



Reminder to submit reconciliation declarations before 31 May

It's that time of the year again when employers need to do their annual PAYE reconciliation. To help you meet the submission deadline of 31 May, we are connecting with you through the latest Employer Connect. In this edition you will find the simple steps that should take the hassle out of meeting your tax obligations.

Beat the deadline of 31 May

The 2013 Employer Annual Reconciliation period is under way and employers are reminded to submit their declarations before the deadline of Friday 31 May 2013.

[More...](#)

How additional voluntary tax payments can help your employees

Did you know that employers can play a vital role in assisting their employees who receive income from more than one source of employment or pension by ensuring that sufficient tax is being deducted to cover any tax liability on assessment of the employees.

[More...](#)

Use the Recon Assistant on e@syFile™ Employer

For a reconciliation submission to be successful all three elements, the Monthly Employers Declaration (EMP201), payments made to SARS and IRP5/IT3a certificates generated need to balance.

[More...](#)

New video on how to use e@syFile™ Employer

SARS is always trying to improve the service that we render to the taxpayer and this year is no different with a brand new video for employers explaining the basics of how to use e@syFile™ Employer.

[More...](#)

In this issue

- **Beat the deadline of 31 May**
- **How additional voluntary tax payments can help your employees**
- **Use the Recon Assistant on e@syFile™ Employer**
- **New video on how to use e@syFile™ Employer**



[Video](#)



Reminder: beat the deadline of May 31

The 2013 Employer Annual Reconciliation period is under way and employers are reminded to submit their declarations before the deadline of Friday 31 May 2013.

Employers are required to submit their Employer Reconciliation Declaration (EMP501) and Employee Tax Certificates [IRP5/IT3(a)s] for the transaction period 1 March 2012 to 28 February 2013, in respect of the Monthly Employer Declarations (EMP201) submitted, the payments made and the IRP5/IT3(a)s generated.

As an employer who submits these declarations on time you are playing an invaluable role in our country's tax system. The information that you supply, helps SARS to prepopulate tax returns for your employees and this in turn makes their submission of income tax returns so much easier.

But employers too are benefitting from a smoothly functioning tax system. This year no changes have been introduced so all you need to do is follow these simple steps:

1. **Use the latest version of e@syFile™ Employer software.** Visit the SARS eFiling website on www.sarsefiling.co.za to download the latest version of e@syFile™ Employer – it is important to **always backup your current information** on your computer prior to installing a new version of e@syFile™ Employer, as the installation may delete the current information. Please note that any information submitted using a previous version will not be accepted.

2. **Import** the electronic IRP5/IT3(a) CSV files from your current payroll system into e@syFile™ Employer.

3. **Reconcile** your EMP501 – capture all additional manual IRP5/IT3(a)s, and e@syFile™ Employer will use the information from all the tax certificates to automatically populate certificate totals for your EMP501. Enter your monthly liabilities and payments, and e@syFile™ Employer will calculate the rest.

4. **Beat the deadline of 31 May 2013.** Submit your completed EMP501 and IRP5/IT3(a), where applicable EMP601, before the deadline. The earlier you submit the more time you will have to rectify any reconciliation problems. Legislation empowers SARS to impose penalties for failure to submit, late or inaccurate submissions, or reconciliations which do not balance.



How additional voluntary tax payments can help your employees

Did you know that employers can play a vital role in assisting their employees who receive income from more than one source of employment or pension by ensuring that sufficient tax is being deducted to cover any tax liability on assessment of the employees.

The Income Tax Act allows a taxpayer to make additional voluntary tax payments which means that taxpayers receiving a salary or pension may request one or more employers and pension funds to deduct additional monthly PAYE and avoid an unexpected tax liability on assessment.

For more information click [here](#)



Helpful hints

Use the Recon Assistant on easyFile Employer

For a reconciliation submission to be successful all three elements, the Monthly Employers Declaration (EMP201), payments made to SARS and IRP5/IT3a certificates generated need to balance. Should your reconciliation submission fail to balance across the three elements, SARS will issue a letter notifying you that your reconciliation submission was unsuccessful. Simply use the Reconciliation Assistant available on e@syFile™ Employer to assist you in correcting your tax affairs and balancing your reconciliation submission.

Download the latest version of easyFile

When submitting your declarations to SARS always use the latest version of e@syFile™ Employer, the software specifically developed by SARS to assist employers to manage your dealings with SARS quickly, e@sily and conveniently.

Round off to the nearest rand

When completing your Employer Reconciliation Declaration (EMP501) do not enter any cents as this will affect the calculations. Round off the figures to the nearest rand.

Status Dashboard

You will be able to track the status of your reconciliation submission on the EMP501 Status Dashboard. You will find the dashboard under “Utilities” in the menu on the e@syFile™ Employer home page. Click “update” and double click on any field to view the status.



New video on how to use easyFile Employer

SARS is always trying to improve the service that we render to the taxpayer and this year is no different with a brand new video for employers explaining the basics of how to use e@syFile™ Employer.

The video explains step by step how to login, complete and to submit your Employer Reconciliation Declaration (EMP501) and Employee Tax Certificates (IRP5/IT3 (a)s for the period 1 March 2012 to 28 February 2013. It also shows you how to track your employer reconciliation declaration.

To view the video click here....