

e@syFile™ Employer

Requesting a Statement of Account (EMPSA)



In order to use the new PAYE Statement of Account request function, you must synchronise your e@syFile™ Employer information with your SARS eFiling website profile. Once your SARS eFiling profile is setup, and the relevant Monthly Employer Declaration (EMP201) number activated, click **Synchronise Application** (for detailed instructions refer to **4.2 Synchronising the application** in the e@syFile™PAYE User Guide (available on [www.sars.gov.za](http://www.sars.gov.za)).

### Step 1:

Click **PAYE** in the left menu pane.

### Step 2:

Click **Statement of Account**.

The screenshot displays the e@syFile EMPLOYER 3.2.4.6 web application interface. The left-hand navigation menu is visible, with the following categories and items:

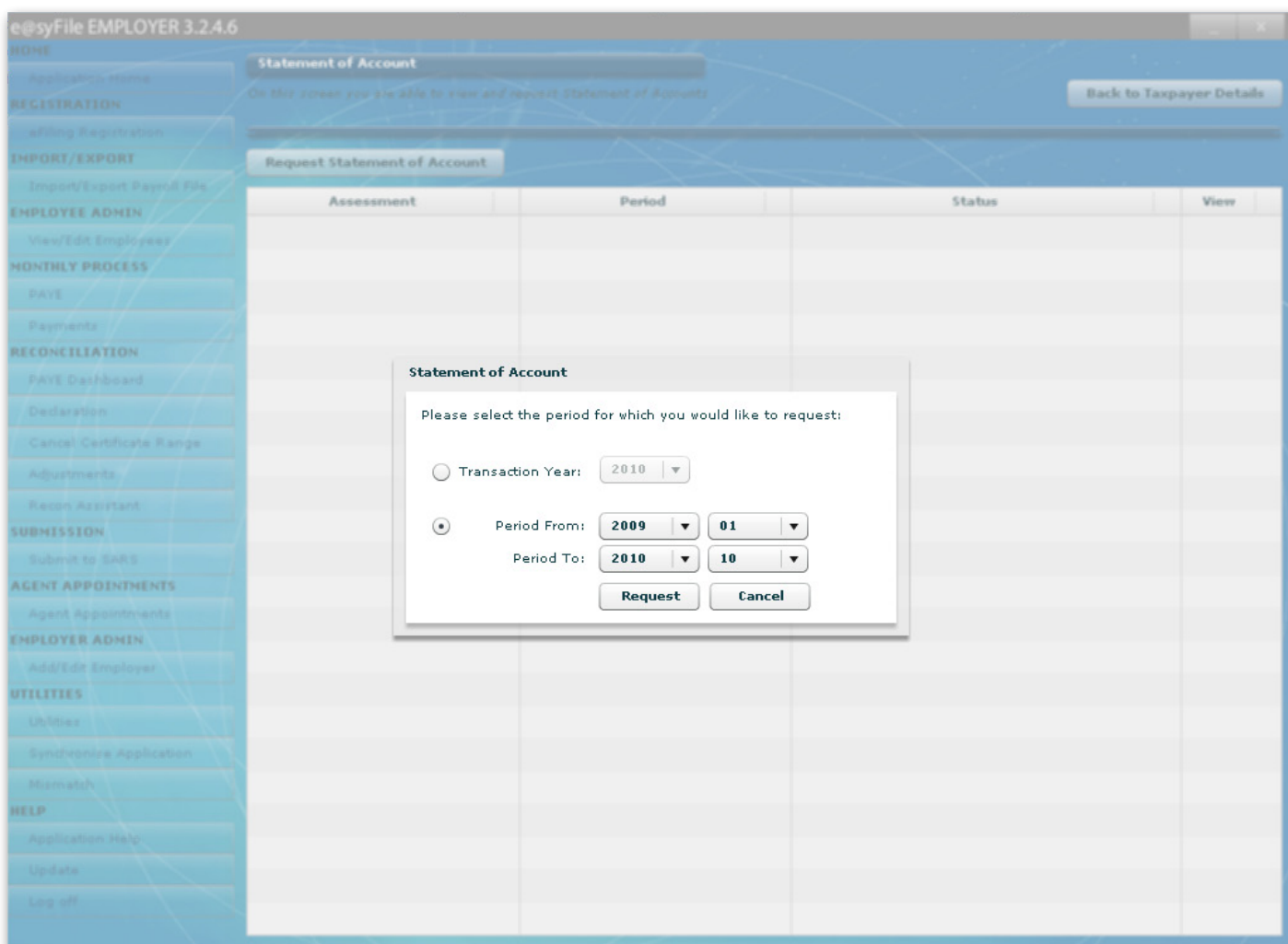
- HOME
  - Application Home
- REGISTRATION
  - eFiling Registration
- IMPORT/EXPORT
  - Import/Export Payroll File
- EMPLOYEE ADMIN
  - View/Edit Employees
- MONTHLY PROCESS
  - PAYE
  - Payments
- RECONCILIATION
  - PAYE Dashboard
  - Declaration
  - Cancel Certificate Range
  - Adjustments
  - Recon Assistant
- SUBMISSION
  - Submit to SARS
- AGENT APPOINTMENTS
  - Agent Appointments
- EMPLOYER ADMIN
  - Add/Edit Employer
- UTILITIES
  - Utilities
  - Synchronise Application
  - Mismatch
- HELP
  - Application Help
  - Update
  - Log off

The main content area is titled "Employees' Taxpayer Details" and includes the following elements:

- Two dropdown menus for selecting the tax year and tax month, with a "Back to Taxpayers" button.
- A row of navigation buttons: "Notices and Letters", "Returns History", "Status Dashboard", "eFiling Synchronisation", and "Make Payment". The "Statement of Account" button is circled in red.
- An "Employer Details" section with the following fields:
  - Trading as: TESTING EMP201
  - PAYE Reference Number: 7000000000
  - SDL Reference Number: L000000000
  - UIF Reference Number: U000000000
- A "Particulars of Declarant" section with the following fields:
  - Surname: [Redacted]
  - First Name: [Redacted]
  - Initials: [Redacted]
  - Position: [Redacted]
  - ID Number: [Redacted]
  - Date of Birth: [Redacted]
  - Contact Email: [Redacted]
  - Bus Tel No: [Redacted]
  - Fax No: [Redacted]
  - Cell No: [Redacted]
- A "Save Details" button at the bottom right.

**Step 3:**

Indicate the tax **period** for which you wish to request an EMPSA. You can either select an Employer Reconciliation Declaration (EMP501) transaction year (March to February), or a shorter period within a specific transaction year.

**Step 4:**

Enter your **SARS eFiling login name** and **password** to finalise your request. The requested EMPSA will be available within 48 hours of your request. To retrieve your EMPSA, synchronise your application again by clicking **Synchronise Application** in the left menu pane.

**Disclaimer**

The information contained in this leaflet is intended as a guide 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 about the contents of this publication you may:

- Visit the SARS website at [www.sars.gov.za](http://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).

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