EXTERNAL GUIDE

HOW TO VIEW SUBMITTED THIRD PARTY DATA RETURNS OR DATA FILES VIA EFILING

SARS
At Your Service

REVISION HISTORY TABLE

Date	Version	Description
25-04-2022	0	Initial Document

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1   PURPOSE

- This guide in its design, development, implementation, and review phases is guided and underpinned by the SARS Strategic Plan 2020/21 - 2024/25 and the applicable legislation. Should any aspect of this guide conflict with the applicable legislation, the legislation will take precedence.

- This guide describes how taxpayers can view and query their third-party data certificates submitted by their Financial Service Providers (Third party data providers) to SARS on their behalf. Additionally, the guide further describes how third-party data providers can view and resolve queries related to their submitted data files.

2   INTRODUCTION

- Third party data providers (Banks, Medical Aid Schemes, and Insurance etc.) submit third party data of their clients to SARS via the Connect Direct (C:D) or via the secure web: HTTP technology. To finalize their submission process, third party data providers are required to access eFiling and proceed by verifying and declaring their submitted data file. The data file submitted contains third party data of taxpayers which include amongst others medical aid certificates and employment certificates (IRP5).

- To promote accuracy of the pre-populated information included within income tax returns, and to further ensure efficiency in resolving tax affairs, taxpayers are now able to view their third-party data certificates submitted by third party data providers on their behalf. This implies that taxpayers or tax representatives can request to view third-party data certificates that was received by SARS via eFiling.

- Where there is a query related to the third-party data certificates viewed/ downloaded, taxpayers are encouraged to visit their Financial Service Provider (third party data providers) accordingly in resolving queries related to third-party data certificates. Where the query of the third-party data is SARS related, the taxpayer is advised to either notify SARS via eFiling, visits the SARS Branch Office, or call the SARS Contact Centre.

- In addition, third party data providers can also view their submitted data files or search for a specific taxpayer/clients file within their submitted data file via eFiling. To rectify a submitted data file that has been identified as inaccurate, third-party data providers are advised to re-submit the updated data file to SARS according to the current process. Tax representatives are therefore encouraged to verify the data file submitted to SARS using the eFiling platform. Where there is a query identified which is SARS related, we advise the tax representative to contact the Third-Party data unit on the following email address: Bus_Sys_CDSupport@sars.gov.za

- Note that the following users can view, and query third party data submitted to SARS via eFiling
  - **Individual** – users with an eFiling profile and has activated their tax type.
  - **Tax Practitioner** – registered tax practitioner with a confirmed status or users with a delegated tax practitioner right. Note that the taxpayer should also have an activated tax type as part of their portfolio.
  - **Registered Representative** – where an associated user is a registered representative and has administrator rights. Also, to note is that the user should be associated to a taxpayer on their portfolio
  - **Note:** For more information on how to get an eFiling profile and activate your tax type or on how a tax practitioner can get an eFiling profile or on how to ensure that the user is a registered representative, refer to the following guide: GEN-ELEC-18-G01 – How to register for eFiling and manage your user profile – External Guide

- The SARS vision includes amongst others, the automation of taxpayer services. This service provides an ability for taxpayers to view and query their third-party data certificates and thus motivates transparency and efficiency of services between SARS, taxpayers/tax representatives

and third-party data providers. Additionally, SARS promotes autonomy between taxpayers and the third-party data providers by providing a self-service where third-party data certificate queries can now be resolved in the absence of SARS. This guide will describe how the taxpayer or tax representative can view and make a query on third-party certificates or data files.

3   INDIVIDUAL TAXPAYER

3.1   HOW TO ACCESS THIRD-PARTY DATA CERTIFICATE SEARCH FUNCTIONALITY

•   On the SARS **webpage,** login to eFiling and proceed by completing your **Username** and **Password**.

•   Once successfully logged in, the following screen will be displayed.

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- Click on **Third Party Data Certificate Search** menu option displayed as part of the left menu option.

3.2 HOW TO REQUEST AND VIEW THIRD-PARTY DATA CERTIFICATES

- Once you have selected the **Third-Party Data Certificate Search** menu option, the following **Request Third Party Certificates** screen will be displayed.

- **Note:** The demographic fields will be pre-populated and un-editable. To update these fields, you need to complete the RAV01 form on your eFiling profile. On how to do this, refer to the following guide: GEN-REG-01-G04 – How to complete the registration amendments and verification form (RAV01) – External Guide, available on the SARS website www.sars.gov.za.

