



ubuntu
(n.) "I am what I am because of who we all are"
compassion, kindness and humanity that connect
us together by sharing ourselves with others
and caring for those around us

Employer Reconciliation Process on eFiling





SARS Vision

To build a smart, modern SARS with unquestionable integrity, Trusted and admired by Government, The public, and our international peers.



**MODERNIZE
SYSTEMS**



EASY & SIMPLE



CLARITY & CERTAINTY



HARD TO NOT COMPLY

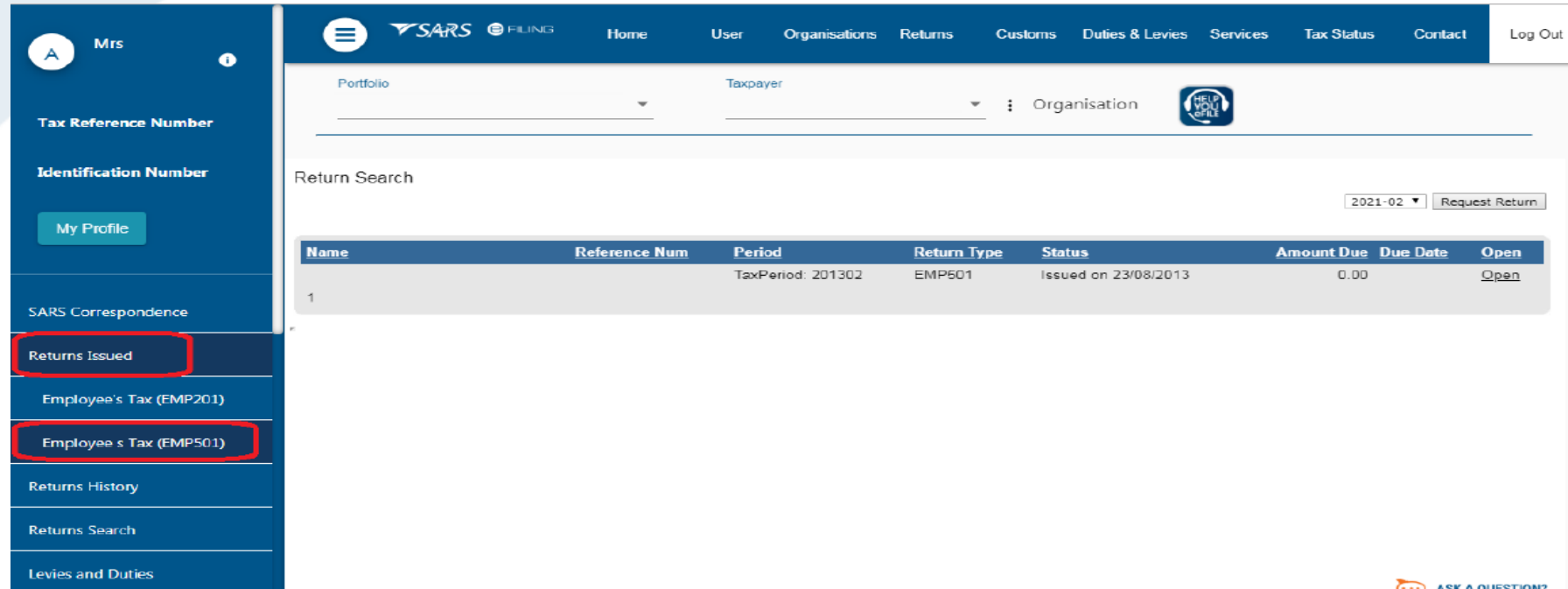
Purpose:

- This presentation provides information in a clear and accessible format.
- It has no binding legal effect.
- The relevant legislation must be consulted where interpretation is required.

