EXTERNAL GUIDE

GUIDE
TO BULK AND
ADDITIONAL PAYMENTS
ON EFILING

SARS

At Your Service

REVISION HISTORY TABLE

Date	Version	Description
09-10-2020	5	New validation rules for bulk payments.
23-04-2021	6	Updated with eFiling Refresh screens (Awaiting Authorisation of Payment)
29-07-2022	7	Updated with Payment Arrangement History and general navigation updates.

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1   PURPOSE

- "This Guide, in its design, development, implementation, and review phases is guided and underpinned by the SARS strategic objectives, the SARS Intent, and the SARS values, code of conduct and applicable legislation. Should any aspect of this guide be in conflict with the applicable legislation the legislation will take precedence."

- This document serves as a guide to assist eFiling users to use the Bulk and Additional Payment function on eFiling. The following is described in this document:

  - ▫ How to create and file a Comma Separated Values (CSV) file;
  - ▫ How to structure and validate your file rules;
  - ▫ How to upload multiple payments using the bulk payment functionality; and
  - ▫ How to create and capture additional payments.

2   INTRODUCTION

- In order to use this function, you need to be registered for eFiling and to register:

  - ▫ Go to www.sars.gov.za
  - ▫ Click on **'Register'** and follow the easy steps.

- **Please note:** The bulk payments function is only available during off-peak periods (16:00 – 10:00 daily). The reason for this is that these bulk payments require high processing and internet bandwidth that negatively affect the user experience of all eFiling users.

3   REQUIREMENTS TO USE THE BULK AND ADDITIONAL PAYMENT FUNCTION

- A user must have the following:

  - ▫ A valid eFiling username and password;
  - ▫ Comma Separated Values (CSV) file according to the correct format and structure to upload;
  - ▫ The 'Additional/Bulk Payment' function to upload and authorise a file.

4   ACCESS RIGHTS

4.1   WHAT ARE ACCESS RIGHTS?

- For new registrations, the registered tax user is the default administrative user for the organisation registered. By default, this administrative user is linked to a 'System Default' group with full authorisation level and is able to:
  - ▫ Setup new groups and register other tax users for his/her organisation;
  - ▫ Assign specific authorisation levels and user roles to these new tax users; and
  - ▫ Register new taxpayers and assign them to the groups, which have been setup.

- Authorisation and access rights refer to your ability to access the 'Bulk and Additional Payment' function on your eFiling profile. To be able to activate the eFiling profile, refer to the external

guide - How to register for eFiling and manage your user profile, which is available on the SARS website www.sars.gov.za.

5   COMMA SEPERATED VALUES (CSV) FILES

- The file format CSV means this is a common text file format that contains comma-delimited values. Any spreadsheet or text editor can open the text file.

- **Note:** When saving the text file in an Excel format you should check the file to ensure that Excel has not changed the format (for example removing the leading zeros).

- A CSV file can be created in many ways. Excel is a good example of a program used to create such a CSV. Please keep in mind that every tool used to create a CSV will be different. However, the outcome (structure, layout, and validation rules) must be in accordance with SARS's requirements as stipulated below.

5.1   CREATION OF CSV FILE

- Below are requirements when creating a CSV file:

  - A 'comma separated values' file format must be used.
  - All information for the specific fields will be validated according to the rules prescribed by SARS.
  - All validation rules as well as rules applicable to the specific transaction must be complied with when creating electronic files.

  - The file must consist of the following record types:

    o   Header Record – Demographic information of the organisation making the payment;
    o   Details Record – Details of the payment transactions for multiple organisations; or individuals;
    o   Trailer Record – Summary of the detail records.

  - A comma to identify the field must separate each field on all of the abovementioned record types.
  - All numeric fields with decimal values (i.e., rand and cents) must have the decimal point specified as a point and not a comma.
  - A comma must not precede the first field of each record.
  - A comma must not follow the last field of each record.
  - Each record must start in a new line.
  - The file name must be structured according to the validation rules.
  - The information required to identify the organisation must be carried in the Header Record.
  - The information required to create the payment transactions must be in the Detail Record.

5.2   REJECTION OF CSV FILES WILL OCCUR IF:

- Below are requirements to reject the CSV file:

  - File test indicator does not match system test indicator: N.
  - Trailer record count check failed. Trailer count not equal to actual count.

- Trailer file total check failed. Trailer amount not equal to actual amount.
- Bank branch code field in incorrect format. Expected format: 174000,
- Bank account number field in incorrect format. Expected format: 1740000000,
- File creation date/time is invalid: 2.01011E+13. Expected format: CCYYMMDDhhmmss.
- Tax reference number field in incorrect format. Expected format, 0309180164.
- Banking information CDV validation failed. Message: Please check that you have entered the correct branch code.
- Only one payment method allowed per payment group. CP/DP.
- Taxpayer status is invalid.