- On the **Request Third Party Certificates** form note that you can only select the **Certificate Type** and **Tax Year.**

  - Click on the **Certificate Type** drop down list.
  - Select the appropriate certificate type, from the drop-down list

  - Once completed, click on the **Tax Year** drop down list.
  - Select the appropriate tax year, from the drop-down list

- Once you have made the applicable selection, click on the **Submit Query** button displayed at the bottom of the page.
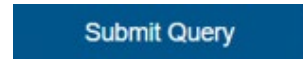
- The **Certificate Type** selected will be displayed. In this example the **IT3(f) – Retirement Annuity / Insurance Certificate** was selected
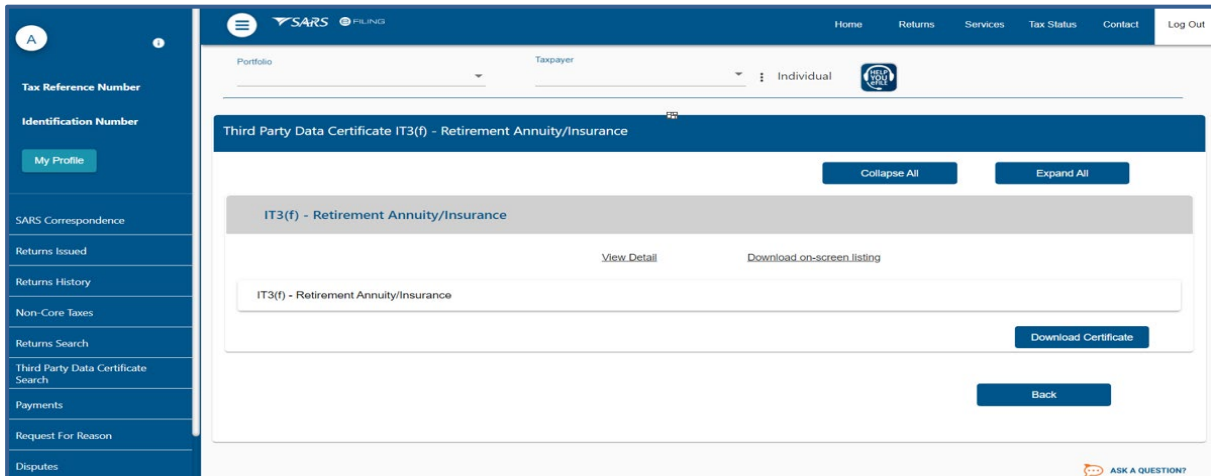
- Note the following functionalities (buttons and hyperlinks) displayed on your screen and their use

This button will collapse the data fields on the certificate and present a summary of the data fields.	Collapse All
This button will expand the data fields on the certificate to give you a more detailed view of the data fields.	Expand All
This button allows the user to download the certificate to your device	Download Certificate
This button takes the user back to the previous page	Back
This hyperlink will display the certificate on your screen	View Detail
This hyperlink will allow you to download the certificate that is displayed on your screen	Download on-screen listing

- Click on **Download Certificate** to view your **Certificate.** Note the message displayed on your device, indicating that the certificate cannot be used to submit to SARS.
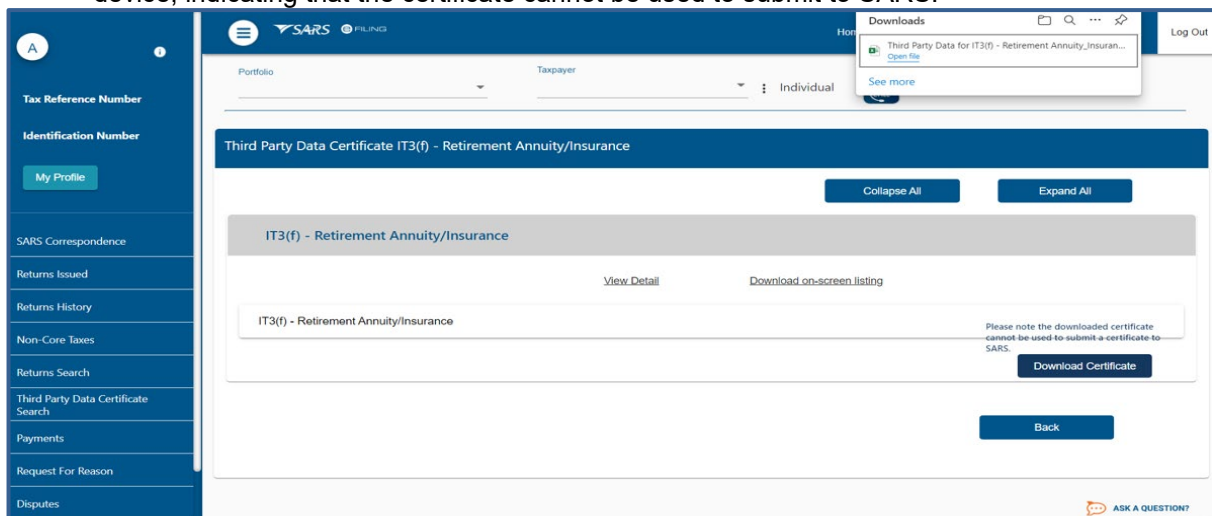
3.3 REQUESTING THIRD PARTY DATA CERTIFICATES WARNING MESSAGES

- To view and download third party data certificates via eFiling, the user must be a registered eFiler and activated for a tax type.

