

HOW TO OBTAIN YOUR TAX CLEARANCE INFORMATION



#YourTaxMatters

As a Small, Micro or Medium Enterprise (SMME), at some point or another you will be required to provide / confirm / share your Tax Clearance information with another entity. This could be to apply for a tender, new contract, good standing or in respect of Foreign Investment. **Your Tax Clearance information can be obtained via the Tax Compliance Status system.**



What is the Tax Compliance Status system?

Tax Compliance Status (TCS) replaced the Tax Clearance Certificate system which was previously used by SARS.

The new TCS system allows you to obtain a **TCS PIN** in real-time, instead of a manual Tax Certificate.

Remember! Your tax compliance status is not static as it changes in line with your tax behaviour, and can impact your business opportunities.

What do I need to be tax compliant?

To be tax compliant, you should make sure that:

- ✓ You are registered for all required tax types
- ✓ You submit all your tax returns on time
- ✓ Pay all your tax debt on time



How to obtain a TCS PIN via eFiling?

Make sure you have Adobe Flash installed and enabled on your computer or laptop. Visit www.adobe.com to download.



1 Logon to eFiling

If you are not yet an eFiler, register at www.sarsefiling.co.za. You need to be registered for eFiling and have one tax type activated on your eFiling profile, in order to activate the TCS service.

2 Activate your TCS service

You only need to activate your Tax Compliance Status once, and it will remain active. Once you have activated the service, you will see the "My Compliance Profile" on the screen.

If you are registered for more than one tax type and you have not yet merged the tax types into one registered profile, it is recommended that you complete the "Merge Entities" function to see a compliance profile of all taxes.



3 View your "My Compliance Profile"

Your compliance status will be displayed against the following compliance requirements:

- Registration status
- Submission of returns
- Debt
- Relevant supporting documents.

A colour-coded profile will appear to indicate whether you are tax compliant for each compliance requirement listed above.

Green - Your tax matters are in order and the taxpayer is tax compliant

Red - Your tax matters are not in order and the taxpayer is not tax compliant.

4 Request PIN on eFiling

To request a PIN go to "My Compliance Profile":

- Select the Tax Compliance Status Request option
- Select the type of TCS for which you would like to apply. You will have the following options:
 - » Good standing
 - » Approval International Transfer
- Complete the Tax Compliance Status Request and submit it to SARS.

Your PIN should be issued immediately via SMS or email if your tax affairs are in order.



You can request PIN re-issue under "My Compliance Profile"

NB: A unique PIN will be issued for each TCS request that you submit to SARS.

What do I do if "My Compliance Profile" is RED?

Option 1:

Hover over the "Non-compliant" status indicator on eFiling for more details on how to fix your compliance status and action accordingly.

Option 2:

If you disagree, and you would like to challenge your tax compliance status, select the "Challenge Status" option at the bottom of the "My Compliance Profile" screen.

Who would verify your tax compliance status?



There may be instances where someone (an individual or another company or government entity) needs to verify your tax compliance status for a tender application, for good standing - confirming whether your tax matters are in order with SARS, or for Foreign Investment allowance.

To verify your tax compliance status on eFiling, the person or entity will require your tax reference number and PIN number. Visit www.sars.gov.za for process to verify TCS PIN.

DISCLAIMER

The information contained in this leaflet 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 leaflet should refer to the relevant legislation, or seek a formal opinion from a suitably qualified individual. For more information you may - • Visit the SARS website www.sars.gov.za • Contact your registered tax practitioner; • Contact the SARS National Contact Centre - If calling locally, on 0800 00 7277; or If calling from abroad, on +27 11 602 2093 (only between 8am and 4pm South African time).