5.3 EXAMPLE OF A CSV LAYOUT ACCORDING TO SPECIFICATIONS

- The data in the file should look as follows when viewed:

```
H,BULKPAY,N,TestCompany XYZ,1,20101103120000,NEDB
R,ITPEN,0123456789,TestTaxpayer,01,5007155763089,,000000000000005.00,CP,174000,1740000000,01,1,0309180164AI0000041
R,ITPEN, 0123456789,TestTaxpayer,01,6912257022087,,000000000000005.00,CP,174000,1740000000,01,1,0232005769AI0000048
R,ITA, 0123456789,TestTaxpayer,01,6912257022087,,000000000000020.00,CP,174000,1740000000,01,1,0232005769T00000000
R,ITA, 0123456789,TestTaxpayer,01,6912257022087,,000000000000030.00,CP,174000,1740000000,01,1,0309180164T00000000
T,4,000000000000060.00
```

5.4 FILE LAYOUT EXPLANATION

5.4.1 Header record

- This record must start with record ID type "H";
- This record must contain all the demographic information of the organisation (e.g., file name, data, type, organisation name, file transmission number, date and time created, bank name, etc..);
- This record is used to identify the organisation making the payment.

5.4.2 Layout of the header record

```
H,BULKPAY,N,TestCompany XYZ,1,20101103120000,NEDB
```

5.4.3 Details Record

- This record must start with record ID type "R";
- This record must contain all the details of the payment transactions for the multiple organisations or individuals (e.g., tax type, tax reference number, taxpayer name, entity type, entity ID number,

period, tax amount, payment method, bank code, bank account number, bank account type, payment grouping no., payment reference number);
- Each record must start in a new line.

5.4.4 Layout of the detail record

R,ITPEN,0123456789,TestTaxpayer,01,5007155763089,,000000000000005.00,CP,174000,1740000000,01,1,0309180164AI0000041

5.4.5 Trailer Record

- This record must start with record ID type "T";
- This record must contain the number of detail records;
- This record must contain the total value of the records in the file.

5.4.6 Layout of the trailer record

T,4,000000000000060.00

5.5   CSV FILE STRUCTURE AND VALIDATION RULES

5.5.1 Header Record Bulk Payment

Field Name	Description	Validation/Indicator	Remarks
SEC-ID	Section identifier. Identifies the type of record (Header record)	"H"	Demographic information of organisation
INFO-TYPE	Information type	"BULKPAY"	Identifies the information in the record
TEST-DATA	Test data indicator	"Y" or "N"	File indicator, where: Y-Test file N-Production file.
INFO-SOURCE	The details of the file orgination (Organisation Name)	Alphanumeric	Uniquely identifies a file

Field Name	Description	Validation/Indicator	Remarks
TRANSMIT-NO	File transmission number created by the orgaisation. (This field is not mandatory)	Numeric	Sequence number to the files submitted.
GEN-TIME	Date and time of file creation	CCYYMMDDhhmmss	Uniquely identifies a file
BANK	Bank through which the payment will be processed	Alphanumeric	Bank name:e.g. "ABSA"

5.5.2 Detail Record Bulk Payment File

Field Name	Description	Format	Remarks
REC-ID	Data record identifier. Identifies the type of record (Detail record)	R	Details of the payment transactions for multiple organisation or individuals
TAX-TYPE	Tax Type (see list below for allowed entries) • "PAYE" – Employees Tax • "EMP" – Normal payment assigned to a specific PRN number. • "VAT" – Value-Added Tax • "PTAX" – Provisional Tax • "ITA" – Individual Assessed income tax (this can be used towards payment of Third Party appointments for assessed tax by individuals including Third Party appointment debt) • "STC" – Secondary Taxes on Companies • "CUS" – Customs payments • "RFT" – Retirement Fund Taxes • "ITPEN" – Payments towards Third Party Appointments for Admin penalty (AA88 notices by employers) **Note:** IT88 is not a valid Tax Type and will be rejected.	Alphanumeric	The code at the beginning of the descriptors must be included in the field
TAX-REF	Tax reference number differ for each tax type.	Numeric	The standard 10 digit reference number.

