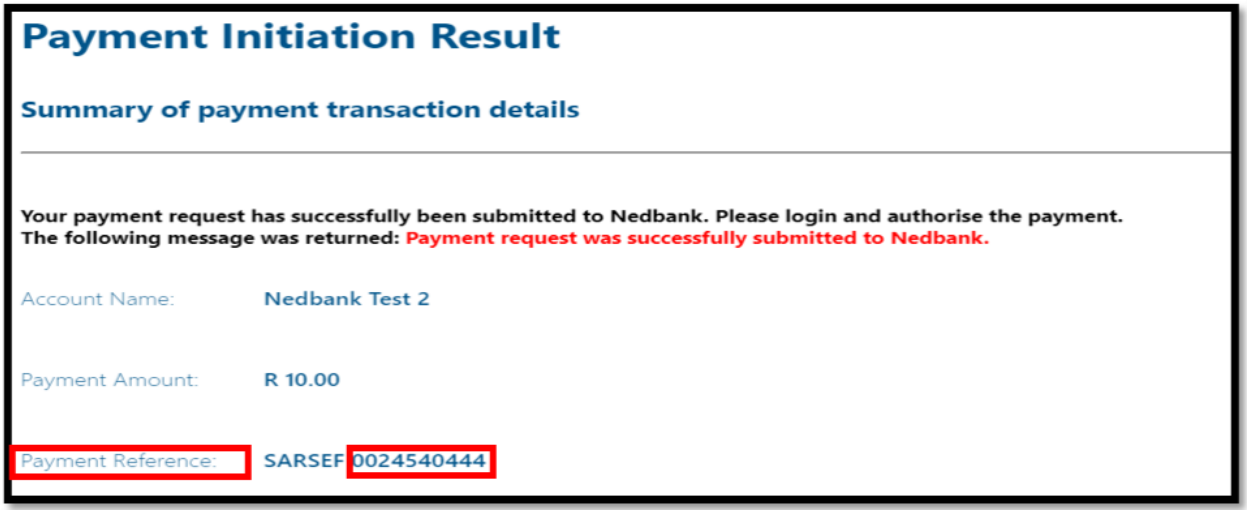
How does the eFiling payment reference work?

When making a payment on eFiling, there are a few ways in which the payment can be made as described in the payment guide on SARS website.

Once the payment has been initiated to the bank, a unique payment reference number (10 digits) is displayed, as illustrated in the below screen:



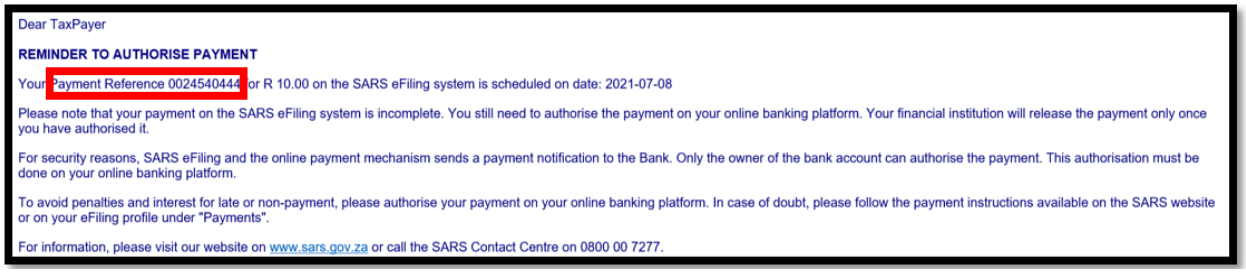
On sending the payment instruction to the bank the payment reference number is used instead of the Tax Numbers. This is in order to allow the client to make one payment. Multiple transactions, with different Tax Reference numbers can be linked to the same eFiling payment reference number.

On the client's bank product, the eFiling payment reference will be displayed for approval in order for the transaction to be finalised.

This payment reference number is also displayed as the receipt number on the eFiling payment confirmation:

Notifications are sent out for payments that have not been approved by the client in the past 24 hours, and are reflected in eFiling as "Awaiting Authorisation".

A notification will reflect the eFiling payment reference number (10 digit) associated to the payment that was not approved.



Dear TaxPayer

REMINDER TO AUTHORISE PAYMENT

Your Payment Reference 0024540444 for R 10.00 on the SARS eFiling system is scheduled on date: 2021-07-08

Please note that your payment on the SARS eFiling system is incomplete. You still need to authorise the payment on your online banking platform. Your financial institution will release the payment only once you have authorised it.

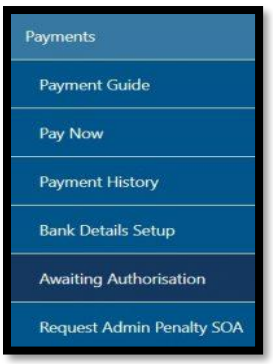
For security reasons, SARS eFiling and the online payment mechanism sends a payment notification to the Bank. Only the owner of the bank account can authorise the payment. This authorisation must be done on your online banking platform.