EMP501 Reconciliation Process

To request a return for the applicable reconciliation period:

- ❖ Select **'Returns'** that will be on the top menu
- ❖ Select **'Returns Issued'** from the left menu and select **'Employees Tax (EMP501)'**
- ❖ Select the period of reconciliation from the drop-down list, and click on **'Request Return'**
- ❖ Click on **'Open'** to access the **EMP501 work page**



The screenshot displays the SARS FILING portal interface. The top navigation bar includes 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', 'Contact', and 'Log Out'. The left sidebar menu is expanded, showing 'Returns Issued' and 'Employee's Tax (EMP501)' highlighted with red boxes. The main content area shows a 'Return Search' section with a dropdown menu set to '2021-02' and a 'Request Return' button. Below this is a table with the following data:

Name	Reference Num	Period	Return Type	Status	Amount Due	Due Date	Open
1		TaxPeriod: 201302	EMP501	Issued on 23/08/2013	0.00		Open

At the bottom right of the page, there is a 'ASK A QUESTION?' link.

EMP501 Reconciliation Process

Please Note: If you have selected a final reconciliation before the 1st of March, the following screen will be displayed, and you will be required to confirm that you wish to continue and provide a reason as this is only used in exceptional cases where the company is in Liquidation/Winding up the company/Insolvency/Estate cases/Dormant (etc.

The screenshot displays the SARS eFiling user interface. On the left is a dark blue sidebar with the user's name 'Mrs' and a profile icon. Below the name are fields for 'Tax Reference Number' and 'Identification Number', followed by a 'My Profile' button. Further down are menu items for 'SARS Correspondence', 'Returns Issued', 'Employee's Tax (EMP201)', 'Employee's Tax (EMP501)', 'Returns History', 'Returns Search', and 'Levies and Duties'. The main content area has a top navigation bar with 'SARS eFILING' and various menu items like 'Home', 'User', 'Organisations', 'Returns', 'Customs', 'Duties & Levies', 'Services', 'Tax Status', 'Contact', and 'Log Out'. Below this is a search area with 'Portfolio' and 'Taxpayer' dropdowns, and an 'Organisation' field. A 'Return Search' section shows a table with columns: Name, Reference Num, Period, Return Type, Status, Amount Due, Due Date, and Open. A row for 'Absa Bank' with reference number '732071' is visible. A modal dialog titled 'Employee's Tax (EMP501)' is overlaid on the table. The dialog has a blue header with the text 'You have selected a reconciliation period in the future'. The main body of the dialog asks 'Do you want to continue?' with 'Yes' and 'No' radio buttons. Below this is a text input field labeled 'Please provide a reason'. A 'Submit' button is at the bottom left of the dialog. In the bottom right corner of the main page, there is an 'ASK A QUESTION?' link.

Name	Reference Num	Period	Return Type	Status	Amount Due	Due Date	Open
Absa Bank	732071						Open

EMP501 Reconciliation Process

After accessing the EMP501 work page, Click on the 'EMP501' link to open the return. The employer will be able to complete the Tax Certificates once the EMP501 is opened.

If the reconciliation has already been submitted via e@syFile for this filing period, there will be an error message and the employer will not be allowed to submit the reconciliation on eFiling.

Click on '**Continue**' to continue to the **EMP501 work page** and to complete the **EMP501**

Employee's Tax (EMP501)

Request EMP501

Dear Taxpayer,

In order for SARS to successfully process your EMP501 reconciliation, you need to adhere to the following:

1. You must submit your EMP501 Reconciliation for a specific period through one channel only, i.e. if you elect to submit your EMP501 Reconciliation through e@syFile for period 201302, you cannot revise the submission through eFiling, or vice versa. You do however have the option to elect a different channel for the submission of the next filing period.
2. eFiling will allow a maximum of 50 IRP5/IT3(a) certificates to be submitted. If you are submitting more than 50 IRP5/IT3(a) certificates, please use e@syfile.

Failure to adhere to the above will result in your submission being rejected.