Field Name	Description	Format	Remarks
TAXPAYER-NAME	Name of the taxpayer.	Alpha numeric	The name of the Organisation, company or fund With Individual please provided Initial and surname e.g. J Smith
ENT-TYPE	Entity Type (see below) • "00" – Unknown • "01" - South African ID Number • "02" - Company/CC Registration Number • "03" - Trust Deed Number • "04" - Passport Number • "05"- Fund Number	Alpha numeric	Validation of the ID number provided
ENTITY-ID-NO	Entity ID number depends on the entity type and will be validated for completeness .	Alpha numeric	Entity ID number • South African ID Number - 13 digit SA ID • Company/CC Registration Number - 9999/999999/99 • Trust Deed Number - number registered with SARS • Passport Number - number registered with SARS • Fund Number - 18204999999
PERIOD	The period depends on the tax type (see notes) • PAYE: **CCYYMM** (C = century, Y = year, M = month, e.g: 200102). • ITPEN: *No period required. Field should be empty* (e.g: „) • VAT: **CCYYMM** (e.g: 200102). • PTAX : **CCYYNN** (C = century, Y = year, N =	Alpha numeric	Period code will be validated based on the Tax Type.

Field Name	Description	Format	Remarks
	period [01, 02 or 03], e.g. 200402). • ITA: *No period required. Field should be empty* (e.g:) • STC: **CCYYMMDD** (e.g. 20010203). • CUS: **CCYYMMDD** (e.g. 20010203). • RFT: **NMCCYY** (N = period [1, 2 or 3], M = month [2 or 8], C = century, Y = year, eg: 282003). EMP: **CCYYMM** (e.g200102).		
TAX-AMOUNT	Tax amount	Numeric	Amounts should be zero padded and include a decimal point as in the example provided: 000000000001000.25
PAY-METHOD	Payment Method: a. "CP" – Credit Push	Alpha	The payment method Credit Push needs to be identified in order to determine the bank account details needed.
BANK-BRANCH -CODE	Bank Code: a. "CP" – Blank detail can be placed in the branch code.	Numeric	The standard validation for branch and bank account will apply.
BANK – ACC	Bank Account Number: a. "CP" – The Account Number must contain the Account Access Number.	Numeric	The standard validation for branch and bank account will apply.
BANK – ACC-TYPE	Bank Account Type: a. "01"- Cheque or Current Account b. "02"- Savings Account c. "03"- Transmission Account	Numeric	Identyfies the type of account.
PAY-GRP	Payment grouping no.: – If a single payment sequence number = 1 – If the payments are to be split into 3 groups sequence number = 1,2,3	Numeric	Payment grouping will consist of a numeric number that will allow the linking of payments for consolidation.

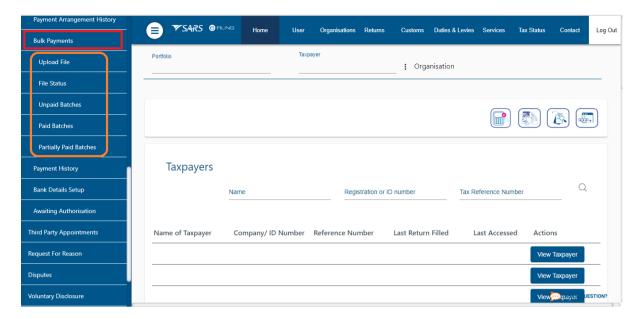| Field Name	Description	Format	Remarks
	− If each entry is required to generate a separate payment sequence = Start with 1 onwards.		
PRN	Payment Reference No PRN Format: Characters 1 – 10 = tax reference number Characters 11 = tax type Characters 12 – 18 = unique identifier per tax reference number, type, and channel Characters 19 = check digit	Alpha numeric	The Payment Reference Number (PRN is a new 19 digit reference number issued by SARS. Mandatory for EMP, AA88, ITPEN, EMPPEN, VATPEN, WDT and Third Party appointment debt payment types.)

5.5.3 Trailer Record Bulk Payment File

Name	Description	Validation	Remarks
SEC-ID	Section identifier. Identifies the type of record (Trailer record)	"T"	Summary of the detail record
REC-NO	The number of data records contained in this file	Numeric	The number of records in the file
TAX-AMOUNT-SUM	The total value of tax amounts contained in the data file	Numeric	The total value of bulk payment file.

6   PROCESS TO UPLOAD A BULK PAYMENT FILE

- Once the CSV file has been created, it can be uploaded to eFiling, refer to section 5.1 for the creation of CSV file. The process to upload a bulk payment file involves the following:

- When the user selects "**Bulk Payments"**, the below menu items will appear as submenus:

  - ▫ Upload File;
  - ▫ File Status;
  - ▫ Unpaid Batches;
  - ▫ Paid Batches; and
  - ▫ Partially Paid Batches.

