



STEP BY STEP GUIDE TO COMPLETE YOUR ITR12T VIA EFILING



TABLE OF CONTENTS

1	SUMMARY	3
2	BENEFITS OF USING eFILING	3
3	REGISTRATION, UPDATE PROFILE AND REQUESTING ITR12T ON eFILING	4
3.1	OVERVIEW	4
3.2	HOW TO REGISTER FOR THE USE OF eFILING	4
3.3	HOW TO ADD A NEW TRUST TO THE eFILING PROFILE	5
3.4	HOW TO ACTIVATE A REGISTERED TRUST	6
3.5	HOW TO UPDATE USER RIGHTS ON eFILING	7
3.6	HOW TO MANAGE USERS	8
4	HOW TO REQUEST AN ITR12T RETURN	9
4.1	REQUESTING YOUR ITR12T BEFORE OFFICIAL FILING SEASON PHASE	9
5	STEP BY STEP DEMONSTRATION ON THE COMPLETION AND SUBMISSION OF THE ITE	12T
	RETURN	11
5.1	OVERVIEW	11
5.2	ESTIMATED ASSESSMENTS	11
5.3	COMPLETION OF THE ITR12T RETURN	11
5.3.1	INCORRECT RETURN TYPE REQUEST FOR TRUST	11
	TAX FORM WIZARD (ITR12T) PAGE	12
	VOLUNTARY DISCLOSURE PROGRAMME UPLOADING SUPPORTING DOCUMENTS WITH YOUR ITR12T RETURN	14 17
5.4	SUBMITTING THE ITR12T RETURN	20
5.4.1	REJECTED RETURN DUE TO INVALID TAX DIRECTIVE	21
5.5	ADDITIONAL FUNCTIONS ON THE INCOME TAX WORK PAGE	21
		21
	REQUEST CORRECTION	22
	REQUEST HISTORIC DOCUMENTS	23
		24
	REFRESH RETURN REFUND STATUS	25 25
	SUBMITTED AT BRANCH	26
	REQUEST A STATEMENT OF ACCOUNT	27
5.5.9	VIEW RETURN SUBMISSION DASHBOARD	28
5.5.10	MAINTAIN LEGAL ENTITY DETAILS	29
6	SECTION 93 REDUCED ASSESSMENT	30
6.1	REQUEST FOR REDUCED ASSESSMENT	31
6.1.1	NEW REQUEST FOR REDUCED ASSESSMENT	31
6.1.2	SUBMISSION OF THE FORM	35
	VIEW SAVED VIEW SUBMITTED	37 39
6.2	SARS NOTICES	39 40
0.2 7		40 41
1	DEFINITIONS AND ABBREVIATIONS	41



1 SUMMARY

- a) The purpose of this document is to assist the representative taxpayers of Trusts with the completion and submission of the Income Tax Return for Trust (ITR12T) via SARS eFiling. The guide is structured as follows; firstly, the eFiling Channel is described, elaborating how to register and login to eFiling. The guide explains the functions embedded in the system and how they can be used for submission purposes. This document must be read in conjunction with the following External Guide: **Comprehensive Guide to the ITR12T Return for Trusts** for detailed information on how to complete the ITR12T return.
- b) The most common reasons for creating a Trust are:
 - i) To protect assets for minor children or disabled relatives;
 - ii) For Estate planning purposes; and
 - iii) As a mechanism to protect assets from creditors.
- c) A Trust is created by a founder, and is governed by a Trust deed, which stipulates, inter alia the beneficiaries, the Trustees, and the terms of the deed. It is formed in various ways based on the nature and type of the Trust. The nature of a Trust may differ in one of the following ways:
 - i) In their method of formation namely, during the lifetime of a person or upon his death under a will.
 - ii) In the rights, they confer on beneficiaries. Under a vesting Trust, the beneficiaries have a vested right to the income and/or capital of the Trust. Under a discretionary Trust, the Trustees have the discretion as to whether and how much of the income or capital of the Trust to distribute to the beneficiaries.
 - iii) In their purpose, namely trading Trust, asset protection Trust, charitable Trust, or Special Trust. Two types of Special Trust exist for income tax purposes:
 - A) A (Type A) Trust is created for the benefit of a person with a disability.
 - B) A (Type B) Trust is created under the will of a person for the benefit of his relatives.
- d) Trusts are taxed in terms of section 2(1) of the Rates and Monetary Amounts and Amendment of Revenue Laws Act 2013. This is with the exception of a "Special Trust" which is defined in section 2(1) of the Act. As from 1 March 2017, Trusts other than Special Trusts are taxed at a rate of 45%. Revenue generated from a Trust can either be retained, distributed to the beneficiaries or profits can be deemed to have been received by another person in terms of section 7 of the Income Tax Act. This income becomes taxable in the hands of the person who receives it. The tax implications of the Trust and beneficiaries are based on section 25B and section 7 of the Income Tax Act. With reference to the Conduit Pipe Principle, revenue distributed from a Trust retains its identity unless (under some circumstances) it is regarded as an annuity.
- e) The source and nature of the income, the method of transfer of the assets to the Trust as well as the status of all the relevant parties have an impact on the tax implications in respect of the receipts or accruals of income by the Trustees. This revenue and additional required information must be recorded accurately on the Trusts (ITR12T) return and submitted to SARS.
- f) A Trust fund consists of cash or other assets which are administrated and controlled by a person acting in a fiduciary capacity of Trust, where such person is appointed under a deed of Trust, by agreement or under the will of a deceased person.
- g) SARS values your contribution as taxpayers and your readiness in fulfilling your tax responsibilities, thus we are constantly enhancing our processes to ensure that the tax systems are functioning optimally and effectively so you can be confident in the process. Being able to complete and submit your Trusts return via eFiling is one such improvement and this guide will assist you.

2 BENEFITS OF USING EFILING

- a) eFilers are given more time to make their submissions.
 - i) Tax representatives can save the ITR12T form and submit it later, which will give them more time to review the information to be submitted to SARS.
- b) eFilers have a full history of all submissions, payments, and electronic correspondence available at a click of a button.
 - i) The system allows a tax representative to view the history of submissions made of the ITR12T form on the system for their convenience.



- c) eFilers can receive SMS and email notifications to remind them when submissions are due.
 - i) SMS and email notifications assist the tax representatives in the submission process by ensuring that the returns are submitted before the due date.
- d) The simplified submission of the Trust return process results in fewer errors and creates a quicker processing cycle for individuals and business.
 - i) There are embedded functions within the ITR12T return such as pre-populating fields, pop up warning messages when incorrect information is completed and the simplified navigation. These functions will result in few errors during your return process.
- e) eFilers can use the tax calculator function to receive a pre-assessment of their ITR12T submission before an original assessment is done.
 - i) Tax representatives can access a pre ITA34T before an original assessment is sent to assist them in determining accuracy of the information, which will be submitted to SARS.

3 REGISTRATION, UPDATE PROFILE AND REQUESTING ITR12T ON EFILING

3.1 OVERVIEW

- a) As described in the previous section, to access eFiling you must be registered as a tax representative/ tax practitioner and responsible for the submission of a specified Trust on the system. This section will take you through the registration process, how to activate a Trust on the system and further illustrate how to update your profile on eFiling. Screenshots are applied to demonstrate the use of the system.
- b) Job Access with Speech (JAWS) forms are accessible for visually impaired taxpayers and will be implemented on all returns as part of SARS' strategy.

3.2 HOW TO REGISTER FOR THE USE OF eFILING

a) Navigate the website <u>www.sars.gov.za</u>, click 'Register' and follow the steps stipulated to complete the registration process.

Home	About SARS	Types of Tax	Legal Counsel	Contact Us	Tax Rates	Tax Season		Search		٩	Ø	Ø	x	in	۳
	V S	ARS	S								8	FILI	NG		
South	n African Re	venue Ser	vice							E	a Logi	1			
	Individuals		Busin	esses and Empl	oyers	Tax P	ractitioners		Customs and Excise		🛛 Reg	ister			
	rge Business & nternational	Trusts	Dece	ased & Insolvent	t Estates	Government	Small Bu	<u>isinesses</u>	Tax Exempt Institutions		Forgo				

- b) For further assistance with eFiling registration, refer to the "*How to register for eFiling and Manage your user Profile*" guide available on the SARS website.
- c) Once registered, click on "**Login**", enter your username, click "**Next**" to proceed and enter your password. Click "**Login**" to proceed to log into your eFiling profile.



		FILING
	Welcome, please login to SARS eFiling	
VSARS	Username *	
South African Revenue Service	Forgot Your Username? Forgot Your Password?	
	Next Don't have an account? Reg	ister
	LIVE CHAT	ASK A QUESTION?

d) SARS eFiling provide a chatbot, Lwazi, by selecting the "Ask A Question" tab to provide an instant support experience and automated answers to general queries.

.wazi - Your Assistant	X
Hi, I am Lwazi your virtual as can I assist you?	sistant. How
17:00 PM	
/pe message here	0

3.3 HOW TO ADD A NEW TRUST TO THE eFILING PROFILE

- a) Once you are successfully registered and successfully logged into your eFiling profile, proceed to activate the Trust before you are allowed to request and submit an ITR12T return. The below section will demonstrate how to activate a Trust on eFiling.
- b) Select "Organisations" on the left menu and then select "Register New".



A Miss	E TSARS @PELING Home User Organisations Returns Duties & Levies Services Tax Status Contact Log Out
Tax Reference Number	Portfolio Tappyrr El • Al • Tax Practitioner
Identification Number My Profile	Registered Representative For a list of entities that you are recorded as their Registered Representative at SARS, please click <u>here</u>
Organisation Register New	Capture Entity Details
Change Details	Please be aware that a tax type transfer for this entity cannot be finalised without the authorisation of the Registered Representative of the entity
Tax Types Banking Details	Select Entity Type * *
ISV Activation	Tax Reference Number *
Summary	Add Taxpayer

c) The following screen will be displayed to the taxpayer to enable the capturing of 'Entity Details'. Complete all the required information.