Sincerely
SARS

Back to eFiling

Download E@syfile

Continue



EMP501 Reconciliation Process

The EMP501 Declaration is divided into the following main headings, namely:

- **My Reconciliation Declaration**
- **My Tax Certificates**

Each heading has sub-headings. The following sub-headings will be available under **'My Reconciliation Declaration'**:

- Employer Information;
- Tax Practitioner Details (if applicable);
- Employment Tax Incentive;
- Financial Particulars

Back Save Submit - 0 +

My Reconciliation Declaration My Tax Certificates Version - 2020.00.10

SARS South African Revenue Service
Employer Reconciliation
Declaration EMP501
Trading Name:

Transaction Year: 2021 Period of Reconciliation: 202008

Employer Information


Tax Practitioner Details (if applicable)


Financial Particulars


EMP501 Reconciliation Process


When everything is successfully completed on the EMP501, the colour will change to “**Blue**”.


Back Save Submit - 0 +

My Reconciliation Declaration  My Tax Certificates Version - 2020.00.10

 **Employer Reconciliation Declaration EMP501** Transaction Year: 2021 Period of Reconciliation: 202008
South African Revenue Service Trading Name:

Employer Information 

Tax Practitioner Details (if applicable) 

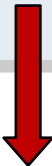
Financial Particulars 

EMP501 Reconciliation Process

Select “**My Tax Certificate**” heading at the top

Back Save Submit form

My Reconciliation Declaration **My Tax Certificates** Version - 2020.00.25



Employee IRP5/IT3(a) Certificates - PAYE REF no [REDACTED] Period: 202102 Add Validate

Select “**Add**” on the right hand side

Version - 2020.00.25

Add Validate

EMP501 Reconciliation Process

After selecting “**Add**”, the certificate will be available on the left-hand side.
Select the “**Certificate**” to open.

Back Save Submit form

My Reconciliation Declaration My Tax Certificates !

Employee IRP5/IT3(a) Certificates - PAYE REF no: [REDACTED]

Search

	ID Number	Tax Ref No	Employee Name	Status
1	[REDACTED]	N/A	N/A	NEW

1 [REDACTED]

ID Number N/A

Tax Ref No N/A

Employee Name N/A

Status NEW

Search

Close

Year of Assessment 2021

Lock

Warning

Certificate

EMP501 Reconciliation Process

The **IRP5/IT3(a) certificate** form is divided into the following main **headings**, namely:

- Employee Information
- Employer Information.
- Tax Certificate Information.
- Employment Tax Incentive (ETI) Details (If Applicable)

The screenshot displays the SARS EMP501 Reconciliation Process form interface. At the top, there are navigation buttons: Back, Save, Submit, and a numeric keypad with 0 and +. Below this, the user's session information is shown: "My Reconciliation Declaration" and "My Tax Certificates", both with a red exclamation mark icon. The version number "Version - 2020.00.11" is also visible.

The main heading of the form is "Employee IRP5/IT3(a) Certificates - PAYE REF no: 7: Period: 202008". Below this, the SARS logo and "South African Revenue Service" are displayed. The form title is "Employee Tax Certificate: [IRP5/IT3(a)]".

Key fields and their values are:

- Surname / Trading Name: N/A
- Certificate Number: (empty)
- Initials: N/A
- Type of Certificate: N/A
- Year of Assessment: 2021
- Transaction Year: 2021
- Year of Assessment: 2021
- Period Of Reconciliation: 202008
- Employment Tax Incentive Indicator: Y (selected), N, O

Validation messages are present:

- "Type of Certificate is a mandatory field." (under Type of Certificate)
- "Value does not equal minimum required length (30)." (under Certificate Number)
- "Value is not valid." (under Employment Tax Incentive Indicator)

At the bottom, there are four expandable sections, each with a red header bar, a white background, and a red exclamation mark icon:

- Employee Information
- Employer Information
- Tax Certificate Information
- Employment Tax Incentive (ETI) Details

EMP501 Reconciliation Process

After the “**Certificate**” is completed, click on “**Validate**” on the right-hand side.