Step 1 – How to upload a file

- Select **<Returns>** from the menu on the top;
- Select **<Bulk Payments>** from menu on the left;
- Click **<Upload File>**;
- Click **<Choose File>** and select your file to upload; and
- Click **<Upload>** to start the process.

- **Please note** -

  □ Currently a CSV is limited to 500 records per file. If the records exceed 500, the additional records must be uploaded in another file;

  □ The file format will be verified for accuracy, which will include the validation of reference numbers etc. Should the file fail the format or content verification, the process will be

terminated, and the error indicated next to the file. You will receive a notification once the file has been successfully uploaded.

Step 2 – How to view the uploaded file

- Select **<Returns>** from the top menu;
- Click on **<Bulk Payments>** from the menu on the left;
- Select **<File Status>** to view the upload status;
- The status will be displayed as 'Successful' or 'The file validation failed' with a failed reason error indicated next to each file on the right-hand side of the screen.

Step 3 – To view unpaid batches

- Select **<Unpaid Batches >** to see the files that were successfully uploaded for payment entries created under bulk payments.
- Click on **<View Detail>** hyperlink to view the status of each payment entry.

- The status will be displayed as indicated below after clicking on view detail.

7 GROUPING FUNCTIONALITY FOR PAYMENTS SUB-MENU ITEMS

- All the payment options as sub-menu items will be grouped together under the Payments Menu item, so that the user/taxpayer can easily navigate through the different payment options.

7.1 Payment Sub-menu

- Logon to eFiling:

  ▫ Navigate to Payments menu item;
  ▫ Select the Payments menu item to view the sub-menu items;

- The menu items below will be displayed as sub-menus within the Payments menu item:

  ▫ Payment Guide;
  ▫ Pay Now;
  ▫ Payment Arrangement History;
  ▫ Bulk Payments;
  ▫ Payment History;
  ▫ Bank Details Setup;
  ▫ Awaiting Authorisation.

7.1.1 Payment Guide

- When the user/Taxpayer selects "**Payment Guide,**" user/taxpayer will be redirected to the SARS website to read the information in terms of eFiling Payments.

7.1.2 Pay Now

- When the user selects "**Pay Now,**" the below menu items will appear as submenus:

    □   General Unpaid;
    □   APT Unpaid;
    □   CUS & Excise / e-Account Unpaid;
    □   ATR Unpaid;
    □   Payment Advice Notice; and
    □   Create Additional Payments.

7.1.3 Create Additional Payment - How to make a payment

- Select **<Returns>** on the top menu;
- Click **on <Pay Now>** on the left menu;
- Click on **<Create Additional Payment>**;
- Capture the payment details.

- When you have completed the information above, Select one of the following options:

  - □ **'Make Payment'** to make the payment immediately; or
  - □ **'Save Payment'** to make the payment at a later stage.

- If **'Save Payment"** is selected, a message will be displayed indicating that your additional payments have been saved and saved payment can then be viewed under general unpaid.

- If **'Make Payment'** is selected above, a pop-up message will be displayed to confirm the payment that you want to make. Click **OK** to continue.

- A **'Payment Initiation Result'** page will be displayed indicating:

  □ That the payment has been sent to the bank for processing, and
  □ The Payment Reference Number.

- **Remember**:

  □ If you selected credit push as your method of payment to SARS, you would still need to login to your banking product to approve or reject the transaction.

  □ The payment summary will be displayed below:

Payment Summary

Name	Tax Reference Number	Due Date	Tax Amount	Penalty Amount	Interest Amount	Amount Due
		13/04/2021	1000.00	0.00	0.00	R 1000.00
					Total	R 1000.00

   ▫   Click on **'Pay Now'** and click "**Ok**'

   ▫   Confirm if the payment details are correct and then click **'Confirm'** to continue. Once a payment is submitted the instruction cannot be reversed.

- The "Confirm Payment Initiation" screen will be displayed:

   ▫   Click "Ok" button and the following screen will be displayed:

Payment Initiation Result

Summary of payment transaction details

We have experienced some difficulty communicating this transaction to your bank. Please wait 30 minutes and try again. If you continue to experience difficulties, please contact our call centre.
The following message was returned:

Account Name: Mr

Payment Amount: R 1000.00

Payment Reference: SARSE

[Continue] [Print Confirmation]

- When the payment is made and you need the confirmation, click "Print Confirmation" button and the screen will be displayed as follows:

SARS Payment Transaction Details

Confirmation of a payment request made on 20 Apr 2021

Payment Information

| Initiated By: | Payment Reference: |
| Mrs | |

| Bank: | Request Date: |
| Capitec - Internet Banking | 20 Apr 2021 |

| Payment instruction status: | Total Amount: |
| Capitec Communication Failed | R 1000.00 |

Payments Breakdown (1 Return):

Name	Tax Reference Number	Type of Payment	Period	Amount
		IT - Income Tax Advanced Payment	N/A	R 1000.00

This payment was made using SARS eFiling. If there are any questions regarding this payment or eFiling in general please contact our help desk on:
Tel: 0800 00 7277

[Print]

- When you click the "Continue" button, you will be redirected to Payment history refer to section 8.