Capture Entity Details	
Please be aware that a tax type transfer for this entity cannot be finalised without the	authorisation of the Registered Representative of the entity
Select Entity Type Trust	-
Trust Name	-
Trust Deed Number	_
Tax Reference Number	Add Taxpayer

d) Once all the fields have been completed, click the "Add Taxpayer" button to proceed.

3.4 HOW TO ACTIVATE A REGISTERED TRUST

- a) To activate a registered Trust, proceed as follows:
 - i) Of the options below "**Organisation**" which are displayed on the left menu, click on "**Tax Types**" and "**Manage Tax Types**".

Organisation	
Register New	
Change Details	
Tax Types	
Manage Tax Types	
View Request History	
Legacy: Activation Requests	
Legacy: Transfer Requests	



b) Select the action tick box next to the relevant tax product to activate the tax type and click the "**Submit**" button to proceed. Below is an example of how the screen looks.

Tax Type Description	Reference Number	Status	Action
Provisional Tax (IRP6)		Successfully Activated.	Deactivate
Organisation Income Tax (ITR14/IT12EI/ITR12T)		Successfully Activated.	Deactivate
CBC		Not Active.	Not Available
Medical Scheme Contribution		Not Active.	Not Available
Insurance Payment		Not Active.	Not Available
Foreign Tax Information (FTI)		Not Active.	Not Available

3.5 HOW TO UPDATE USER RIGHTS ON eFILING

- a) This section will illustrate how to identify those who have access to the Trust submission and further verify whether the Trust has been successfully registered.
- b) Click on "**Right Groups**" from the left side menu options.

c) Select "Manage Groups".

Organisation	
SARS Registered Details	
Employee Registration	
Admin Reports	
Rights Groups	
Manage Groups	
Organisation Setup	
Customs Registration	

d) The "Group Details" screen will be displayed. Click on the "Open" hyperlink to proceed.

Group Details Setup New Group					
<u>Group Name</u>	Authorisation Level	Access to Payments	<u>Open</u>	<u>Taxpayers</u>	<u>Users</u>
System Default	Submissions	Yes	<u>Open</u>	<u>Manage Payers</u>	Manage Users
System Default	Submissions	Yes	<u>Open</u>	Manage Payers	Manage Users

e) The "Update Group Details" screen will be displayed.



UPDATE GROUP DETAILS	
Group Name	TCS
Authorisation Level	Submissions v
Access To Payments	
ax Types	Provisional Tax (IRP6)
	Value Added Tax (VAT201)
	Organisation Income Tax (ITR14/IT12EI/ITR12T)
	□ Individual Income Tax (ITR12)
	Employee's Tax (EMP201)
	□ IT56 - Secondary Tax On Companies (STC)
	EMP501 - Submission
	Customs Agent
	Excise Agent
	VAT Admin Penalty
	PAYE Admin Penalty
	IT Admin Penalty
	Transfer Duty
	Third Party Appointment Banks
	Dividends Withholding Tax (DWT)
	Third Party Appointment Employers
	Third Party Appointment Other
	Tax Compliance Status
	Tax Compliance Status Verification
	IT3 Medical Scheme Contribution
	Insurance Payment
	Witholding Tax on Interest(WTI)
	Foreign Tax Information (FTI)
	Mineral Royalties (MPR3)
	CBC
	TRN (Tax Reference Number)
	Directives
	Air Passenger Tax
	Mandatory Disclosure Rules (MDR)
Do you want to import taxpayers from an existing group?	○ Yes ● No
	Update Delete Group Back Check All Uncheck All

f) Select the tax type (Organisation Income Tax ITR14/IT12EI/ITR12T) by checking the appropriate tick box. Click "Update" to submit.

3.6 HOW TO MANAGE USERS

- a) To manage those in the group who have access to the Trusts submission proceed as follows:
- b) Click on "**Right Groups**" from the left side menu options.

c) Select "Manage Groups" and the "Group Details" screen will be displayed.

Group Details Setup New Group					
Group Name	Authorisation Level	Access to Payments	<u>Open</u>	<u>Taxpayers</u>	<u>Users</u>
System Default	Submissions	No	<u>Open</u>	Manage Payers	<u>Manage Users</u>
System Default	Submissions	Yes	<u>Open</u>	Manage Payers	Manage Users

d) Select the hyperlink "Manage Users".

Unallocated Users	Switch to Grid View, Back to Group List	1	Group: System Default Authorisation Level: Submissions
å	å	å	
3	8	2	
4	4	4	

e) Ensure that the login name that you are logged in with is in the grey box on the right-hand side. To add users, drag and drop the users in the grey box and click on the save button (floppy disk icon) to save the required changes.



4 HOW TO REQUEST AN ITR12T RETURN

a) Once you have registered and activated the Trust, you should be able to access the return. This section will assist you in accessing the return via eFiling.

4.1 REQUESTING YOUR ITR12T BEFORE OFFICIAL FILING SEASON PHASE

- a) Taxpayers /Tax practitioners are encouraged to file their return during the official Filing season phase for a Trust. The filing dates are published under "Public Notices" on the SARS website.
- b) Click on "Returns" and "Returns issued" displayed on the menu options.
- c) Select "**Income Tax (ITR14/ITR12T/ITR12EI)**" displayed as one of the categories of the left side menu option "**Returns Issued**".

Tax Reference Number	SARS	● FILING			Home	User	Organisations Returns	Duties & Levies	Services	Tax Status	Contact	Log Out
Identification Number	Portfolio E		. •	Taxpayer			* : Tax Practitioner					
My Profile	Return Search										2024 V Reque	est Return
SARS Correspondence	Name	Reference Num	Period		Return Type	Status	Amou	nt.Due Due Date				Open
Returns Issued												
Income Tax (ITR14/ITR12T/IT12EI)												
Returns History												

b) When 2025 Tax year is selected, the following message will be displayed to confirm the termination of the Trust services, which is in the process of being deregistered. Click "**OK**" to terminate the Trust and alternatively click "**Cancel**" to go back to the "Request Return" page.

Trust	Returns
Requ	est Return
Pleas	e note that if the return you requested is not in respect of:
	the termination of activities; or
•	the process of de-registration,
from 3 file the	eturn, if you file it, falls outside the filing period specified for trusts. SARS is currently in the process of validating data received and parties that may have an impact on the return. If you do not fall within the categories listed above, you are encouraged to a return during the official SARS Filing Season phase for trusts.Dates are published under "Public Notices" on the SARS te "www.sars.gov.za/Legal/Secondary-Legislation/Pages/Notices.aspx."
Pleas	e click the "OK" button to proceed or the "Cancel" button if you decide to file during the official Filing Season.
ок	Cancel

- d) Note that a similar message will be displayed when you request a return for Exempt Institutions that are registered as Trusts prior to the Filing season period.
- e) Select the appropriate period of submission from the drop-down list displayed on the right side of the screen. Click the "**Request Return**" button and the "**Returns Search**" screen will be displayed indicating the return issued.

Return Search						2024 V	equest Return
Name	Reference Num	Period	Return Type	<u>Status</u>	Amount Due	Due Date	Open
1	0	TaxPeriod: 2024 Version: 1	ITR12T	Issued on 20/03/2025	0.00	Your return is overdue, please submit urgently.	Open

f) Click the "Open" hyperlink and the "Income Tax Work Page" will be displayed.



NCOME TAX WORK PAG	E			2				
Taxpayer Name			eFiling Status					
		t Trust		Issued				
Tax Period								
		2024						
Tax Reference								
		Verify Entity D	etails		3			
Return Type		Have the banking, contact and trustee details of the trust been verified and confirmed as correct?						
		Have the Danki	ng, contact and trustee	details of the trust been vernied and commi	eu as correct?			
RETURN TYPE STATUS			Yes	No - Maintain legal entity details now	Cancel			
ITR12T Issued			(
Maintain Legal Entity Details								
Request Historic Documents	Refund Status	Refresh Return	Submitted at Branch	Return Submission Dashboard				
Incorrect return type?								

- g) A verification message will be displayed to verify the banking, contact and trustee details.
 - i) If all the information is the same as the previous year, click "Yes" or "Cancel" to close the message.
 - ii) Click on "**No Maintain Legal Entity Details now**", to verify and update any outdated legal entity information of the Trust representative i.e., contact details, physical address, postal address, banking details and other particulars. The "**Maintain SARS Registered Details**" will be displayed.

Aaintain SARS Registered	Details
This functionality allows you	I to view and maintain registered details of the entity selected from the
'Taxpayer List' above.	
Click on 'Continue' below to information as necessary.	obtain the existing detail from SARS. You may then view or update this
I hereby confirm that I am d the company or individual.	uly authorised to perform Maintenance of SARS Registered Details on behalf of
I agree	
O I do not agree	

- h) When the option "I do not agree" is selected, the "Continue" button will be greyed out and the return will not open for the maintenance of SARS registered details. When "I agree" is selected, the Trust representative is duly authorised to perform Maintenance of SARS Registered Details on behalf of the company or individual.
 - i) Refer to the external guide "*How to complete the Registration amendments and Verification Form (RAV01)*" for detailed information on how to confirm and verify the applicable company details. The guide can be accessed on www.sars.gov.za.
- i) You will be directed to the Income Tax Work Page and the following buttons will be displayed:

Taxpayer N	ame			eFilin	g Status			
			Trust					Issue
Tax Period	E		1					
			2024					
Tax Refere	nce							
Return Typ	e							
			ITR12T					
RETURN TYPE	STATUS			DATE	LAST UPDATED	BY VERSIO		
ITR12T	Issued	· /		:		1	Not Requested	
Maintain Le	gal Entity Details							
Poquest His	storic Documents	Refund Status	Refresh Return	Submitt	ed at Branch	Return Sub	mission Dashboard	ן



- i) **Maintain Legal Entity Details** this will redirect you to the Legal Entity Registration function.
- ii) **Request Historic Documents** historic Notice of Assessments and Statements of Account may be requested by selecting this button.
- iii) **Refund Status** You will be able to check the refund status of the assessment if a refund is due to you.
- iv) Refresh Return this will request new pre-population of the return
- v) **Submitted at Branch** by selecting this button, eFiling will be updated to indicate that the return has been submitted through another channel, e.g., at a SARS Branch.
- vi) Return Submission Dashboard you will be presented with the return submission dashboard
- vii) Incorrect return type? You will have the ability to change the return type if it is incorrect.
- j) Click on the "**ITR12T**" hyperlink to open the return for completion.

