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1 PURPOSE

The purpose of this document is to assist government institutions in verifying a TCS or TCC online via eFiling. This guide explains the steps that must be followed when activating the TCS verification system on eFiling, as well as the steps for adding users for tax compliance status access.

2 INTRODUCTION

The TCS solution has been designed in such a way that any official, to whom the authorization has been given, by the institution, to perform TCS verifications, can verify a TCS or TCC online via eFiling. As a consequence, the audit trail captured by the system will be recorded in the name of the institution. In order to utilize the online TCS verification functionality, the institution must be a registered eFiler on www.sarsefiling.co.za.

3 TAX COMPLIANCE STATUS VERIFICATION FUNCTIONALITY

In order to setup the TCS verification functionality for the institution, the eFiling administrator or registered representative of the institution, with access to the eFiling profile of the institution must execute the following steps:

- Step 1 – Create a “User Group” for TCS verifications
- Step 2 – Register the users that require access to perform the TCS verification
- Step 3 – Add the applicable users to the “User Group”
- Step 4 – Add taxpayers (the institution itself will be the taxpayer) to the “User Group”
- Step 5 – Activate the TCS verification service for the institution
- Step 6 – Perform the TCS/ TCC verification

Note:
- This guide does not cover the application for TCS. For information on that functionality, please access the SARS guide called “Guide to the Tax Compliance Status Functionality on eFiling”.
- If the institution has more than one tax registration number, it is imperative that the merging of the tax products is also performed. For queries in this regard, please write to GovernmentInstitute@sars.gov.za.

3.1 CREATING USERS ON EFILING FOR TCS VERIFICATION

3.1.1 STEP 1 – CREATE THE TCS VERIFICATION “USER GROUP”

- A “User Group” assists the institution to easily maintain the roles and rights of a group of users without impacting on other users of the eFiling profile.
- The eFiling administrator or registered representative of the institution must logon to the eFiling profile of the institution.
- Proceed as follows:
  - Click the “Organisation” tab
  - Click the “Rights Groups” menu item
  - Click the “Manage Groups” sub-menu. The “Group Details” page will be displayed.
- Note – If an existing group will be utilised, proceed to click the “Open” hyperlink of that group and select the “Tax Compliance Status Verification” Tax Type, or proceed to the following actions.
- Click the “Setup New Group” button.
- Capture group details and click “Add”
3.1.2 STEP 2 – REGISTER NEW USERS

- **Note** – If all the users have already been added to the eFiling profile, the following actions are not required. In practice however, as the SCM users of the institution are not already users on E Filing, these new users will need to be registered.
  - Click the “User” tab
  - Click the “User” menu item
  - Select the “Register New” sub-menu
  - Capture the details of the user

- Select the applicable TCS user group and if required any applicable roles
The screen will display a result summary; if all is correct, click “Continue”.

- Repeat above to add all the users.

3.1.3 STEP 3 – ADD USERS TO THE “USER GROUP”

- Click on “Manage Users” hyperlink.
• Drag and drop the applicable user(s) into the group and click the “save” icon.

3.1.4 STEP 4 – ADD TAXPAYER(S) TO THE “USER GROUP”

• Click on “Manage Payers” hyperlink.

• Search for the applicable taxpayer and add it to the Group by selecting the “In Group” check box. **Note** – the taxpayer in this scenario would be the institution on whose behalf the users will perform the TCS verification.
3.1.5 STEP 5 – ACTIVATE THE TCS VERIFICATION SERVICE

- Should there be multiple taxpayers on the organisation profile; the correct taxpayer (institution) must be selected from the “Taxpayer List”.

- In this instance it would be the institution on whose behalf the users will perform the TCS verification verifications.
  - Select “Tax Status” tab.
  - Select “Tax Compliance Status Verification” menu item.
  - Select “Activation” sub-menu.

- The Tax Compliance Status Service Activation screen will be displayed. Select the “Tax Compliance Status Verification” box and click the “Activate” button to activate the verification function.
A confirmation message will appear upon successful activation.

After successful activation the rest of the sub-menus will be available in order to perform TCS verifications. It will also now be possible for the users of the newly established user group to perform TCS verifications.

### 3.2 Performing TCS Verification

The users that are part of the user group that was created to perform the TCS verifications must now log into eFiling with the username and password provided to them by the person that created them as users on the eFiling profile of the institution. Should there be multiple taxpayers on the organisation profile; the correct taxpayer (institution) must be selected from the “Taxpayer List”.

• In this instance it would be the institution on whose behalf the TCS verification will be performed.
  o Select the “Tax Status” tab.
  o Select “Tax Compliance Status Verification” menu item.
  o Select “New Verification Request” sub-menu.

• If a PIN was received – Capture the PIN number and the Tax number.
• If a TCC was received – Capture the TCC number (including the slashes) and the Tax number.
• Never capture both PIN and TCC at the same time.
• Capture the “Security Code” displayed on screen in the “Verify security code” field. Then select the “Continue” button.

• The next screen displays the taxpayer to whom the captured PIN and Tax reference number, belongs. The reason for this step is to provide the verifier with an opportunity to see if the information belongs to the taxpayer that he/she intended to verify.
If the details displayed do not correspond with the entity that was intended to be verified, select the “Back” button, otherwise select “Continue” to proceed to view the verification result.

The verification result displays the registered details of the entity, the date and time stamp of the verification and the current tax compliance status of the entity as at the time stamp.

In addition to the on-screen result, the user may also print the result in letter format by selecting the “View” hyperlink under the “Open” column.
4 CROSS REFERENCES

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5 DEFINITIONS AND ACRONYMS

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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 registered tax practitioner
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 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).