Back Save Submit form


My Reconciliation Declaration My Tax Certificates Version - 2020.00.25

Employee IRP5/IT3(a) Certificates - PAYE REF no: [REDACTED] Period: 202102 Add Validate

Employee Information



Employer Information

Tax Certificate Information



EMP501 Reconciliation Process


Select “Yes” to continue

Transaction Year * 2021  Year of Assessment * 2021 Period Of Reconciliation * 202102 

Type of Certificate * IT3(a)


Nature of Person * A - Individual with an ID or passport nu


Incentive Indicator Y N


 **Warning**

Do you really want to update all the Certificates?

YES NO

Employee Information 

Employer Information 

Tax Certificate Information 

EMP501 Reconciliation Process

The eFiling system will validate all the certificates created.

Processed 0 certificates out of 0

Successful: 0

Failed: 0

OK

Processed 1 certificates out of 1

Successful: 1

Failed: 0


OK


EMP501 Reconciliation Process

Click **“My Reconciliation Declaration”** at the top.
Complete all required fields.



- Employer Information
- Tax Practitioner Details (If applicable)
- Financial particulars


Back Save Submit form



My Reconciliation Declaration  My Tax Certificates Version - 2024.00.10

 **Employer Reconciliation Return EMP501** South African Revenue Service Transaction Year: 2021 Period of Reconciliation: 202008



Trading or Other Name: _____

Employer Information  

Tax Practitioner Details (if applicable) 

Financial Particulars  

W Version - 0.2.43 | S Version - 0.1.57 | Form Version - 2024.00.10 | Schema Version - 5.0

 LIVE CHAT  ASK A QUESTION?

EMP501 Reconciliation Process

[Back](#) [Save](#) [Submit form](#)



South African Revenue Service

Employer Reconciliation
Return EMP501

Trading or Other Name:

Transaction Year: 2021 Period of Reconciliation: 202008

Financial Particulars

PAYE Liability	SDL Liability	UIF Liability	Total Monthly Liability	Payments
March R 12769932.00	March * R 610836.00	March * R 417711.00	March R 13798479.00	March R 0.00
April R 10233436.00	April * R 466247.00	April * R 390381.00	April R 11090064.00	April R 0.00
May R 12713082.00	May R 0.00	May * R 398399.00	May R 13111481.00	May R 0.00
June R 0.00	June R 0.00	June * R 0.00	June R 0.00	June R 0.00
July R 0.00	July R 0.00	July * R 0.00	July R 0.00	July R 0.00
August R 0.00	August R 0.00	August * R 0.00	August R 0.00	August R 0.00