5 STEP BY STEP DEMONSTRATION ON THE COMPLETION AND SUBMISSION OF THE ITR12T RETURN

5.1 OVERVIEW

a) This section will demonstrate how to complete and submit the ITR12T return by displaying step by step screen shots, which describe the process of submission and further highlight the details an eFiler should take into consideration whilst completing the return. Functions which may be used are also discussed and demonstrated for the ease and usage of eFiling.

5.2 ESTIMATED ASSESSMENTS

- a) Once the filing period for Trusts ends, SARS may raise original estimated assessments on Income Tax Returns for Trusts (ITR12T) that were not officially filed by the taxpayer.
- b) After the estimated assessment has been raised by SARS, the taxpayer will be allowed to request an original (new) return to be submitted to SARS. The same estimated return will be issued on eFiling or via SARS branch or email or post, with a new version number of the return to be completed. The taxpayer will be able to request a correction after the original return has been submitted. If SARS is still not satisfied with the outcome of the revised declaration, the taxpayer will be informed in writing.

5.3 COMPLETION OF THE ITR12T RETURN

a) To access the ITR12T Trust return, follow the steps mentioned in section 4.1 above.

5.3.1 INCORRECT RETURN TYPE REQUEST FOR TRUST

- a) A rejection message will be displayed on eFiling when a taxpayer requests an "Income Tax return for a Trust (ITR12T)" whilst being registered as an Exempt Institution (EI) or vice versa. If the taxpayer requests an incorrect return, the taxpayer will be guided to the relevant functionality to change the return type for a Trust to EI or vice versa.
 - i) For a Trust Registered as an EI "Please note that the return type being requested is incorrect. You are requesting an ITR12T return, however the Trust is registered as an "Exempt Institution". Please request an ITR12EI return"
 - ii) For a Trust that is not an EI "Please note that the return type being requested is not correct. You are requesting an ITR12EI return, however the entity is registered as a "Trust". Please request an ITR12T return.
 - iii) Below is an example of one of the messages that could be displayed on eFiling.

RETURN COULD NOT BE ISSUED	
Please note, the return type being requested is incorrect. You are requesting an Exempt Institution return,	
however the entity is registered as a TRUST.Would you like to request a return, using the correct return	
type? Click "Continue" to continue with the correct return type, or "Back" to return to the Return Work Page.	
Back	Continue



- b) To open the return, click the "ITR12T" hyperlink on the Income Tax Work Page.
 - i) A warning message will be displayed to inform you that Employer/Service Provider information may not be altered. Once noted click "**OK**" to continue.

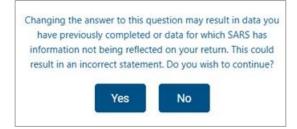
South African Revenue Service	Income Tax Return for Trusts (Income Tax Act, No. 58 of 1962, as amended)	Taxpayer Ref No.	â	Vear of 2024	â
employer or s NOTE: To expe	at you cannot alter nor delete data provided by your Employer / Service ervice provider to have the information corrected and re-submitted to S dite the refund processing, please ensure that all banking details are co y more information, simply visit www.sars.gov.za	ARS	ase contact your		
Ok	y nore mornation, angly via company. Good				

5.3.2 TAX FORM WIZARD (ITR12T) PAGE

a) Standard and Comprehensive questions will be displayed as the first page of your Trust ITR12T return. This wizard will aid in creating your customised Trust return.

TAX FORM WIZARD (ITR12T)	
Please answer a few questions to help us generate your tax return	
Have the banking, contact and trustee details of the trust been verified and confirmed as correct? (Refer to guide)	Y 💿 N 🔿
Does the Trust confirm that the person appointed as a trustee has not been disqualified i.t.o. s6 of the Trust Property Control Act?	YONO

- b) Complete all the wizard questions to create the required containers in the ITR12T return.
 - Helpful hints to note whilst completing the ITR12T return:
 - A) All mandatory fields on the ITR12T will be indicated in red.
 - B) If there are changes to the questions, a warning message will be displayed. Take note of the message and click "Yes" to continue.



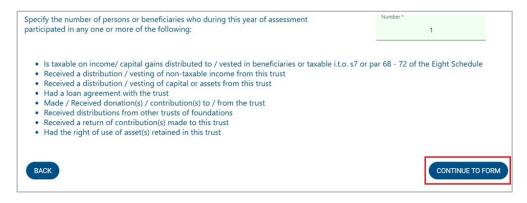
i)

- ii) **Note:** If mandatory fields are not completed, an error message will be displayed and that implies that you will not be able to submit the ITR12T until it is completed.
- iii) Depending on the answer provided to each question, subsequent questions may be displayed.A) Answer all the questions before commencing with the completion of the return.
 - B) Click the "Continue" button to commence to the next question on the wizard or the "Back" button to proceed to previous question on the wizard.



<	📋 Trust details	Passive Trust Detail	Local Amount(s)	Foreign Amount(s)	Capital Gain/Loss	Ai C
Have		ntact and trustee details o	f the trust been verified	d and confirmed as correct	? (Refer to Y 🔘 N 🌔	C
Doe	s the Trust confirn		ed as a trustee has not	been disqualified i.t.o. s6	of the Trust Y 🔘 N 🌔	C
	erty Control Act? e trust a collective	e investment scheme?			YON	C
ls th	e declaration mad	de by a tax practitioner?			Y 🔘 N ()
	s any declaration ramme?	in this return relate to an	application made unde	r the SARS Voluntary Disc	osure Y 🔿 N 🕻	C
Did	the trust enter int	o any reportable arranger	nent in terms of s34 -3	9 of the Tax Administration	Act? YON	\mathbf{c}

- iv) If any of the questions are changed after starting to complete the return, it may result in the following:
 - A) Existing sections on the return may be removed. The form will display a warning message to alert you of any potential loss of data captured; or
 - B) Additional sections may be displayed on the return for completion.
- v) Refer to the "Find a source code" tab on the SARS website to complete the source codes.
- c) Once all the wizard questions have been completed, you will be presented with the "**Continue to Form**" button to proceed to complete the return.



d) Upon scrolling down, you will be routed to your created ITR12T Trust return.

Trust Return Information		^	
Trust Particulars		~	Qu Lin
Related Information V	Personal Service Provider	*	
Lal Statement of Assets and Liabilities		~	
Local Amount(s) distributed to the Trust / vested in the Trust as a beneficiary of another Trust(s) or deemed to have accrued in term	is of s7	~	
Local Amount(s) Received and / or Accrued		~	L
and the sense in the sense is a sense in the sense is a sense in the sense is a sense is		~	
Beneficial Ownership		~	

e) Refer to the **Comprehensive Guide to the Income Tax Return for Trusts (ITR12T) - External Guide** on the SARS website for detailed information on how to complete the trust return.



5.3.3 VOLUNTARY DISCLOSURE PROGRAMME

- a) If a taxpayer has applied for voluntary disclosure:
 - A Taxpayer must remember to include all default amounts including previously understated income, previously overstated expenses that results in an understatement for the applicable tax year.
 - ii) The VDP application number completed on a tax return must be in respect of a validated VDP application meeting all of requirements of section 227 of the Tax Administration Act.
 - iii) A VDP submission may not result in a credit/refund due by SARS; if an assessment results in a credit/refund, the return will be rejected and the following message will be displayed:
 - A) "The Return you are submitting does not meet the Voluntary Disclosure Programme legislative framework. Please contact the Voluntary Disclosure Unit for more information".

i Voluntary Disclo	osure Programme
	on was made, change o "No" on the first page
Please indicate the V	/DP application no. is
Please indicate the VDP	application no. issued by SA

- b) The ITR12T will be pre-populated with the minimum demographic information of the Trust.
- c) If all the mandatory fields are not completed, the menu tabs will be outlined in red showing that information still needs to be completed.

Trust Return Information		^	
Trust Particulars		~	Quick Links
Tax Practitioner Details (if applicable)		~	Ê
Related Information 🗸 🗸	Personal Service Provider	~	
	Voluntary Disclosure Programme	~	 ⊕
	Reportable Arrangement	~	٣
Jul Statement of Assets and Liabilities			<u> </u>
		~	\$
Local Amount(s) distributed to the Trust / vested in the Trust as a beneficiary of another Trust(s of s7) or deemed to have accrued in term	is V	÷

d) Note to open each container/section of the ITR12T Trust form click on the "Arrow" or "Arrow" to close .



rust Particulars Image: Second Se
Registered Name* Residency for income tax purposes (e.g. South Africa = ZAF)* Image: Comparison of the state of the st
Residency for income tax purposes (e.g. South Africa = ZAF) * Image: Comparison of the second sec
Residency for income tax purpose (e.g. South Africa = ZAF) is a mandatory
Markets offers of two sectors income
master's once or discregistration
Date registered at Master's Office (ICVYM/MDD)
2008-10-02 Select the Standard Industry Main Income Source Code *
🖬 LIVE CHAT 💮 ASK A QUESTION?

e) After completing the ITR12T return, you may choose to Save the return by selecting the **"Save"** tab and click "Continue" on the below message to return to the main menu of the ITR12T return.

