reference Number (PRN)**
This number will be generated by SARS when the VAT201 Declaration is issued to the vendor (i.e upon request by the eFiler or when SARS posts the VAT201 Declaration to the vendor). This field will be pre-populated.
- **Payment Period (CCYYMM)**
The period to which the refund claim relates must be completed in the blocks provided. The payment period must be exactly the same as the tax period under the Vendor Details section.
- **Total**
The total amount of the refund claimed must be completed in the blocks provided. If you are registered for diesel and entered any amounts in the diesel section, then the Total field is calculated as Fields 20-(25+29+33). If you are not registered for diesel, then the Total field must be equal to Field 20.
- **VAT**
The total amount of the VAT refundable (Field 20) must be completed.
- **Diesel**
The diesel amount is the sum of Fields 25+29+33 and must be completed in the blocks provided.

4. GENERAL RULES FOR COMPLETING A VAT201 DECLARATION

- All instructions in this guide must be read before attempting to complete the VAT201 Declaration.
- Should you experience any difficulty in completing the VAT201 Declaration, you are welcome to contact the

SARS Contact Centre on 0800 00 SARS (7277).

- Write clearly, using a **blue** or **black** pen only when submitting a manual VAT201 Declaration.
- Use BLOCK LETTERS and write one character in each block, for example:
M|A|G|S| N|A|P|P|E|R
- All mandatory fields must be completed.

Note: A VAT201 Declaration will be regarded as outstanding when it is not completed in full and all the required information and documentation have not been furnished. This could result in penalties and interest being imposed by SARS.

- Any alterations on the VAT201 Declaration must be signed in full by the declarant.
- You are obliged to make a full and accurate disclosure of all relevant information on the VAT201 Declaration. Misrepresentation, neglect, furnishing false information or non-submission of your declaration could lead to prosecution.
- The VAT201 Declaration must be signed by the declarant when using the manual VAT201 Declaration. If the VAT201 Declaration is not signed it will be regarded as not having been received by SARS. This could result in penalties and interest being imposed by SARS.
- The turnaround time for the VAT201 Declaration to be processed by SARS will depend on successful validation and verification of information. The normal turnaround time for processing VAT201 Declarations is 21 working days.
- The date on which the VAT201 declaration and payment must be received by SARS will be explained in the table below:

Payment method	SARS must receive VAT201 declaration by (or last preceding business day)	SARS must receive payment by (or last preceding business day)
Cash	25th	25th
Cheque	25th	25th
Counter payment at FNB, ABSA, Nedbank or Standard Bank	25th	25th
Electronic Funds Transfers via internet	25th	25th
SARS eFiling of return only and payment not using SARS eFiling	Last business day of the month	25th
SARS eFiling of return and payment via SARS eFiling website	Last business day of the month	Last business day of the month

5. SUBMITTING YOUR VAT201 DECLARATION

Note: A vendor will only be allowed to submit a VAT201 Declaration on the 1st day of the month following the tax period for which the declaration must be made.

The following channels can be used by a vendor to submit a VAT201 Declaration:

- Post or SARS drop-box
- SARS branches
- eFiling

Manual submissions

The VAT201 Declaration can be completed in black or blue ink by a vendor who does not use the eFiling option. After the VAT201 Declaration has been completed, the declaration can either be submitted by post, a SARS drop box or at a SARS branch.

- **Post or SARS drop-box**

The completed VAT201 Declaration can be submitted by post by posting it to any SARS branch or by dropping it into a SARS drop-box at any SARS branch. The VAT201 Declaration will be scanned by SARS and processed. For postal and physical addresses of SARS branches go to www.sars.gov.za and click on Contact Us.

As from 1 May 2011, VAT payments made using the drop box must be received by SARS no later than 15h00 on the business day due. Failure to adhere to this will result in penalties and interest being levied.

- **Submit at a SARS branch**

The completed VAT201 Declaration can be submitted personally at any SARS branch. When submitting the VAT201 Declaration at the branch, the declaration will be captured/processed by the SARS agent. For physical addresses of SARS branches go to www.sars.gov.za and click on Contact Us.

- **eFiling submissions**

The VAT201 Declaration can be completed electronically by entering the relevant information into the applicable fields. After the VAT201 Declaration has been completed, it must be submitted by using the eFiling channel. The VAT201 Declaration will automatically be processed by SARS.

Please Note: Faxed, emailed or photocopied VAT201 Declarations printed from eFiling will not be accepted by SARS.

6. PAYMENT DETAILS

Note: No payment of VAT by cheque in excess of R100 000 may be made at a SARS branch or by post. All vendors falling within Category C in terms of section 27 of the VAT Act must submit VAT declarations in electronic format and make VAT payments electronically.

- The VAT201 Declaration contains a new Payment Reference Number (PRN). This number will be pre-populated by SARS. The vendor must use this PRN when making VAT and Diesel payments to SARS in order to link the actual payment to the payment declared on the VAT201 Declaration.

Note: The unique PRN on the VAT 201 Declaration provided by SARS must be used when making payments. Each VAT201 Declaration that you request from SARS will have its own unique PRN which will be used to track individual payments and queries.

- The PRN should only be used once for that specific tax period's submission of declaration and payment. The 19-digit PRN is structured as follows:
 - Digit 1-10 is your VAT registration number
 - Digit 11-19 will be systematically allocated by SARS

For example: 4123456789VC2011091

- Vendors can make use of the following payment methods:
 - eFiling
 - Approved banking institution
 - SARS branch via cheque
 - EFT

- **EFT**

Payments can be made directly to SARS using the internet banking services offered by:

- ABSA
- Capitec Bank
- FNB
- HSBC
- Investec
- Mercantile
- Nedbank
- Standard Bank.