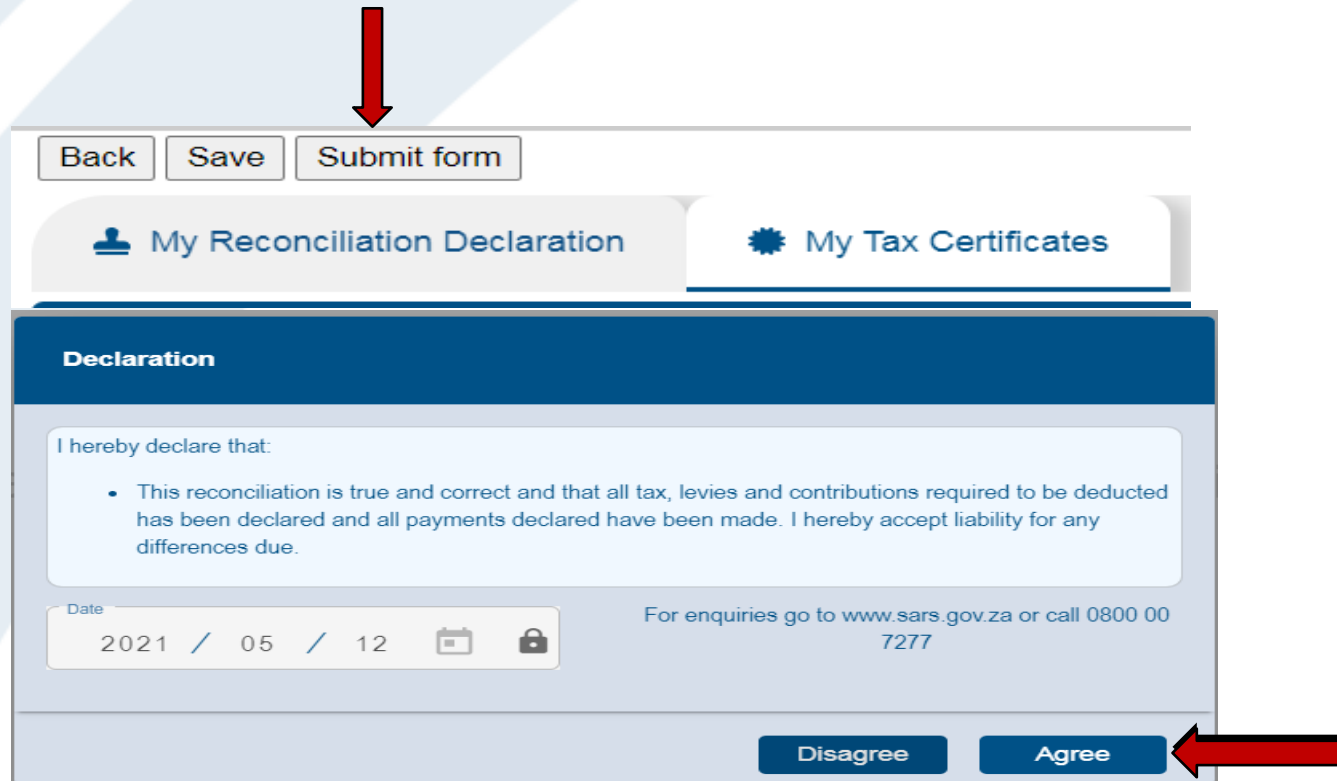
LIVE CHAT

ASK A QUESTION?

EMP501 Reconciliation Process

When clicking “Submit Form” the system will require a date of submission if not completed.

Select “Agree to submit the Reconciliation



The screenshot shows the EMP501 Reconciliation Process form. At the top, there are three buttons: "Back", "Save", and "Submit form". A red arrow points to the "Submit form" button. Below these buttons are two tabs: "My Reconciliation Declaration" (selected) and "My Tax Certificates". The main content area is titled "Declaration" and contains the following text:

I hereby declare that:

- This reconciliation is true and correct and that all tax, levies and contributions required to be deducted has been declared and all payments declared have been made. I hereby accept liability for any differences due.

Below the declaration text is a date field showing "2021 / 05 / 12" with a calendar icon and a lock icon. To the right of the date field, it says "For enquiries go to www.sars.gov.za or call 0800 00 7277". At the bottom of the form, there are two buttons: "Disagree" and "Agree". A red arrow points to the "Agree" button.

EMP501 Reconciliation Process

The screen below will display indicating that your return has been successfully submitted.

Click on the '**Continue**', button

DETAILS

Tax Reference Number	72	Period	202102
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RESULT

Your return has been successfully submitted.

Please note that you may follow up with SARS on the processing of your Data submission on the EMP501 Work Page.

Continue





Manage tax matters on the go with SARS digital channels

Use these digital channels:

*# USSD *134*7277#

SMS Service 47277

WhatsApp 0800 11 7277
Send "Hi or Hello"



SARS Online Query System (SOQS) at www.sars.gov.za



SARS MobiApp



AI Assistant on www.sars.gov.za

Say goodbye to queues. Go to sars.gov.za



**MAKE
TAX MATTERS
YOUR PRIORITY #1**

Tax matters, so does your time.

SARS
At Your Service

Thank you

Siyabulela

Siyabonga

Siyathokoza

Dankie

Re a leboga

Re a leboha

Ro livhuwa

Ha khensa



South African Revenue Service