DETAILS		
Tax Reference Number	Period	2024
RESULT		
Your return has been successfully saved on the eFiling sy Please note that you may click on the File button when you has submit it to SARS for assessment.	ystem. ave completed all the outstanding information on your return, and this will	
	Continue	

f) Click on the "**Continue**" to proceed and the Income Tax Work Page status will be updated to indicate that the ITR12T is saved, as indicated in the below screen:

Taxpayer N	ame			eFilin	g Status		
			Trust				
Tax Period							
			2024				
Tax Refere	nce						
Return Typ	0						
			ITR12T				
RETURN					LAST		CALCULATION
TYPE	STATUS			DATE	UPDATED	BY	RESULTS
TR12T	Saved					1	Not Requested
Maintain Le	gal Entity Details						
Request His	storic Documents	Refund Status	Refresh Return	Submitt	ed at Branch	Return Sut	mission Dashboard

g) To continue to submit the ITR12T to SARS, after completing the ITR12T return, click on the "Submit Return to SARS" button which will request you to make a declaration as indicated below:



I declare that:	
\cdot I am the duly appointed Representative of the	
	the best of my knowledge both true and correct
 I have disclosed the gross amounts of all inc during the period covered by this return 	come received and / or accrued to this trust
5 1	upporting schedules to support all declarations
5 1	upporting schedules to support all declarations poses.
· I have the necessary financial records and su	
· I have the necessary financial records and su	
I have the necessary financial records and su on this return which I will retain for audit purp	Poses. For enquiries go to www.sars.gov.za o
I have the necessary financial records and su on this return which I will retain for audit purp Date	poses.

h) Click "**Confirm**" to proceed with the submission of the return or "**Cancel**" if you are no longer interested to submit at that time.

DETAILS			
Tax Reference Number		Period	2024
Marine and a second			
RESULT			
Your return has been successfully sub	mitted.		
Please note that you may follow up on the	e SARS assessment progress of your r	eturn on the Income Tax Work Page.	
Please note that the following relevant	materials are mandatory for submis	sion:	
Annual Financial Statements/An			
 Minutes and Resolutions of the Copy of Trust Instrument i.e. December 2015 			
 Beneficial Ownership Document 			
Letter of Authority			
		Continue	

- i) Click "**Continue**" to proceed and the Income Tax Work Page status will be updated to indicate that you need to upload ITR12T supporting documents.
- j) The status of the ITR12T return will be updated to submitted and if supporting documents are required, the Income Tax Work Page status will be updated to indicate that the ITR12T is ready for submission to SARS, awaiting the submission of supporting documents as indicated in the below screen.



Taxpayer N	lame		eFiling	Status				
		Trust	Return	n Ready for S	ubmissio	n To S/	ARS; Awaiting	Submissi
ax Period		1				of §	Supporting Doc	cumentatio
		2024	-					
ax Referen	nce							
eturn Typ	e							
		ITR12T						
eturn Ype	STATUS		DATE	LAST UPDATED	BY	SION	CALCULATION RESULTS	
R12T	Return Ready for Submi	ssion To SARS; Awaiting				1 1	Not Requested	
<u>KIZI</u>	Submission of Supportin	g Documentation				1	Not Requested	
laintain Leg	gal Entity Details							
equest His	storic Documents Refund	Status Return Submissi	on Dashb	oard				
	÷							
UPPORTI	NG DOCUMENTS	STATUS		1	TYPE D	ATE	SIZE (Kb)	NO. OF DOCS
					8			

5.3.4 UPLOADING SUPPORTING DOCUMENTS WITH YOUR ITR12T RETURN

- a) When submitting a Trust return, supporting documentation is required to determine whether the ITR12T submission should include supporting documents/schedules, the Trust representative must evaluate the nature and the activities of the Trust and determine which schedules are required. Refer to the Comprehensive Guide for mandatory documents that should be submitted with the return.
- eFiling permits the Trust representative to upload these schedules and all relevant supporting documents together with the ITR12T return. However, note that documents can only be uploaded once the ITR12T return has been filed.
- c) Ensure that the following standards are adhered to when supporting documents are uploaded:
 - i) The file type may be .pdf, .doc, .docx, .xls, .xlsx, .jpg and .gif to enable SARS to view the documents.
 - ii) The maximum allowable size per document may not be more than 5MB and a maximum of 20 documents may be uploaded.
- d) Click on the "**Compulsory supporting documents**" hyperlink on the Income Tax Work Page and you will be able to submit the relevant supporting documents.



Taxpayer N	lame		eFiling	Status		
		Trust	Return	Ready for Subm	nission To	SARS; Awaiting Submission
Tax Period					0	f Supporting Documentation
		2024				
Tax Referen	nce					
Return Typ	e					
		ITR12T				
RETURN TYPE	STATUS		DATE	LAST UPDATED BY	VERSION	CALCULATION RESULTS
TR12T		ubmission To SARS; Awaiting porting Documentation			1	Not Requested
Maintain Le	gal Entity Details					
Request His	storic Documents Re	fund Status Return Submiss	ion Dashboa	ard		
		· · · · · · · · · · · · · · · · · · ·				
SUPPORTI	NG DOCUMENTS	STATUS		TYP	E DATE	SIZE (Kb) NO. OF
				oaded		DOCS
Deserved and	Supporting Document	S Waiting for Documentation				0 0

e) The Upload Documents page will be displayed to upload all the required supporting documents.

Up	load Documents			
	ortant: Please note that the follo ploaded is 20.	wing file types may be uploaded, .doc .docx .git	f .jiff .jpeg .jpg .pdf .png .xls .xlsx. File size may not exceed 5MB. The maximu	ım number of files that can
Plea	se click Submit once all required	documents have been uploaded.		
	Annual Financial Stateme	ents/Annual Administration Accounts (Required)	
			in a set of the set of	
	Upload Status	Document Name	Document Size	Upload
	Minutes and Resolutions	of the Trustees (Required)		
	Upload Status	Document Name	Document Size	Upload
	Copy of Trust Instrument	t i.e. Deed OR Will (Required)		
_	Upload Status	Document Name	Document Size	Upload
	Beneficial Ownership Do	ocument Per Entity listed (Required)		
	Upload Status	Document Name	Document Size	Upload
	Letter of Authority (Requ	uired)		
	Upload Status	Document Name	Document Size	Upload
			Back	Submit

f) To upload the required supporting documents ,click on "Upload" icon',the following screen will be displayed to you:



C Open				×
\leftrightarrow \rightarrow \sim \uparrow	Trust > Supporting Docs Support Docs Supo	~ C	Search Support	ing Docs 🔎
Organize • New fold	er			≣ • 🔲 🕜
> 🛅 Apps	Name	Status	Date modified	Туре
> 🚞 Attachments	nustSupportingDoc	\odot		Adobe Acrobat
> 🧾 Desktop				
> 🔄 Documents				
> 🛅 FDrive				
> 🛅 Meetings				
> 📁 Microsoft Copi				
> Z Pictures				
> 🐂 Recordinas				-
File na	me: TrustSupportingDoc		~ All files	~
		Upload from mobil	le Open	Cancel

- g) Select the document you need to load and click "Open" to be uploaded and click submit button.
- h) A confirmation message will be displayed once you click the "Submit" button on the Upload Documents screen.

Confirm S	Submission
It is important that you upload all the before you submit in order to elimina case. Once submitted you will not be you receive a new request from SAR all the documents required, click CO	ate any delays in processing your able to add more documents unless S. If you are sure you have uploaded
Continue	Cancel

i) Once the required supporting documents are all uploaded click "**Continue**" to proceed or "**Cancel**" if supporting documents are not uploaded as per request and you will be redirected to supporting documents landing page.



- j) Once all the supporting documents have been uploaded successfully click the "Ok" button on the popup message.
- k) The status on the Supporting Documents section on the "Income Tax Work Page" will be updated to "Supporting Documents Ready to be Submitted to SARS, Awaiting Return Success"

SUPPORTING DOCUMENTS	STATUS	TYPE	DATE	SIZE (Kb) DOCS
Compulsory Supporting Documents	Supporting Documents Ready to be Submitted to SARS; Awaiting Return Success	П	:	80 5



5.4 SUBMITTING THE ITR12T RETURN

- a) Once all the required supporting documents have been uploaded and submitted, proceed to open the return to submit to SARS.
- b) The following buttons will be available for selection, namely "Back", "Save", "Submit Return to SARS", "Calculate" or "Print" on eFiling.



c) When all the required information has been provided on the return, click "**Submit To SARS**" to submit the return to SARS. The following message will be displayed upon successful submission to SARS.

DETAILS		
Tax Reference Number	Period	2022
RESULT		
Your return has been successfully submitted.	is solver as the lacence Tay Made Dage	
Please note that you may follow up on the SARS assessment progress of you	in return on the income tax work Page.	
	Continue	

- d) Click on "**Continue**" and the Income Tax Work Page will be displayed you:
- e) If additional supporting documents are required, click the "**Return Documents**" hyperlink to upload the required documents.

SUPPORTING DOCUMENTS	STATUS	TYPE	DATE	SIZE (Kb)	NO. OF DOCS
Compulsory Supporting Documents	Submitted	H		80	5
RETURN DOCUMENTS	Waiting for Documentation to be Uploaded	1	:	0	0

f) The pop-up message will be displayed to you "Your assessment has just been issued, click open to view your assessment".