To avoid penalties and interest for late or non-payment, please authorise your payment on your online banking platform. In case of doubt, please follow the payment instructions available on the SARS website or on your eFiling profile under "Payments".

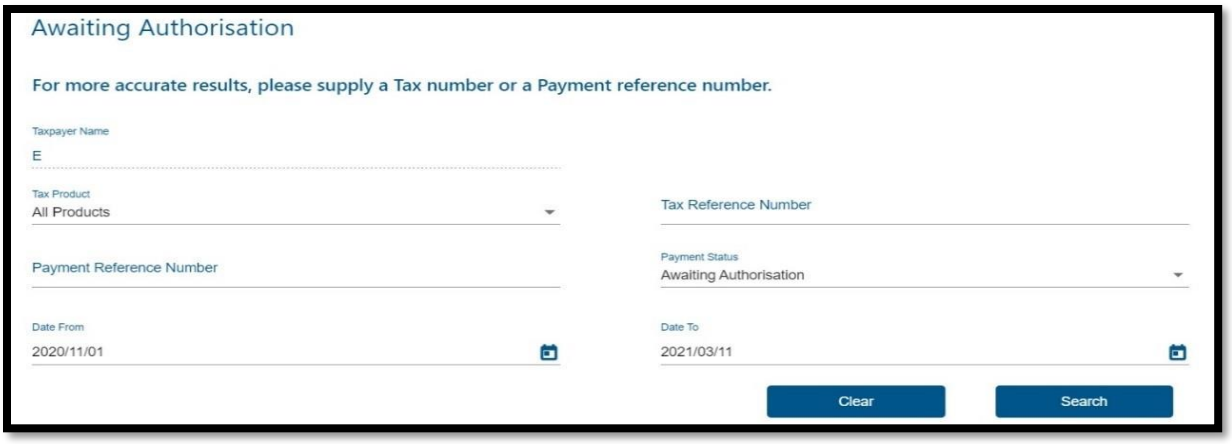
For information, please visit our website on www.sars.gov.za or call the SARS Contact Centre on 0800 00 7277.

The following steps can be taken to track this payment on eFiling:

- Select the “Awaiting Authorisation” item under the Payments navigation bar on the left to view all payments that have not been processed yet.



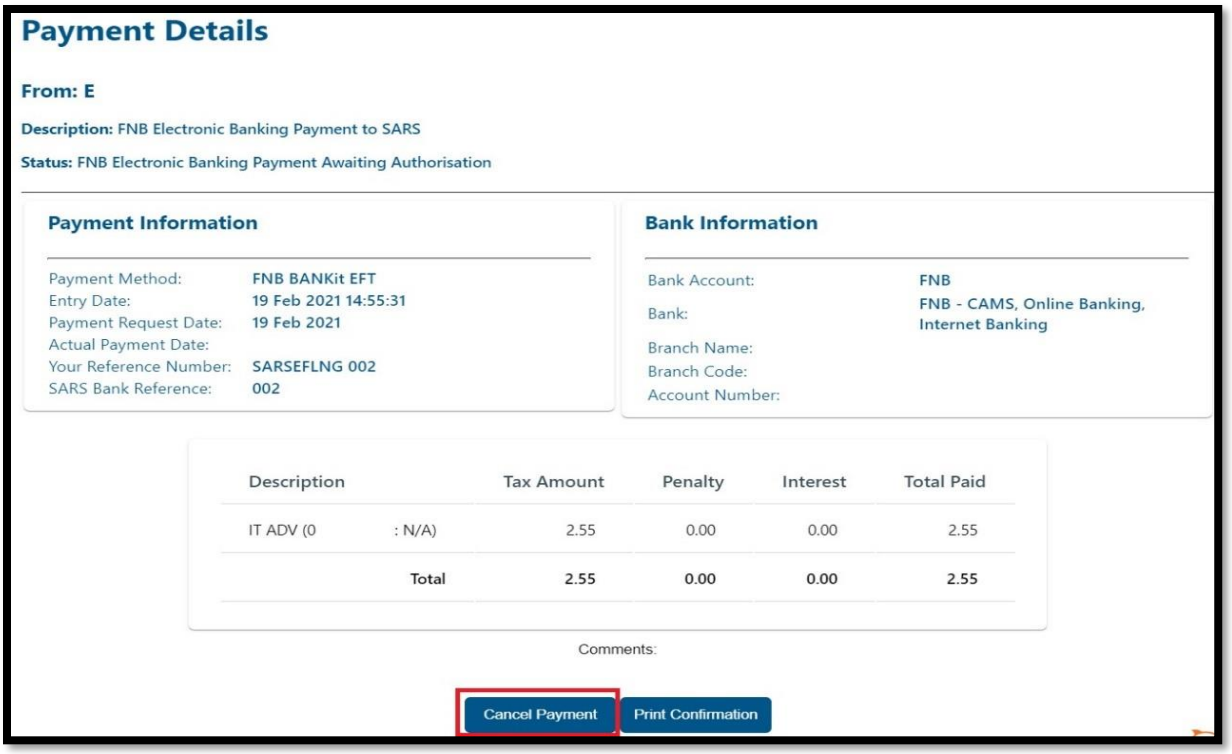
- The “Awaiting Authorisation” page will allow the user to search or filter for the payments according to the following fields:
    - Taxpayer Name:
        - When you select “Select All” from the Taxpayer drop down list and enter a specific Taxpayer Name in the “Taxpayer Name” field, the Awaiting Authorisation page will display all payments related to the captured Taxpayer name.
        - If a specific Taxpayer has been selected from the Taxpayer drop down list, the “Taxpayer Name” field will be disabled and the selected taxpayer name will be populated into this field.
    - Tax Product:
        - If the user selects a specific product from the Tax Product drop down list, the payment history page will display all payments for all the taxpayers related to the selected Tax Product.
    - Tax Reference Number;
    - Payment Reference Number (10 digits);
    - Payment Status;
    - Date From
    - Date To



