EXTERNAL GUIDE

GUIDE TO THE PAYMENT ADVICE NOTICE FUNCTIONALITY ON EFILING
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1 PURPOSE

- The purpose of this document is to assist taxpayers to obtain a payment advice notice on eFiling in order to ensure that payments are correctly made and allocated to SARS.

2 INTRODUCTION

- Errors are sometimes encountered on taxpayers’ accounts due to incorrect capturing of Payment Reference Numbers (PRN’s) or tax reference numbers.

- An enhancement on eFiling as part of the payments process will ensure that the taxpayer can view and print a payment advice and use the pre-populated PRN as reference when making a payment at the bank or via Electronic Funds Transfer (EFT).

- The payment advice notice functionality will only be available for those payments linked to a return on eFiling.

- Taxpayers are encouraged to print a payment advice prior to making a payment at the bank in order for the payment to be correctly allocated to the account.

- This functionality will be available for the following taxes:
  - Income Tax, including Assessed Tax and Administrative Penalties
  - Value-Added Tax
  - Pay-As-You-Earn
  - Dividends Tax
  - Provisional Tax

3 HOW TO ACCESS THE PAYMENT ADVICE NOTICE FROM RETURN SUBMISSION

3.1 STEP-BY-STEP PROCESS INSERT SUB-HEADING HERE (IF APPLICABLE)

- Select the “Make Payment” button on the Workpage of the specific tax after submission of the return. The example below refers to the EMP201 Workpage.

- On the “Payment Required” message, select the “Pay Now” button to continue.
When the “Payment Details” screen is displayed, select the “Cancel” button in order for the payment to be reflected under the General Unpaid screen as below steps indicate. On cancellation of the payment step, the payment will be displayed under the General Unpaid option.

NOTE: VAT and PAYE payments for the last 7 days will be display under General Unpaid.

Select “Returns” in the menu and select Payments and General Unpaid menu items. Individuals on eFiling will only make use of the General unpaid functionality to view and print a payment advice.

A list of unpaid payments will be displayed according to the type of tax.

Please note: The Payment Advice Notice functionality will NOT be available for additional payments on eFiling.
If you have completed a return on eFiling, a hyperlink will be displayed for the payment advice. Select the specific return that you wish to view and print the payment advice for it.

### 4 HOW TO PRINT THE PAYMENT ADVICE NOTICE

- Click the “Print” hyperlink in the payment advice column to view and print.

- If you will make a cash deposit payment at the bank, select the tick box for the question “Will a Cash Payment be made?”

```plaintext
Will a Cash Payment be made? ☑

Branch Code: 
Account Number: 
Account Type: Cheque/Current Account

Continue
```
Click the “Continue” button to confirm printing of the payment advice notice and the notice will open in pdf format to print.

If you will not make a deposit payment by cash, capture the bank details of the account that you will use to make the payment from.

**BANKING DETAILS**

NOTE: In the event of a taxpayer being unable to make a payment via eFiling, subsequent request of a Payment Advice does not complete your payment transaction on eFiling. This Payment Advice is to be printed out and physically taken to your banking institution to be processed by the bank teller or taken to the SARS office and dropped off with your payment amount, or SARS office representative. Please see payment advice print out for details regarding payment amounts and accepted methods of payment.

Will a Cash Payment be made?

- Branch Code: [Enter Branch Code]
- Account Number: [Enter Account Number]
- Account Type: [Cheque/Current Account]

Click the “Continue” button to confirm printing of the payment advice notice.

If you have entered an invalid or incorrect bank account number, you will receive the following message.

- Please check that you’ve entered the correct account number.

Click the “Ok” button.
If you have entered valid bank details, and selected “Continue” on the banking details page, the payment advice notice will be displayed in PDF format.

At the bottom of the payment advice page, the bank details of the taxpayer will be displayed.

5  PAYMENT ADVICE NOTICE FUNCTIONALITY

Under the Payments tab on the Tax Practitioner and Organisation profiles on eFiling, a “Payment Advice Notice” menu item has been added. This functionality will only be available on the Tax Practitioner and Organisation profiles on eFiling.
• The Payment Advice Notice screen will be displayed.

Payment Advice Notice

Note: In the event of a taxpayer being unable to make a payment via eFiling, subsequent request of a Payment Advice does not complete your payment transaction on eFiling. This Payment Advice is to be printed out and physically taken to your banking institution to be processed by the bank teller or taken to the SARS office and dropped off with your payment amount, or SARS office representative. Please see payment advice print out for details regarding payment amounts and accepted methods of payment.