ICOME TA	X WORK	PAGE							
Taxpayer N	lame			eFil	ing Status				
								Assessm	ent received
Tax Period			2023		Your asses	sment ha	s just been is	sued	×
Tax Referen	nce		2023		Your assess to view your		just been issu ent	ed, click ope	n
Return Typ	ė		ITR121				Open	Cancel	
RETURN	STATUS			DATE	LAST	h l	ERSION		
TYPE					UPDAT	ED BY	RE	SULTS	
ITR12T Maintain Leo		ough eFiling		2023/0)3/02		1	View	
Query SARS	Status Rec	juest Correctio	n Refund Status Add	Supportin	g Schedules	Return S	Submission D	ashboard	
SUPPORTI	NG DOCUN	IENTS	STATUS			TYPE	DATE	SIZE (Kb)	NO. OF DOCS
Compulsory	Supporting	Documents	Submitted			11	2023/03/02	28	7 1
Comparativ	Supporting	Documents	Submitted				2023/03/02	. 201	
NOTICE OF		DESCRIPTIO	n R			DATE			VERSION
		a start control of the				DATE 2023/03	/02		VERSION



5.4.1 REJECTED RETURN DUE TO INVALID TAX DIRECTIVE

 a) If taxpayer/tax representative submit the Trusts return with a lump sum amount on a IRP5 certificate, SARS will perform verifications and one of the following messages may be displayed if the verification is unsuccessful and the return may be rejected:

i) IRP5 Tax Directive Number invalid

ii) IRP5 Lump sum accrual date invalid

iii) IRP5 Lump sum source code Invalid

iv) IRP5 Lump Sum amount invalid

v) **IRP5** Lump sum amount missing

"Please note that this tax return was not processed because SARS issued a Tax Directive No. XXXXXXXXXXXXX, but there is no Lump Sum amount declared on the return. You can access a copy of the Tax Directive on eFiling or MobiApp. Urgently contact the Fund Administrator/Employer to correct the error and submit the corrected tax return."

vi) **Directive number invalid for Taxpayer**

Please note that this tax return was not processed because SARS does not have a Tax Directive issued to the taxpayer. Tax Directive No. xxxxxxxxxxx on your IRP5 is invalid. You can access a copy of the Tax Directive on eFiling or MobiApp. Urgently contact the Fund Administrator/Employer to correct the error and submit the corrected tax return.

b) Once the Fund Administrator or Employer has corrected the error either on the IRP5/IT3(a) certificate to correspond with the information on the tax directive or the directive has been corrected to correspond with the information on the IRP5/IT3(a) certificate with SARS, you will be able to proceed to submit the Trusts return. Ensure that you refresh the IRP5/IT3(a) data before completing the return.

5.5 ADDITIONAL FUNCTIONS ON THE INCOME TAX WORK PAGE

- a) This section will take you through the functions that are found on the Income tax work page and illustrate how you can use them for submission purposes.
- a) After submission of the return the following additional buttons will be visible to select:
 - i) **Query SARS Status** this button allows you to request the latest SARS status for the specific return
 - ii) **Request Correction** this allows you to correct the return that has been submitted. A saved version of the return will be displayed to perform corrections.
 - iii) Add Supporting Schedules this allows the submission of supporting schedules.

5.5.1 HOW TO REQUEST HISTORIC TRUST SUBMISSIONS

a) To request historic submissions, proceed as follows:



- i) Click on "**Return**" displayed on the top menu.
- ii) Click on "**Return History**" displayed on the left side menu.

A) 0	■ ▼SARS	FLING		Home User	Organisations Returns Duties & Levie	is Services Tax Status Contact	Log Ou
ax Reference Number	Portfolio		Taxpayer	Trust	Tax Practitioner		
lentification Number	Return Search						
	Name	Reference Num	Period	Return Type	Status	Amount Due Complete Date	Open
My Profile	Trust	000	TaxPeriod: 2024 Version: 1	ITR12T	Filed through eFiling	0.00	Open
IRS Correspondence							
urns Issued							
urns History come Tax TR14/TTR12T/IT12EI)							

b) Select the hyperlink "Open" and the "Income tax work page" will be displayed.

5.5.2 REQUEST CORRECTION

- a) This function allows you to request a correction on the previously submitted ITR12T form and reresubmit it to SARS.
- b) However, a request for correction will not be permitted in the following instances:
 - i) If the return is on issued or saved state.
 - ii) If an active verification is in progress and one allowable RFC must be submitted.
 - iii) An active audit case is in progress.
 - iv) An agreed estimated or SARS estimation of an original return was performed by SARS for the Trusts.
 - v) SARS has finalised an audit case or a Revised Declaration for the Trust.
 - vi) If supporting documents for an active verification case have been submitted.
- c) If the Trust representative does not agree with the assessment, a notice of objection must be lodged.
- d) Once the "**Request Correction**" has been submitted, no action will be taken on the previous return submitted, as it will be replaced by the new return.
- e) On the "**Income Tax Work Page**" click on the tab, "**Request Correction**" displayed as one of the tab buttons below "**ITR12T**".

RETURN Type	STATI	JS			IDATE	LAST UPDATED BY	VEDSION	CALCULATION RESULTS
ITR12T	Filed t	hrough b	ranch		2023/06/02		1	Not Requested
Maintain Lega	l Entity	Details						
Query SARS	Status	Reque	st Correction	Refund Status	Add Supportin	g Schedules	Return Su	bmission Dashboard

f) An additional row will be displayed on the "**Income Tax Work Page**" where the status is recorded as "**Saved**" and version is recorded as **2**.

1 No	ot Requested
	orrequested
2 No	ot Requested
ting Schedul	les
tin	g Schedu

- g) Click "ITR12T" of the second version.
- h) Note that the version number is dependent on the number of corrections requested.



- i) Upon the selection of "ITR12T", the ITR12T return will be displayed.
- j) Complete and submit the ITR12T return accordingly.
- k) Once you have filed the updated return, the "**Income Tax Work Page**" status will indicate that the ITR12T return has Filed through eFiling.

5.5.3 REQUEST HISTORIC DOCUMENTS

- a) All returns filed to SARS are stored under "**Returns History**" under "**Returns**". This function should be used to request historic information on your assessments.
- b) On the "Income Tax Work Page", select "Request Historic Notice".

NOTICE OF ASSESSMENT	DESCRIPTION	DATE	VERSION
<u>ITA34T</u>	ORIGINAL ASSESSMENT	2022/05/17	1
Request Historic Notice			

c) The "Request historic Issued Assessment Notices and Statement of Account" screen will be displayed.

equest Historic Issued Asse	essment Notices and Statemer	nt of Account
TaxPayer Details		
TaxPayer Name: TaxPayer Reference:	Trust	
Step 1 Please choose one of the following	options bolow	
 I want to request a historic Noti For which year: 2022 	•	
O I want to request a Statement of	of Account	
Next		

- d) Select the appropriate year and click "**Next**" displayed at the bottom of the screen.
- e) The "**Request Historic Issued Assessment**" screen will be displayed indicating the selection of the year made.

ixpayer De	tails			
xPayer Na				
xpayer Ref	erence:	0		
tep 2				
	ice you want to r	equest from SARS, from the list below		
	tice you want to n Year	equest from SARS, from the list below Sequence Number	Туре	Date

f) Click "Request" to continue.



axPayer Name: TRI	TRUST
Taxpayer Reference:	

- g) Select "Click here to view your IT34" or click on "Back" to amend the chosen period.
 - i) This will take the user to the ITA34T for the period of interest.

S	4KS	INCO	ME TAX				ITA34T
South African Reve		Notic	e of Asses	sment			
		Enquir	ies should be	addressed to SA	ARS:		
		Cont	act Centre	2			
		ALBERT	ON				
		1528					
		Tel:	0800007277	,	Website:	www.sars.	gov.za
		Deta	ils				
			nce number:				Always quote this reference number
		Doodin		111			when contacting
		Duto o	assessment:				SARS
				2025 Original Asses			
			(days):	365	sment		
			nt due date:				
		Interes	t free period / period until:				
Balance of Account	after this assessment	ł					
Description							Amount
Amount refundable by	SARS (net credit)						-90052.80
Compliance Information	tion						
Compliance Information					N		
Unprocessed payments	0.00	Provision	al taxpayer		N		
and the second	0.00 N	Provision	al taxpayer		N		

5.5.4 QUERY SARS STATUS

- a) This function should be used when enquiring the status of your ITR12T return.
- b) On the "Income tax work page" click on the tab button "Query SARS Status".

RETURN TYPE STA	ATUS			DATE	LAST UPDATED BY	VERSION	CALCULATION RESULTS
ITR12T File	d through br	anch		2023/06/02		1	Not Requested
Maintain Legal Ent	tity Details						
Query SARS Statu	is Request	t Correction	Refund Status	Add Supportin	g Schedules	Return Sul	bmission Dashboard

c) Depending on the status of the ITR12T, the screen that will be displayed will vary. Below is an example of one of the statuses.

SARS Status		
Notice of Assessment sent to Email		
		1
Close		
2023/06/02	1	Not Doguostod

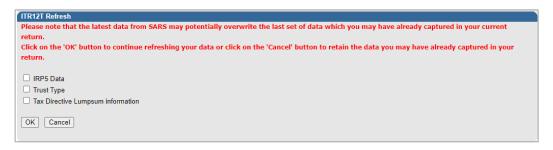


5.5.5 REFRESH RETURN

- a) This function is to be used to update data.
- b) On the "Income Tax Work Page", select "Refresh Return" tab.

RETURN Type	STATU	IS		DATE	LAST UPDATED BY	VERSION	CALCULATION RESULTS
<u>ITR12T</u>	Filed th	hrough eFiling		2022/05/17		1	Not Requested
ITR12T	Saved			2023/06/05		2	Not Requested
Maintain Lega	l Entity	Details					
Query SARS S	Status	Refund Status	Refresh Return	Submitted at Brand	h Add Suppo	orting Sche	dules
Return Submis	ssion D	ashboard					

c) Upon selecting the "**Refresh Return**" tab, the following warning message will be displayed.