- If no payments have been made, the results section on the screen will be blank. A warning message will be displayed to indicate that no records exist for the search criteria. To proceed, click the 'OK' button on the message.

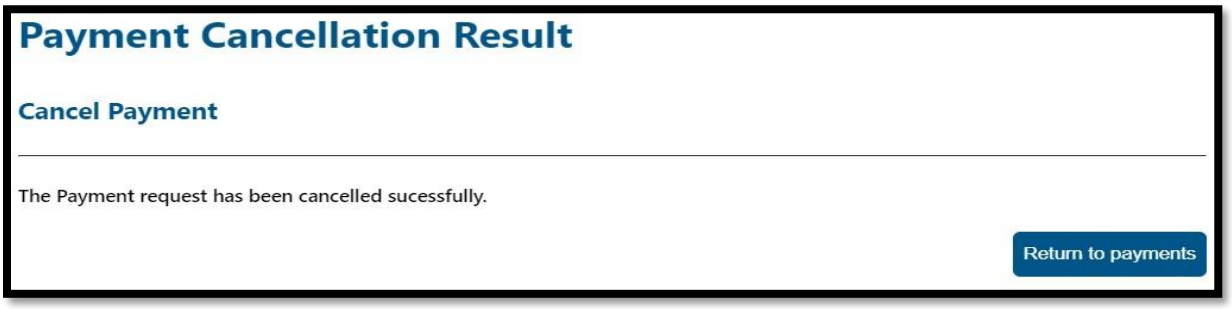
If you have made payments, the results section will display the payment(s).

- Select the '**View**' button and the '**Payment Details**' screen will be displayed.

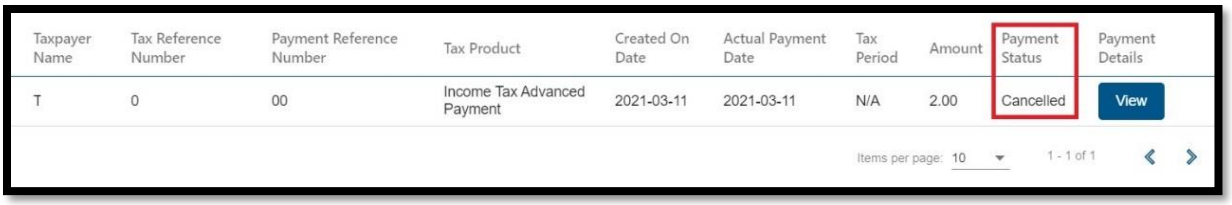


- If you would like to cancel the payment, click the “Cancel Payment” button. A confirmation message will be displayed. Click “OK” to confirm the cancellation of the payment.

- Once the payment has been cancelled, a message will be displayed to indicate that the payment has been cancelled successfully. Click “OK” to confirm the payment cancellation.



- The cancelled payment will be moved to Payments History, and the payment status will change to **“Cancelled”.**



Taxpayer Name	Tax Reference Number	Payment Reference Number	Tax Product	Created On Date	Actual Payment Date	Tax Period	Amount	Payment Status	Payment Details
T	0	00	Income Tax Advanced Payment	2021-03-11	2021-03-11	N/A	2.00	Cancelled	View

Items per page: 10 1 - 1 of 1

Top Tip: A Credit Push transaction can only be cancelled before it is authorised on the banking profile.

If you would like to view all your other payments that are not in the “awaiting authorisation” status, click on Payment History.