Tax Type: —Select Tax Type—

Select All Payments

Select Name Reference Num Payment Reference Num Payment Type Status Amount Due

Please Select a Tax Type

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• Select the relevant “Tax Type” from the dropdown option for which you want to generate a payment advice.

Tax Type:

Assessed tax
Dividends Withholding Tax
Excise
IT Penalty
PAYE
VAT

NOTE: The Provisional tax option will not be available on this functionality.

• If you have selected a tax type and there are no outstanding payments, the following screen will be displayed.
Select all the payments that you want a payment advice to be generated for. Multiple selections are available in this functionality.

- At the bottom of the screen, there will be banking details fields to be captured. The “Create Payment Advice Notice” button will be inactive if there are no banking details entered and you will not be able to print the payment advice.
- If you will make a cash deposit payment at the bank, select the tick box for the question “Will a Cash Payment be made?”

**BANKING DETAILS**

Will a Cash Payment be made? 
Branch Code: 
Account Number: 
Account Type: Cheque/Current Account

Create Payment Advice Notice

- Click the “Continue” button to confirm printing of the payment advice notice and the notice will open in pdf format to print.

- Capture the bank details of the account that you will use to make the payment from in the case of a cheque or internet payment (EFT).
• Once bank details are entered, the “Create Payment Advice Notice” button will be activated.

BANKING DETAILS
Branch Code: 1234567890
Account Number: 1234567890
Account Type: Cheque/Current Account

• Click the “Create Payment Advice Notice” button to continue. Validations will be done by the system to ensure that valid bank details are entered. If you have entered an invalid or incorrect bank branch code or bank account number, you will receive the following message.

• Click the “Continue” button to confirm printing after you have entered the correct bank details.

• The Payment Advice Notice is generated. Note that a new 19-digit Payment Reference Number (PRN) is created if you have selected multiple items to be paid.
6 MANUAL PAYMENTS MADE OUTSIDE OF EFILING

- If you have made a payment outside of eFiling, select the payment in the “General Unpaid” section and click on the “Manual Payments” button.
- Select “OK” on the note that indicates that it is only a manual payment.

- Complete all the relevant fields and click the “Save” button to continue.

- Click “OK” to continue. You will receive a message to indicate that the payment has been saved.
7 HISTORY OF PAYMENTS

- Select the “History” item to view all payments made to SARS via eFiling.

<table>
<thead>
<tr>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Guide</td>
</tr>
<tr>
<td>General Unpaid</td>
</tr>
<tr>
<td>APT Unpaid</td>
</tr>
<tr>
<td>CUS &amp; Excise / eAccount Unpaid</td>
</tr>
<tr>
<td>ATR Unpaid</td>
</tr>
<tr>
<td>Payment Advice Notice History</td>
</tr>
</tbody>
</table>

- The payment history screen will be displayed that will indicate all previous payments made.

Taxpayer: Payment History

This page allows you to view the details of payments made to SARS

Note: Only the top 10 payments per tax type are listed below. Click on More below each section to see additional payments.

<table>
<thead>
<tr>
<th>Provisional Tax Declaration Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>9</td>
</tr>
</tbody>
</table>

More
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- If you select the “Open” hyperlink, the details of the payment will be displayed.

From: Mr

<table>
<thead>
<tr>
<th>From</th>
<th>Description</th>
<th>Status</th>
<th>Payment Method</th>
<th>Bank Account</th>
<th>Current Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Payment to SARS</td>
<td>Payment Successful</td>
<td>Electronic Transfer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry Date</th>
<th>Payment Request Date</th>
<th>Actual Payment Date</th>
<th>Your Reference Number</th>
<th>SARS Bank Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 Nov</td>
<td>05 Nov</td>
<td>06 Nov</td>
<td>EF 00</td>
<td>00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Tax Amount</th>
<th>Penalty</th>
<th>Interest</th>
<th>Total Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP</td>
<td>40886.73</td>
<td>0.00</td>
<td>0.00</td>
<td>40886.73</td>
</tr>
</tbody>
</table>

Total: 40886.73 0.00 0.00 40886.73

Comments: Print Confirmation

Please note that if a taxpayer’s profile is moved, the payments history will not move with the taxpayer’s eFiling profile.
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 leaflet should refer to the relevant legislation, or seek a formal opinion from a suitably qualified individual.

For more information you may –
- Visit the SARS website www.sars.gov.za;
- Visit your nearest SARS branch;
- Contact your registered tax practitioner;
- Contact the SARS National Contact Centre –
  - If calling locally, on 0800 00 7277; or
  - If calling from abroad, on +27 11 602 2093 (only between 8am and 4pm South African time).