- d) To refresh the return, select the option(s) that is applicable.
- e) Click on "**OK**".
- f) If there is Lumpsum information available for the Trust, the following fields will be updated on the ITR12T return in the wizard section and on the "Lump Sum Benefits Received or Accrued" section, for each iteration of lump sum details:
 - i) Lump sum Benefits Received or Accrued;
 - ii) How many lump sum benefits were received or accrued?
 - iii) Gross Lump Sum (as per IRP5/IT3(a)) Source Code 3915;
 - iv) Tax Directive Number (as per IRP5/IT3(a) certificate);
 - v) IRP5/IT3(a) Certificate Number;
 - vi) PAYE on Lump sum Benefit.
- g) The following message will be displayed indicating that your return was successfully refreshed.



h) Click on "Continue" and you will be directed to the "Income Tax Work Page".

RETURN TYPE	STATU	JS			DATE	LAST UPDATED BY	VEDSION	CALCULATION RESULTS
ITR12T	Filed th	hrough e	Filing		2022/05/17	7	1	Not Requested
<u>ITR12T</u>	Saved				2023/06/07	7	2	Not Requested
Maintain Lega	l Entity	Details						
Query SARS S	Status	Refund	Status	Refresh Return	Submitted at Brar	nch Add Supp	orting Sche	edules
Return Submi	ssion D	ashboar	d					

5.5.6 REFUND STATUS

a) This function may be used to check if you have a refund.



b) On the "Income Tax Work Page", click on "Refund Status".

Taxpayer Name			eFiling St	tatus				
laxpayer name			er ning se	atus				File
Tax Period			Refund St	tatus				
		2025	Your Incor	me Tax r	refund fo	r 1	Jis on hold	due to the
fax Reference						iding returns		
			CARD CARD CONTRACTOR OF CONTRACT			t the outstan	ding returns	s in order t
Return Type			enable SA	ARS to p	ay your	refund		
		ITR12T						
RETURN STATUS			DATE	AST	V	FRSION	LCULATIO	
TR12T Filed thro	ough eFiling		2024/08/27	JPDATE	DBI	1	SULTS View	
	bugn erning		2024/00/21			1	view	
Asintain Local Entity Du	atalle							
Maintain Legal Entity De		Add Supporting School	dules Deturn S	Submice	ion Dask	board		
		Add Supporting Scheo	dules Return S	Submissi	ion Dast	hboard		
		Add Supporting Schee	dules Return S	Submiss	ion Dasł	hboard		
Query SARS Status	Refund Status		dules Return S	Submissi				NO. OF
Query SARS Status	Refund Status	Add Supporting Schee	dules Return S	Submissi	ion Dash	nboard DATE	SIZE (Kb)	NO. OF DOCS
Query SARS Status	Refund Status		dules Return S	Submissi				DOCS
	Refund Status	STATUS	dules Return S	Submissi	туре	DATE		DOCS
Query SARS Status	Refund Status	STATUS	dules Return S	Submissi	туре	DATE		DOCS
Query SARS Status	Refund Status	STATUS Submitted	dules Return S		ТҮРЕ	DATE		DOCS 2
Query SARS Status	Refund Status	STATUS Submitted	dules Return S		TYPE E DATE	DATE 2024/08/27		DOCS 2 VERSION
OUPPORTING DOCUM Compulsory Supporting NOTICE OF ASSESSMENT T34T	Refund Status IENTS Documents DESCRIPTIO ORIGINALA	STATUS Submitted			ТҮРЕ	DATE 2024/08/27		DOCS 2
OUPPORTING DOCUM Compulsory Supporting NOTICE OF ASSESSMENT T34T	Refund Status IENTS Documents DESCRIPTIO ORIGINALA	STATUS Submitted			TYPE E DATE	DATE 2024/08/27		DOCS 2 VERSION
Query SARS Status	Refund Status IENTS Documents DESCRIPTIO ORIGINALA	STATUS Submitted			TYPE E DATE	DATE 2024/08/27		DOCS 2 VERSION

5.5.7 SUBMITTED AT BRANCH

- a) This function is to be used if you have submitted your return at a SARS branch.
- b) On the "Income Tax Work Page", click on "Submitted at Branch".

RETURN TYPE	STATUS	DATE	LAST UPDATED BY	VERSION	CALCULATION RESULTS
ITR12T	Submitted at Branch	022/05/17		1	Not Requested
ITR12T	This is for when you have submitted your return via another method, e.g. You have submitted a	2023/06/07		2	Not Requested
Maintain Lega					
Query SARS S	tatus Refund Status Refresh Return Subn	nitted at Bran	ch 🛛 Add Suppo	orting Sche	edules
Return Submis	sion Dashboard				

c) The following message will be displayed.

re you sure you wish to set this return	as Submitted at Bra	incn:
	ок	Cancel

d) If the user selects "**OK**", the status will be changed to filed through another channel.

ТҮРЕ 🎽	STATUS		DATE	UPDATED BY	VEDSION	CALCULATION RESULTS
ITR12T	Filed through another channel		2023/06/21		1	Not Requested
Maintain Legal Entity Details						
Refund Status	Status Add Supporting Schedules Return Su		bmission Dashboard	t		



5.5.8 REQUEST A STATEMENT OF ACCOUNT

a) This section will demonstrate how to request a statement of account. On the "**Income Tax Work Page**", under the Notice of Assessment section, click the "**Request Historic Notice**" button.

NOTICE OF ASSESSMENT	DESCRIPTION	DATE	VERSION
<u>ITA34T</u>	ORIGINAL ASSESSMENT	2022/05/17	1
Request Historic Notice	U		

b) Select "I want to request a Statement of Account" and click "Next".

Request Historic Issued Assessment Notices and Statement of Acce	ount
TaxPayer Details TaxPayer Name:	
TaxPayer Reference	
Step 1 Please choose one of the following options below:	
O I want to request a historic Notice of Assessment	
I want to request a Statement of Account	
Next	

c) Click the "6 months to date" option and "Request".

Request Statement of Accou	nt		
Taxpayer Details TaxPayer Name: Taxpayer Reference:	TRUST		
Step 2 Select the period, for which you w	vould like to receive	your Statement of Account	
O User defined date range			
Request Back			

d) Click on the hyperlink to view the statement of account for the ITR12T.

Request Statement of Account	
Taxpayer Details	
TaxPayer Name:	Trust
Taxpayer Reference:	
Taxpayer Reference.	
Your request to SARS has been successfully su	ubmitted
Click here to view your Statement of Account	
Back	

e) Below is an extract of the statement of account.





5.5.9 VIEW RETURN SUBMISSION DASHBOARD

- a) This function will allow you to view your dashboard information.
- b) On the "Income Tax Work Page", click on "Return Submission Dashboard".

RETURN TYPE	STATUS	Return Submiss		PATE	LAST JPDATED BY	VERSION	CALCULATION RESULTS
ITR12T	Filed through	This will allow you to perform a request to SARS to obtain a Return Submission Dashboard			1	Not Requested	
Maintain Lega	Entity Detail	view of your acco	unt.	ilboard			
Refund Status	Add Supp	orting Schedules	Return Submissio	on Dashboar	ď		

c) The following screen will be displayed.

Client Details	
Client Name:	
Trading As:	
Registration Number:	
Tax Reference:	
Refresh Back	
Search Results	
	Account Balance: R 0.00
Description	Indicato
SARS records indicate that there is no credit on your account to be ref	unded

- i) Red The taxpayer is required to action as per SARS status displayed.
- ii) Amber SARS is in progress with an action.
- iii) Green No action is required.
- d) If no indicators returned, the screen below is displayed.



lient Details	
Client Name:	TRUST
Trading As:	TRUST
Registration Number:	IT
Tax Reference:	
efresh Back	
Search Results	
lo results available at this time	

5.5.10MAINTAIN LEGAL ENTITY DETAILS

- a) This function is to be used when updating legal entity details of the Trusts representative such as contact details, banking details etc.
- b) On the "Income Tax Work page", click "Maintain Legal Entity Details".

RETURN Type	STATUS			DATE	LAST UPDATED BY	MEDSION	CALCULATION RESULTS
<u>ITR12T</u>	Filed through br	anch		2023/06/01		1	Not Requested
Maintain Legal Entity Details							
Query SARS S	Status Reques	t Correction	Refund Status	Add Supportin	g Schedules	Return Su	bmission Dashboard

c) The "Maintain SARS Registered Details" screen will be displayed.

AINTAIN SARS REGISTERED DE TAILS	
Maintain SARS Registered Details	
This functionality allows you to view and maintain registered details of the entity selected from the 'Taxpayer List' above. Click on 'Continue' below to obtain the existing detail from SARS. You may then view or update this	
information as necessary.	
I hereby confirm that I am duly authorised to perform Maintenance of SARS Registered Details on beha the company or individual.	alf of
● I agree	
O I do not agree	
Continue	

- d) Select "I agree" and click "Continue".
- e) The "**Saved Details**" screen will be displayed if SARS have updated information for the Trusts.



ved Details	
We have noticed that	at there is updated information at SARS against this Legal Entity.
	y Latest Form' button below will discard and override all your saved data while atest information available at SARS against this Legal Entity.
available when your	y Saved Form' button below will ensure that only your previously saved data is form is displayed. This action implies that the latest information at SARS against this be visible once the form is displayed.
Selecting the 'Back' form.	button will take you back to the 'Saved' grid. No changes will be made to your saved
	ion below to continue.

- f) If all the information of the Trusts is already updated, the RAV01 form will be displayed.
- g) Click on the appropriate form noting the warning message or select "**Back**" to go back to the "**Maintain SARS Registered Details**" screen.

