e@syFile™ Employer

Requesting a Statement of Account (EMPSA)

e@syFile™

Employer

SARS

At Your Service

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**.

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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.
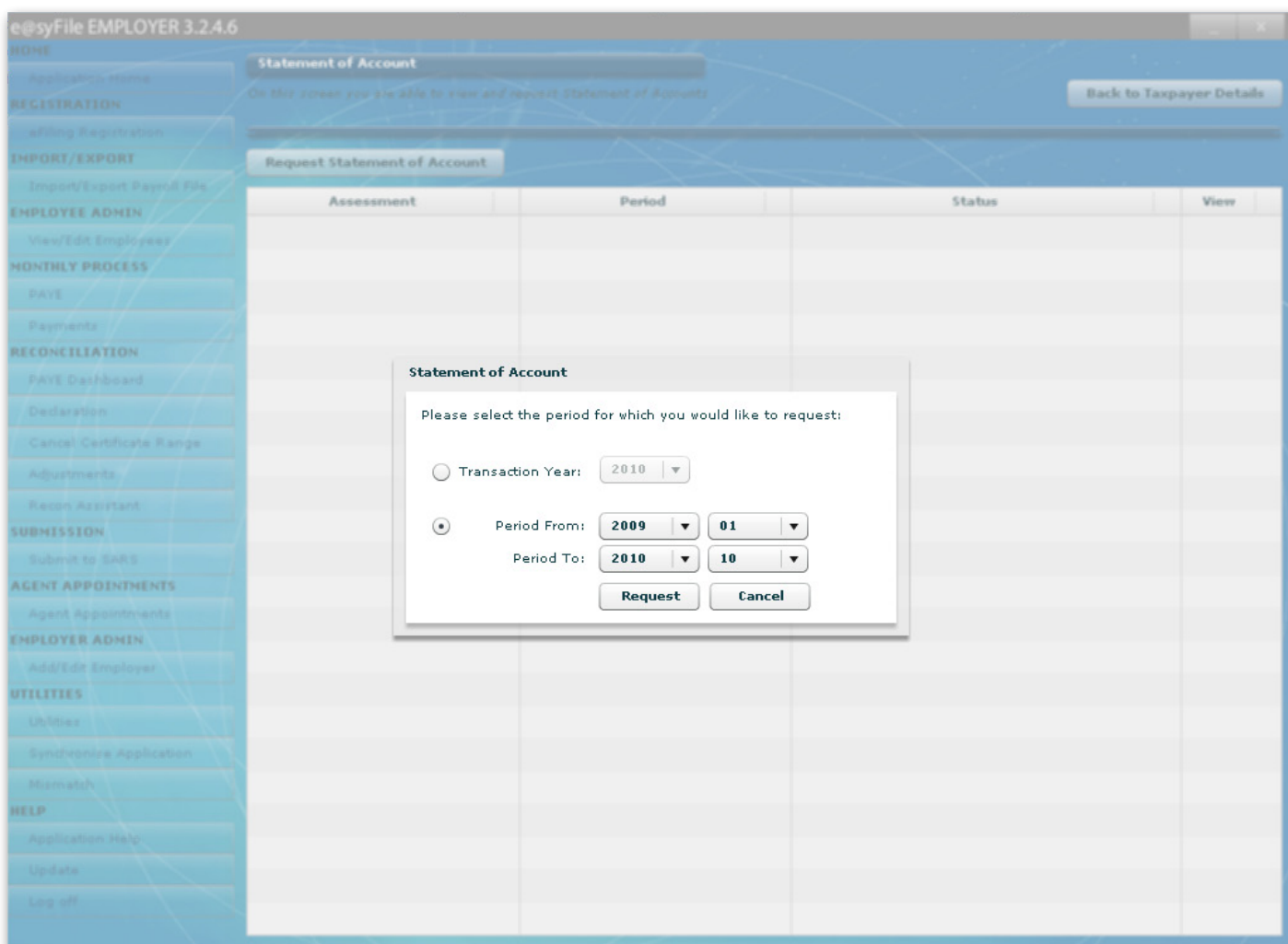
Step 4:

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.

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 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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