7.1.4 Additional tax payments saved

- To view a list of additional tax payments captured and saved:

    ▫ Select **<Returns>** from the top menu;
    ▫ Select **<Payments>** from the menu on the left;
    ▫ Click **<General / APT / CUS & Excise /eAccount / ATR Unpaid>.**

- To finalise the payments, you can either:

    ▫ Select the required items and make payment or
    ▫ Click on **'Select All Payments'** to make one payment for all the items listed.

	Non-Core Taxes		Taxpayer:
	Payments		Payments: Outstanding

Non-Core Taxes

Payments

Payment Guide

Pay Now

General Unpaid

APT Unpaid

CUS & Excise / eAccount Unpaid

ATR Unpaid

Payment Advice Notice

Create Additional Payment

Payment Arrangement History

Bulk Payments

Payment History

Bank Details Setup

Taxpayer:
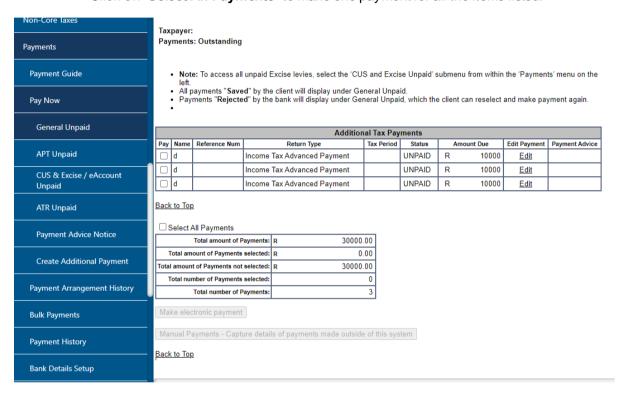**Payments: Outstanding**

- **Note:** To access all unpaid Excise levies, select the 'CUS and Excise Unpaid' submenu from within the 'Payments' menu on the left.
- All payments "**Saved**" by the client will display under General Unpaid.
- Payments "**Rejected**" by the bank will display under General Unpaid, which the client can reselect and make payment again.
-

			Additional Tax Payments					Edit Payment	Payment Advice
Pay	**Name**	**Reference Num**	**Return Type**	**Tax Period**	**Status**	**Amount Due**			
☐	d		Income Tax Advanced Payment		UNPAID	R	10000	Edit	
☐	d		Income Tax Advanced Payment		UNPAID	R	10000	Edit	
☐	d		Income Tax Advanced Payment		UNPAID	R	10000	Edit	

Back to Top

☐ Select All Payments

Total amount of Payments:	R	30000.00
Total amount of Payments selected:	R	0.00
Total amount of Payments not selected:	R	30000.00
Total number of Payments selected:		0
Total number of Payments:		3

Make electronic payment

Manual Payments - Capture details of payments made outside of this system

Back to Top

- You will be redirected to the following screen where you will be able to amend the amount or reference by clicking the "Edit" hyperlink.

- The following screen will display, select the bank account from which the payment should be made and the date you wish to make the payment:

  - □ If you select "Make electronic payment," follow section 7.1.3 process.

  - □ If you selected "Manual Payments" you will be required to complete the following screen:

8   PAYMENT HISTORY

- When the user selects "**Payments History,"** The Payment History page will allow the user to search or filter for the payments according to following fields:

- Taxpayer Name;
- Tax Product;
- Tax Reference Number;
- Payment Reference Number;
- Payment Status;
- **Date From**, will be defaulted to last 7 days, this field will be mandatory;
- **Date To**, will be defaulted to today's date, this field will be mandatory;
- Actual Payment Date (Note: The payment date is the date that the payment was approved on your bank product as per your bank account).

- Payment History only displays the payments already approved on the client's banking product and other status but not awaiting authorisation.

- The payment history screen below will be displayed and will indicate all payment statuses been cancelled/failed/approved/reversed and rejected.
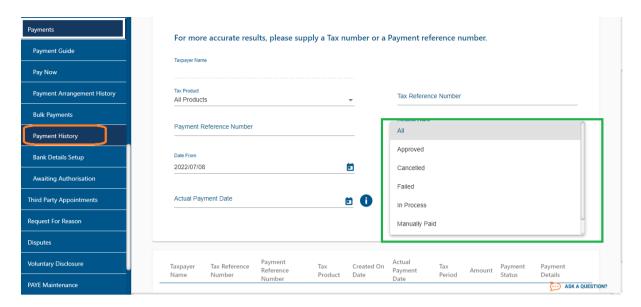

- After the payment(s) has been submitted on eFiling, navigate to **'Payments'** under 'Payment History "menu to view details of payments made to SARS.