6 SECTION 93 REDUCED ASSESSMENT

- a) In terms of section 93 of the Tax Administration Act 28 of 2011 SARS may, despite the fact that no objection has been lodged or appeal noted, withdraw an assessment which
 - i) (a) was issued to the incorrect taxpayer;
 - ii) (b) was issued in respect of the incorrect tax period; or
 - iii) (c) was issued as a result of an incorrect payment allocation and to the extent that there is reasonable ground to believe that the return submitted was a fraudulent and/or fictitious submission for the reporting year of assessment.
- b) Total discharge refers to filed returns that were cancelled by SARS.
- c) The Taxpayer', want to be able to make smaller or minor changes when a readily apparent undisputed error is found in his/her assessment or submitted return via the new Reduced Assessment process.
- d) If the return(s) was submitted via eFiling, the status of these return(s) will be updated to "Cancelled". If there is more than one version of the return, all the versions' statuses for the applicable year of assessment will be cancelled. These include returns that were filed through another channel and processed on eFiling.
- e) For assessments that have been totally discharged, you will not be allowed to request for correction, make payments or dispute the total discharged returns. If there is any supporting document group open, upon receipt of Total Discharge assessment notice, supporting document group will be closed since the associated return is cancelled.
- f) Since the return is cancelled in totality, you will be allowed to issue, capture, and submit a new return for the same year of assessment.
- g) When you attempt to file a dispute case (RFR/NOO/NOA/Condonation and Request for Reason/Request for Remission) while the total discharge is in progress or the assessment is withdrawn, the following message will be displayed:
 - i) "Please note that a case to withdraw the assessment for the selected year of assessment is in progress. Therefore, you will not be allowed to file (RFR/NOO/NOA/CON/RFRE)."
- h) When you attempt to file a Request for Correction (RFC) while the total discharge is in progress or the assessment is withdrawn, the below message will be displayed:
 - i) "Please note that a case to withdraw the assessment for the selected year of assessment is in progress. Therefore, you will not be allowed to file a Request for Correction".



- When a Total discharge has been finalised and you request a dispute case (RFR/NOO/NOA/Condonation and Request for Reason/Request for Remission), the following message will be displayed:
 - i) "No Assessment Found".
- j) You may request SARS to withdraw the assessment based on the Financial Year-end changes, Fraud, Duplicate Registration/Tax Reference Number, or Incorrect taxpayer return submission.

6.1 REQUEST FOR REDUCED ASSESSMENT

a) To request a Reduced Assessment, click on "Returns", then "**Request for Reduced Assessment**" from the side menu options and "New".

Third Party Data		G	ł	Home User	Organisations	Duties & Levies	Services Tax Sta	tus Contact	Log Out
Non-Core Taxes	Portfolio El		Taxpayer T	Trust	Tax Practitioner				
Payments			-						
Third Party Appointments									_
Request For Reason									
Request for Reduced Assessment									_
New	Taxpayers								
View Saved		Name		Registration or	ID number	Tax Reference N	Number	Q	
View Submitted									

- i) The following menu will be displayed on the sub-menu's:
 - A) New.
 - B) View Saved.
 - C) View Submitted.

6.1.1 NEW REQUEST FOR REDUCED ASSESSMENT

a) When you select "**New**" in the sub-menu, the "Capture Reduced Assessment Details" screen will display:

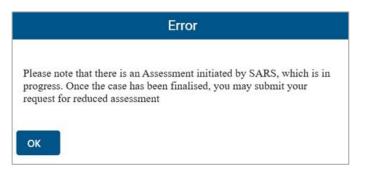
Tax Reference Number *		Tax Type *	
000		Income Tax	
Period *	*		

- i) The following fields/items will be displayed on the new screen:
 - A) Tax Type
 - B) Prepopulated with Trust Tax Number:
 - I) Reference Number,
 - II) Prepopulated with taxpayers' Tax Reference number.
 - C) Period:
 - I) Selectable by taxpayer from 2019 to current Tax year +1.
 - D) Next button:
- b) When you click the "**Next**" button, the following checks will be done:
 - i) eFiling will check if there is an assessment (ITA34T) raised for the selected Tax year:



Error
Notice of Assessment not found
ок

- A) If no Assessment is found for the tax year selected, there will be a warning message displayed to you: *"Notice of Assessment not found "and* you will be prevented from continuing with the process.
- B) If there is an active dispute case found, a warning pop-up message will be displayed to the you:



•

- "Please note that there is an Assessment initiated by SARS, which is in progress. Once the case has been finalised, you may submit your request for reduced assessment".
 - When you click on the "Ok" button is selected, you will be returned to the Request for Reduced Assessment (RRA) process search page, and you will not be allowed to continue with the process.
- C) **Note:** The Dispute cases can be created regardless of whether there is an RRA case in progress or not.
- D) If there is an existing RRA case in progress, the following rejection pop-up message will be displayed to you:
 - I) "Please note that Request for Reduced Assessment is in progress for the same assessment year".
 - II) An "Ok" button will be displayed to you which will redirect you back to the RRA process search page.
- E) If there is an existing Audit or RD case in progress, the following rejection pop up message will be displayed to you:
 - "Please note that there is an Assessment initiated by SARS, which is in progress. Once the case has been finalised, you may submit your request for reduced assessment".
 - II) An "Ok" button will be displayed to you which will redirect the user back to the RRA process search page and you will not be allowed to request the return or continue with the RRA process.
- F) If there is an active Estimated Assessment (EA) or agreed estimate in progress for the selected year of assessment the following pop-up message will be displayed to you:
 - "Please note that there is an Assessment initiated by SARS which is in progress, should you wish to continue to submit your request for Reduced assessment click Continue else close and exit the page".



- II) A "Continue" and "Cancel" button will be displayed to you, where "Continue" button is selected, you will continue with the process as normal and where "Cancel" button is selected, you will exit the process.
- III) This warning message will not block the request of the Request for Reduced Assessment and you will be allowed to submit the Reduced Assessment as normal.
- G) If the assessment has been prescribed, the following pop-up message will be displayed to you :
 - Please note that the assessment is older than 3 years, your request in terms of Section 93(1)(d) is not allowed.
 - II) An "Ok" button will be displayed to you which will redirect you back to the RRA process search page and you will not be allowed to request the return or continue with the RRA process.
- ii) When all the checks pass, an HTML5 interactive form will be opened to you to complete.

Outh African Revenue Service	Assessment Company / Close Corporation or Trust In terms of sections 93(1)(d) or 93(1)(e) of TA Act No. 28 of 2011	202	25	
Taxpayer Information				! ~
Physical Address Detail	S			! ~
Postal Address Details				! ~
Details of Request for R	educed Assessment			! ~

6.1.1.1 Taxpayer Information

- a) Complete all the fields on the container:
 - i) Nature of Person,
 - ii) Tax Practitioner / Representative.

Taxpayer Information	
Nature Of Person *	• i
Nature Of Person is a mandatory field. Is the form completed by a Tax Practitioner or Representative ? *	Tax Practitioner O Representative O

6.1.1.2 Physical Address Details

- a) Complete all the fields on the container:
 - i) Unit No.
 - ii) Complex(If applicable).
 - iii) Street No.
 - iv) Street/Farm Name.
 - v) Suburb/District.
 - vi) Country.
 - vii) Postal code.



Physical Address De	taiis ^
Unit No.	Complex (ff applicable)
Street No.	Street / Farm Name *
Suburb / District *	!
Suburb / District is a mandatory City / Town * City / Town is a mandatory field	Country* Postal Code * SOUTH AFRICA * ✓

6.1.1.3 Postal Address Details

- a) Complete all the fields on the container:
 - i) Mark here with an "X" if same as above or complete your Postal Address.
 - ii) Is the Postal Address a Street Address Y/N.
 - iii) Unit No.
 - iv) Complex(If applicable).
 - v) Street No.
 - vi) Street/Farm Name.
 - vii) Suburb/District.
 - viii) Country.
 - ix) Postal code.

Postal Address Details			^
Mark here with an "X" if same as above or complete your Postal Address .	Is the Postal Address a Street Address	YONO	
Postal Agency or Other Sub-unit (if applicable) (e.g. Postnet Suite ID)			
* PO Box O Private Bag O	Other PO Special Service	Number *	
	Other PO Special Service (specify) i	Number is a mandatory field.	
Post Office	SOUTH AFRICA	Postal Code *	

6.1.1.4 Details of Request for Reduced Assessment

- a) Complete all the fields on the container:
 - i) Section 93(1)d.
 - A) Error by SARS.
 - B) Error by Taxpayer.
 - ii) Section93(1)e.
 - A) Failure to submit return/incorrect return by third party under section 26 or employer under a tax Act submitted.
 - B) Processing Error by SARS.
 - C) Fraudulent return submitted by an unauthorised person.



Section 93(1)(d)		Section 93(1)(e)
Error by SARS	Error by Taxpayer	Failure to submit return/ Incorrect return by third party under section 26 O Processing Error or employer under a tax Act by SARS submitted
		Fraudulent return submitted by an unauthorised person

6.1.1.5 Grounds of Request(Full reasons to substantiate the request)

- a) Complete all the fields on the container:
 - i) Grounds of request.
 - ii) Supporting documents to be attached.
 - iii) Amounts.
 - iv) Source Codes.
 - v) Amounts Reflected on Assessment.
 - vi) Amounts that should be Reflected on Assessment.

