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)).

**Step 1:**

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

**Step 2:**

Click **Statement of Account**.
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).
Requesting an EMPSA