Taxpayer Name	Tax Reference Number	eFiling PRN	Tax Product	Created On Date	Payment Date	Tax Period	Amount	Payment Status	Payment Details
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-04	N/A	41.00	Rejected	View
E	000		Income Tax Advanced Payment	2020-11-04	N/A	N/A	40.08	In Process	View
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-04	N/A	40.07	Approved	View
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-08	N/A	40.05	Failed	View
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-04	N/A	-41.00	Reversed	View

- Select on "Payment Statuses" and click "Search" button, the different statuses will be displayed select "the status" you need to view, see below:

- Details of the transactions will be displayed as follows:

Taxpayer Name	Tax Reference Number	eFiling PRN	Tax Product	Created On Date	Payment Date	Tax Period	Amount	Payment Status	Payment Details
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-04	N/A	41.00	Rejected	View
E	000		Income Tax Advanced Payment	2020-11-04	N/A	N/A	40.08	In Process	View
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-04	N/A	40.07	Approved	View
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-08	N/A	40.05	Failed	View
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-04	N/A	-41.00	Reversed	View

- Click the '**View**' link to see the payment details of each transaction.

Payment Details

From: PAPER

Description: Manual Payment Outside this System

Status: Manual Payment

Payment Information

Payment Method:	**Cash**
Entry Date:	10 Nov 2020 11:26:39
Payment Request Date:	01 Nov 2020
Actual Payment Date:	01 Nov 2020
Your Reference Number:	Manual 4 VC2020082
SARS Bank Reference:	4 VC2020082

Bank Information

Bank Account:	
Bank:	
Branch Name:	
Branch Code:	
Account Number:	

Description		Tax Amount	Penalty	Interest	Total Paid
VAT (4	202008)	30.43	0.00	0.00	30.43
	Total	30.43	0.00	0.00	30.43

Comments:

Print Confirmation

- Click the "**Print Confirmation**" button to view and print the payment confirmation.

- **NOTE:** You will only be able to cancel a payment - initiated request on eFiling if you have NOT authorised your payment at your bank.
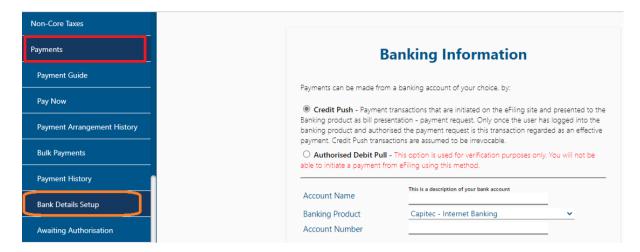
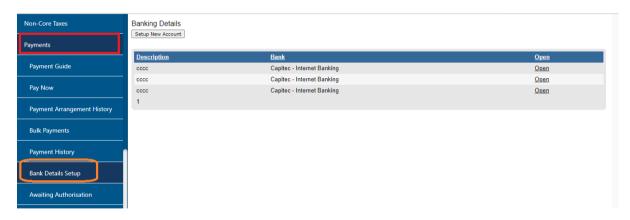## 9   HOW TO MAKE A BANK SET-UP VIA EFILING

- Before you can make a payment, ensure that your banking details are set up.

Step 1 – How to set up banking details

- Select <**Returns**> from the menu on top;
- Select <**Payments**> from menu bar on the left;
- Select <**Bank Details Setup**>;
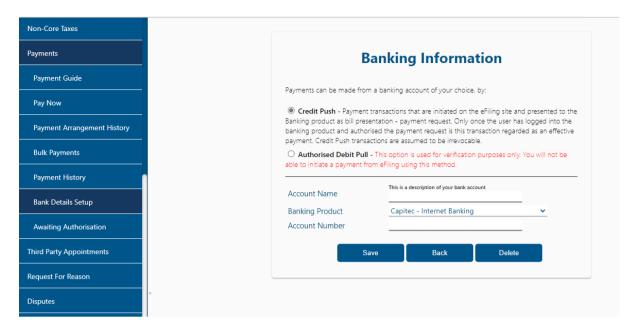- Complete the bank details.