Grounds of Request (Full reasons to substantiate th	ne request)	• •	()	Supporting documer	ts must be atta	ached to this for	m
Amount(s) Requested							
Source Code / Description	Amour	nt Reflected on sment		Amount that should be Reflected			
Source Code / Description	R Amo	unt	R	Amount	+	■ 🔒	

6.1.2 SUBMISSION OF THE FORM

a) Once the form is completed, you can submit the form and the following message will be displayed to you to upload supporting documents:

South African Revenue Service	Request For Reduced Assessment Company / Close Corporation or Trust In terms of sections 93(1)(d) or 93(1)(e) of Message	Taxpayer Ref No.	Yeer of Asse 2025	RRA02
Taxpayer Information	Wessage	_		~
Company / Close Co	Your request has been received, you may upload and supporting documents once the upload button is end request to be successfully submitted.			~
Physical Address D	ок			~
Postal Address Details	5			~
Representative Detail	S			~
Details of Request for	Reduced Assessment			~

i) "Your request has been received, you may upload and submit your supporting documents once the upload button is enabled for your request to be successfully submitted".



ii) When you click "OK", subsequent message will be displayed to you:

S	Period All			d submit your support I Assessment request o		m	Clear		Search
Su	bmitted Reduced	Assessments							
	Name	Reference Num	Period	Status	Status Date	Suppo	orting Docs	Open	
			2025	Awaiting Documents	2024/09/03 21:29:01		Upload		Open

- A) **"NOTE:** You need to upload and submit your supporting documents for SARS to finalize your Reduced Assessment request once the upload button is enabled".
- B) Once the case number is received and processed, upload the supporting documents.

→ × Tr 🚺 > Inis i	PC > Desktop > New folder				v ₽	Search New folder		۶
ganise 🔻 🛛 New folder						8== -		(
OneDrive - Person	Name	Date modified	Туре	Size				
This PC	🛃 RRA01 Form	2024/08/29 16:08	Adobe Acrobat D	184 KB				
3D Objects								
🔜 Desktop								
Documents								
🖶 Downloads								
Music								
Pictures								
Videos								
🖆 OS (C:)								
🛫 UATTestReposito								
🛫 GRAPProgramm 🛩								
File nam	ne:				~	All files		
					Upload from mobile	Open	Cance	

b) Once Supporting Documents have been uploaded, you will be able to submit the supporting documents and only one Request for reduced assessment per tax period can be submitted.

	Confirm Submission	51
	It is important that you upload all the documents requested by SARS before you submit in order to eliminate any delays in processing your case. Once submitted you will not be able to add more documents unless you receive a new request from SARS. If you are sure you have uploaded all the documents required, click CONTINUE to submit.	
-	Continue	

c) Once the form is successfully uploaded following message will be displayed:



2	Message
)	Document group successfully submitted
	ок

- d) Once the Submission has been completed successfully, eFiling will send a new Receipt Confirmation letter as well as the subsequent Outcome letters that refers to as:
 - i) Disallow.
 - íí) Allow.
 - iii) Partially Allow.
 - iv) You will be able to View the submitted application on the View Submitted sub-menu.

Back Print Sav	e Submit			- 100 +
South African Revenue Service	Request For Reduced Assessment Company / Close Corporation or Trust In terms of sections 93(1)(d) or 93(1)(e) of TA Act No. 28 of 2011	Taxpayer Ref No.	2025	RRA02
Taxpayer Information				~
Company / Close Corpo	oration Particulars			~
Physical Address Detai	ls			~
Postal Address Details				~
Representative Details				~
Details of Request for F	Reduced Assessment	🔛 LIVE CHAT	>	isk a ques Maio

6.1.3 VIEW SAVED

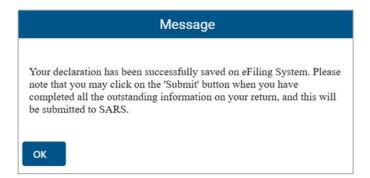
- a) When the "View Saved" sub-menu is selected, a new page will be opened:
 - i) A "**Save**" button on the form page will allow you to save the captured data.
 - A) If you select "**Save**" button, the form information will be saved, and you will be able to open the Form from the "View Saved" sub-menu item.



Third Party Data Certificate Search		Home User	Organisations	Returns	Customs Du	ties & Levies	Services	Tax Status	Contact	Log Out
Third Party Data	Portfolio	Taxpayer								
Non-Core Taxes		Α.	*	: Organi	sation					
Payments										
Third Party Appointments	Search Criteria									
Request For Reason	Name			Reference N	Num					
Request for Reduced Assessment										-
New	Period All		-							
View Saved						Cl	ear		Search	
View Submitted										
Disputes\Suspension Of Payment	Saved Reduced Assessments									
Voluntary Disclosure	Name	Reference Num	Period	Status	Status Date		Open			
Mandatory Disclosure Rules (MDR)	A,		2024	Saved		_		Open		
PAYE Maintenance						Borns p	er page: 10	• 0 of	• <	>
Tax Reference Number Request						atems p	er page: 10			-

- i) The following fields/items will be displayed:
 - A) Name of the Trust Taxpayer:
 - I) Name of the Trust Taxpayer who is requesting Reduced Assessment.
 - B) Reference Number:
 - I) Reference number of the Company requesting Reduced Assessment
 - II) Field will be prepopulated and locked.
 - C) A search function will be presented on to your screen.
 - D) The following fields/items will be displayed for the user to search for a particular submitted form:
 - I) Company Taxpayer Name:
 - Name of the Trust Taxpayer who is requesting Reduced Assessment.
 - Field will be prepopulated and locked.
 - II) Reference Number:
 - Reference number of the Trust Taxpayer requesting Reduced Assessment.
 - Field will be prepopulated and locked.
 - III) Tax Period.
 - IV) Search Button:
 - When you click the "Search", the relevant submitted item will be returned for you to view with the above fields displayed.
 - E) Status:
 - I) The status will indicate "Saved".
 - II) Tax Period
 - III) Status Date
 - IV) Date at which the form was last Saved.
 - F) Open Form:
 - I) Link/Button to open the selected Saved form.
 - II) The saved forms will be listed and ordered from the earliest saved form to the latest.
 - III) If this is selected, the form will open for the taxpayer to complete.





- b) Once the form is completed, you can save/submit the form and the following message will be displayed to you to upload supporting documents:
 - A) A message will be displayed to you : "Your declaration has been successfully saved on eFiling System. Please note that you may click on the 'Submit' button when you have completed all the outstanding information on your return, and this will be submitted to SARS."
 - ii) When you click "Submit" button: the below message will be displayed:A) "Your declaration has been successfully submitted".
 - iii) Note: You need to upload and submit supporting documents for SARS to finalize the Reduced Assessment request, refer to Section 5.1.2 Submission of the Form.
 - iv) The form can be viewed in a read only format and flattened by stream serve by clicking the "Print" button.

6.1.4 VIEW SUBMITTED

a) When the "View Submitted" sub-menu is selected, a new page will be opened:

Levies and Duties	Search Criteria									
Third Party Data Certificate Search	Search Criteria									
Third Party Data	Name				Refe	rence Num				-
Automatic Exchange Of nformation (AEOI)	Period									
Non-Core Taxes								0		
ayments						c	lear		Search	
Third Party Appointments	Submitted Reduced	Assessments								
Request For Reason	Name	Reference Num	Period	Status	Status Date	Supporting Docs	Open			
15			2025	Filed	2024/09/03 21:29:01	Documents		Open		
New						items ner na	oe 10 👻	0 of 0	<	>
New View Saved							yr. 10 - 1			

- i) The following fields/items will be displayed:
 - A) Name:
 - I) Name the Trust Taxpayer who is requesting Reduced Assessment.
 - B) Reference Number:
 - I) Tax reference number of the Trust Taxpayer requesting Reduced Assessment.
 - C) Period:
 - I) Tax year period of which the Request for Reduced Assessment was requested for.
 - D) Status Date:
 - I) Date on which the form was submitted.



- E) Link to the supporting documents:
 - I) Status.
 - II) In Progress.
 - III) Awaiting Documents this will be displayed to you when you have not uploaded supporting documents on eFiling to be sent to SARS.
 - IV) Submit Uploaded Documents this will be displayed to you when you have uploaded support documents but has not yet submitted the SARS.
 - V) Filed this will be displayed to you once the uploaded supporting documents have been submitted to SARS.

F) Open:

I) The form will open the submitted RRA form in a read only format.

Back Print Save	e Submit			- 100 +
South African Revenue Service	Request For Reduced Assessment Company / Close Corporation or Trust In terms of sections 93(1)(d) or 93(1)(e) of TA Act No. 28 of 2011	Taxpayer Ref No.	2025	RRA02
Taxpayer Information				~
Company / Close Corpo	oration Particulars			~
Physical Address Detai	s			~
Postal Address Details				~
Representative Details				~
Details of Request for F	Reduced Assessment	🔓 LIVE CHAT	 >>>	tok a queo Milio

6.2 SARS NOTICES

- a) To view notices or letters issued, under the "Returns" menu, select "SARS Correspondence".
- b) Select "SARS Correspondence", enter the tax type, tax year, and notice type.

Tax Types		Letter Type				
All	-	All	-			
Tax Year		Notice Types				
All	*	All				
Received Date From *		Message Type				
2023/06/07	Ē	All	*			
Received Date To *						
2023/06/08		Reference Number				

- c) Select applicable option on the "**Notice Type**" and click "**Search**" to continue. All notices issued by SARS will be displayed. Click the relevant "View" tab and the notice will be displayed.
- d) The results section will list all the correspondence issued for the selected information completed in the search correspondence step above.
 - i) Acknowledgement letter.
 - ii) Request for Relevant Material.



- iii) Disallow Letter.
- iv) Partially Allow letter.
- v) Allow letter.

Name	Reference Number	Тах Туре	Year\Period	Date	Description	View	Document
		Organisation Income Tax (ITR14/IT12EI/ITR12T)		2023/06/08 00:17:24	IT Statement of Account	View	
				Items per p	age: 10 👻	1 – 1 of 1	< >

7 DEFINITIONS AND ABBREVIATIONS

a) The definitions, acronyms and abbreviations can be accessed via the following link: <u>Glossary A-M</u> webpage

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;
- Make a booking to visit the 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); or
- If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).