In all instances it is imperative that the correct PRN is provided to ensure that tax payments are easily identified and correctly allocated by SARS.

- **Debit order**

All debit order arrangements for the filing of manual VAT201 declarations have been discontinued with effect from 1 July 2011.

Debit pull refers to authorised payment transactions that you have requested SARS to collect on your behalf at a specified date. This payment mechanism involves the initiation of a payment instruction from SARS's bank to your bank. The debit pull mechanism may be reversed due to insufficient funds once the request is processed by the bank. Correct banking details are required to ensure the payment is successful.

- **Please note:**

- As of the end of October 2013 Debit Pull transactions are discontinued for ABSA, FNB, Investec, Nedbank and Standard Bank. For all other banks you will still be allowed to use the Debit Pull option until phased out. Taxpayers are advised to set-up a Credit Push payment option or use one of our alternative methods of payment. Refer to www.sars.gov.za for more information on the credit push set-up and SARS payment rules.
- "Additional Payments" on eFiling for Income Tax, Provisional Tax, Value-Added Tax (VAT) and Pay-As-You-Earn (PAYE) is not available via the Debit Pull facility. In such cases the Credit Push facility must be used.

Credit push refers to payment transactions that are initiated on the eFiling site and presented to the banking product as bill presentation, i.e. a payment request. Only once the user has logged into the banking product and authorised the payment request is this transaction regarded as an effective payment. Credit push transactions are irrevocable once approved.

- **Banking institutions**

Payment can be made at any ABSA, FNB, Nedbank or Standard Bank branch. These payments must comply with the same PRN requirements as EFT payments.

- **SARS branch** (Cheques limited to R100 000)

Payment can be made during office hours at any SARS branch via cheque. For ease of processing, vendors should ensure that the VAT201 Declaration duly completed and signed is attached to all payments.

- **eFiling**

Submitting via eFiling provides a convenient, reliable and accurate electronic payment facility. eFiling is supported by:

Credit Push:

- ABSA
- Capitec
- Citibank
- FNB
- Investec
- Nedbank
- Standard Bank.

For more information on making payments via the eFiling channel, please refer to www.sarsefiling.co.za.

Note: For more information on payment rules and acceptable payment methods (e.g. cheque payments, etc.), please refer to GEN-PAYM-01-G01 which is available on www.sars.gov.za

7. FIRST SUBMISSION OF A VAT201 DECLARATION FOR A SPECIFIC TAX PERIOD

- If a vendor has an outstanding VAT201 Declaration, that vendor will be allowed to request a VAT201 Declaration for prior tax periods.
- If it is a first submission, the Adobe VAT201 Declaration will be pre-populated with the demographic information and tax period to which the request relates to.
- Input tax deductions relating to more than 5(five) years will not be allowed as valid deductions.

8. REVISED/ADJUSTED VAT201 DECLARATION FOR A SPECIFIC TAX PERIOD

- Vendors have the ability to revise a previously submitted VAT201 Declaration, whether it is for the current tax period or a prior tax period, by increasing or decreasing the values on a prior VAT201 Declaration to reflect the correct VAT liability.
- The vendor will be allowed to do a revision on the VAT portion of the VAT201 Declaration for any tax period

within the last 5 years.

- The vendor will be allowed to do a revision on the diesel portion of the VAT201 Declaration for any tax period within the last 2 years.
- The vendor must submit a totally revised VAT201 Declaration and not just the difference on the fields the vendor wishes to revise.
- When a vendor revises a VAT201 Declaration for the second time and onwards (version 3), the vendor is required to submit supporting documents with the submission of the revised VAT201 Declaration to support the change made to the declaration.
- If an audit case has been finalised or a correction was done by a SARS user, the vendor will not be allowed to submit a revision of the VAT201 Declaration.

8.1 eFiling corrections

- When a vendor wants to increase/decrease the payment amount and needs to adjust the VAT201 Declaration for the specific tax period to reflect the correct figures, the following must be done:
 - Access the previously submitted VAT201 Declaration via eFiling and use the “Request for Correction (RFC)” option.
 - The application will automatically create an additional VAT201 Declaration with the same PRN and tax period, and will be reflected as a new version
 - Complete the full amounts on the revised VAT201 Declaration (NOT the difference between the amounts completed on the current and previous declaration).
 - Any additional payment must be made using the same PRN.

8.2 Manual corrections

- When a vendor wants to increase/decrease the payment amount and needs to adjust the VAT201 Declaration for the specific tax period to reflect the correct figures, the following must be done:
 - Request a new VAT201 Declaration for the relevant tax period from SARS. The PRN will be pre-populated when the revised VAT201 Declaration is posted to the vendor. This PRN number will be the same as the PRN in the original VAT201 Declaration.
 - Complete the new VAT201 Declaration for the specific tax period where the correction needs to be made.
 - Complete the full amounts on the new VAT201 Declaration (NOT the difference between the amounts completed on the current and previous declaration).
 - Any additional payment must be made using the same PRN.

Note: The vendor will not be allowed to increase his input tax deduction when doing a revision on a past tax period. If the vendor wishes to deduct input tax attributable to a past tax period, a deduction can be made in the next tax period or any future tax period, only if the deduction is made within five years from the date of first entitlement to such input tax deduction.

For a comprehensive understanding of VAT, the VAT404 Guide for Vendors is available from www.sars.gov.za or call the SARS Contact Centre on 0800 00 SARS (7277).