- When the bank details are set up/created the following screen will be created:
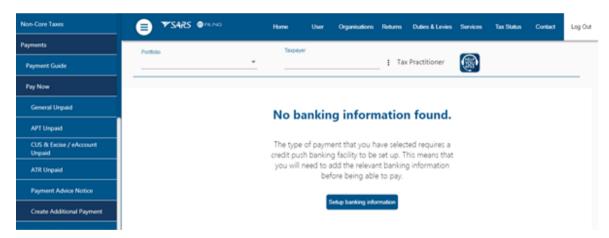

  - In order to use the facility, you need to be registered at the relevant bank before use;

  - As of the end of October 2013 Debit Pull transactions has been discontinued. Taxpayers are advised to set-up a Credit Push payment option or use one of our alternative methods of payment. Refer to www.sars.gov.za for more information on the credit push set-up and payment rules.

- When you have captured the bank details, go to "**Open**" button to see that you have captured the details correctly.

- The following screen will be displayed:

  - If the details are not captured correctly, you have an option either to go "**Back**" button to recapture the details or "**Delete**" button to remove the details;

  - If the details are captured correctly you can click on the "**Save**" button.

- Click "**Confirm**" button to make payment, and if no banking information is found, an enhanced "No banking information screen" will be displayed as per existing functionality and you will be required to complete "banking information" screen,

  - □ Click on the "Setup banking information" and follow the section 9, step 1 process to set up banking details.

10   AWAITING AUTHORISATION

- To view a list of Awaiting Authorisation tax payments captured and saved:

  - □ Select **<Returns>** from the top menu;
  - □ Select **<Payments>** from the menu on the left;
  - □ Click **<Awaiting Authorisation>.**

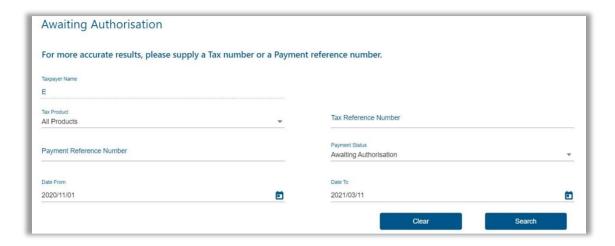- The '**Awaiting Authorisation**' page will allow the user to search or filter for the payments according to following fields:

  □ Taxpayer Name;

    o If you enter a specific Taxpayer Name in the "Taxpayer Name" field, the Awaiting Authorisation page will display all payments related to the captured Taxpayer name when "Select All" has been selected from the Taxpayer drop down list;

    o 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 at the top will be populated into this field.

  □ Tax Product;

    o If the user selects a specific product from the Tax Product drop down list, the Awaiting authorisation page will display all payments for all the taxpayers related to the selected Tax Product that are still waiting to be approved on the banking product.

  □ Tax Reference Number;
  □ Payment Reference Number;
  □ Payment Status;
  □ Date From
  □ Date To

Awaiting Authorisation

For more accurate results, please supply a Tax number or a Payment reference number.

Taxpayer Name
E

Tax Product
All Products

Tax Reference Number

Payment Reference Number

Payment Status
Awaiting Authorisation

Date From
2020/11/01
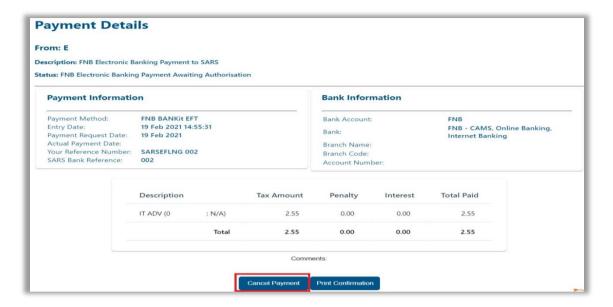
Date To
2021/03/11

Clear   Search

- If there are no payments in awaiting authorisation status, 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. Click 'OK' on the message to proceed.
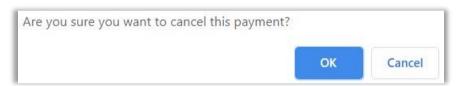

Taxpayer Name	Tax Reference Number	Payment Reference Number	Tax Product	Created On Date	Tax Period	Amount	Payment Status	Payment Details

Items per page: 10   0 of 0   ‹ ›

- If you have made payments, are they are still awaiting approval on your bank product, the result section will display the payment (s).

Taxpayer Name	Tax Reference Number	Payment Reference Number	Tax Product	Created On Date	Tax Period	Amount	Payment Status	Payment Details
M	0	00	Income Tax Advanced Payment	2021	N/A	2.55	Awaiting Authorisation	View

Items per page: 10   1 - 1 of 1   ‹ ›

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

- Note: The cancellation of payment functionality has been introduced to enable eFiling users to cancel payment requests **before** it is authorised with their banks. The payment request will be initiated on eFiling as per the current process.

Payment Details

From: E

Description: FNB Electronic Banking Payment to SARS

Status: FNB Electronic Banking Payment Awaiting Authorisation

Payment Information		Bank Information	
Payment Method:	FNB BANKit EFT	Bank Account:	FNB
Entry Date:	19 Feb 2021 14:55:31	Bank:	FNB - CAMS, Online Banking,
Payment Request Date:	19 Feb 2021		Internet Banking
Actual Payment Date:		Branch Name:	
Your Reference Number:	SARSEFLNG 002	Branch Code:	
SARS Bank Reference:	002	Account Number:	

Description		Tax Amount	Penalty	Interest	Total Paid
IT ADV (0	: N/A)	2.55	0.00	0.00	2.55
	Total	2.55	0.00	0.00	2.55

Comments:

Cancel Payment   Print Confirmation

- To cancel the payment, click the 'Cancel Payment' button. A confirmation message will be displayed. Click 'OK' to confirm the cancellation of the payment.

Are you sure you want to cancel this payment?

OK   Cancel

- Once the payment has been cancelled, a message will be displayed to indicate that the payment has been cancelled successfully.

Payment Cancellation Result

Cancel Payment

The Payment request has been cancelled sucessfully.

Return to payments

- The cancelled payment will be moved to Payments History and the status will be indicated as '**Cancelled'**

- Note: If the payment is cancelled on eFiling it is not cancelled on your banking product.

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

11 MORE INFORMATION

- Should you require any further assistance, you can:

  - ▫ Visit the SARS website on www.sars.gov.za
  - ▫ Call the SARS Contact Centre on 0800 00 SARS (7277) where the operating hours are: 08:00 to 17:00 on weekdays, Except Wednesday 9h00-16h30. The Contact Centre is closed on weekends and public holidays
  - ▫ Make an appointment to visit your nearest SARS branch.

12 DEFINITIONS AND ACRONYMS

ACRONYM	DEFINITION
Alpha	An alpha field will include: Alphabet A until Z Upper Case and Lower Case Dash (-) Space ( ) Comma (,) Apostrophe (') Characters such as ê, ë etc.
Alphanumeric	An alphanumeric field will include: Any alphabetic letters (i.e., A to Z) in upper or lower case; Dash (-) Space ( ) Comma (,) Apostrophe (') Alphabetical characters such as ê, ë, etc. Numbers 0 to 9
APT	Air Passenger Tax payments
ATR	Advance Tax Ruling
BANK – ACC	Bank Account Number
BANK – ACC-TYPE	Bank Account Type
BULKPAY	Identifies the information in the record
CP	Credit Push
CSV file	Comma Separated Value file
CUS	Customs
DP	Debit Pull
ENT-TYPE	Entity Type (see below) "00" – Unknown "01" – South African ID Number "02" – Company/CC Registration Number "03" – Trust Deed Number "04" – Passport Number "05"- Fund Number
GEN-TIME	Date and time of file creation (CCYYMMDDhhmmss)
ID-number	The 13-digit identity number indicated in the green bar-coded identity document
INFO-TYPE	Information type
Mandatory	Fields that must be completed as a rule, permitting no option, and cannot be disregarded
Numeric	Numbers from 0 to 9

PAY- METHOD	The payment method for either Credit Push or Debit Pull
PAY-GRP	Payment Grouping Number
PERIOD	A period, whether of 12 months or not, commencing on the day following the last day of the preceding alternate period. The period depends on the tax type
PRN	The Payment Reference Number (PRN) is a new 19-digit reference number issued by SARS
SARS	The South African Revenue Service
SEC-ID	Section identifier
TAX-REF	The standard 10-digit Tax reference number.
TAX-TYPE	Tax Type (see list below for allowed entries) "PAYE" – Employees Tax "EMP" – Normal payment assigned to a specific PRN number. "VAT" – Value-Added Tax "PTAX" – Provisional Tax "ITA" – Individual Assessed income tax (this can be used towards payment of Third-Party appointments for assessed tax by individuals) "STC" – Secondary Taxes on Companies "CUS" – Customs payments "RFT" – Retirement Fund Taxes "ITPEN" – Payments towards Third Party Appointments for Admin penalty (AA88 notices by employers)
ZERO PADDED	To pad a numeric value with leading zeros to a specific length e.g., 000000000001000.25

13   CROSS REFERENCES

DOCUMENT TITLE	APPLICABILITY
How to Register for eFiling and Manage Your User Profile - External Guide	All
Guide to the Payment Advice Notice functionality on eFiling - External Guide	All