  ▫ Where your tax type has not been activated on eFiling, the following error will be displayed
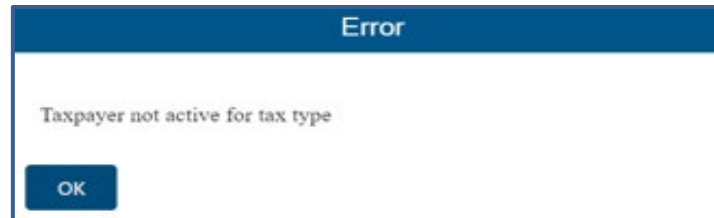
  ▫ On how to activate your tax type, refer to the following guide available on the SARS website: GEN-ELEC-18-G01 – How to register for eFiling and manage your user profile – External Guide

- Where there is no certificate(s) found on the SARS records on the third-party data request you have made, the following error message will be displayed.
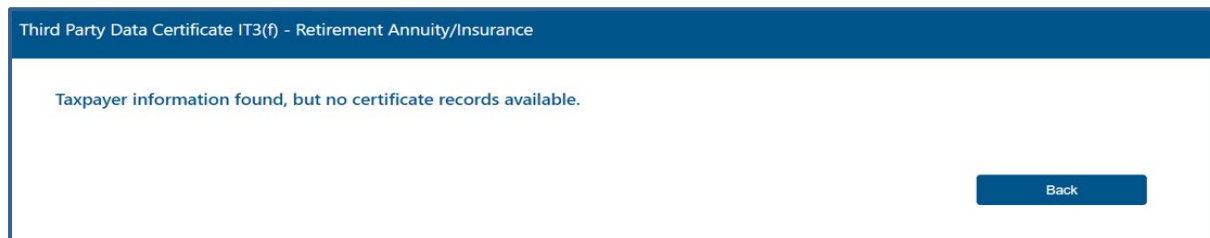
3.4 HOW TO QUERY YOUR THIRD-PARTY DATA CERTIFICATE

- Taxpayers who are not in agreement with a specific certificate item listed, has the option to indicate so. However, to resolve the query regarding the certificate, notify the relevant Financial Service Provider who submitted the query.

- At the bottom of your displayed third-party data certificate, take note of the **Query Reason** drop down option and the **Query Certificate** button.
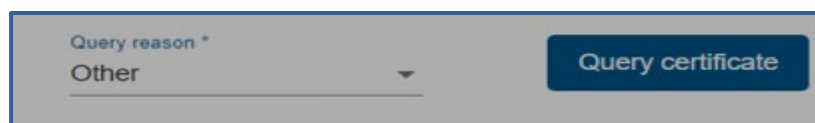
- Click on **Query Reason** drop-down, the following options will be displayed.

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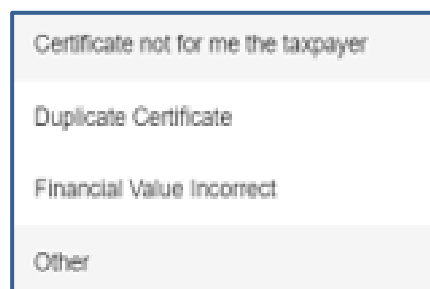
- Select the applicable **Query Reason** from the drop-down list.

- When **Other** is selected from the drop-down list, an editable text box will be displayed
  ▫ If **Other** is selected, complete your reasons.

- Once completed, click on **Submit Query**

- To finalise your Query, click on the **Query Certificate** button.

- The following message will be displayed.

> **This pop-up message implies that once you have submitted your query, regarding an inaccurate viewed/downloaded third-party certificate, to SARS via eFiling, you are also liable to notify your Financial Service Provider (Third Party Data Provider) of the query.**

3.5 HOW TO VIEW A DETAILED THIRD-PARTY DATA CERTIFICATE

- The detailed certificate allows the user to view the data by months to name a few.

- On your certificate note the **Collapse All** and **Expand All** buttons displayed

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- Select the **Expand All** button. The data will be expended on the certificate.

- The **Collapse All** button is selected to view the summary of the certificate data.

4   THIRD PARTY DATA PROVIDER

4.1   HOW TO ACCESS THIRD-PARTY DATA FILES

- Login using your **Username** and **Password** to access eFiling. When you have logged in, the following screen will be displayed.

- Click on **Services** displayed as part of the main menu

- Click on **Enrol 3rd Party Data** displayed on the left menu

- Select **Submission Dashboard** from the menu option.

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- The **3ʳᵈ Party Data Dashboard** will be displayed

- **Note:** On this screen the third party data providers, can request data files and search for a specific Taxpayer/Client within a data file
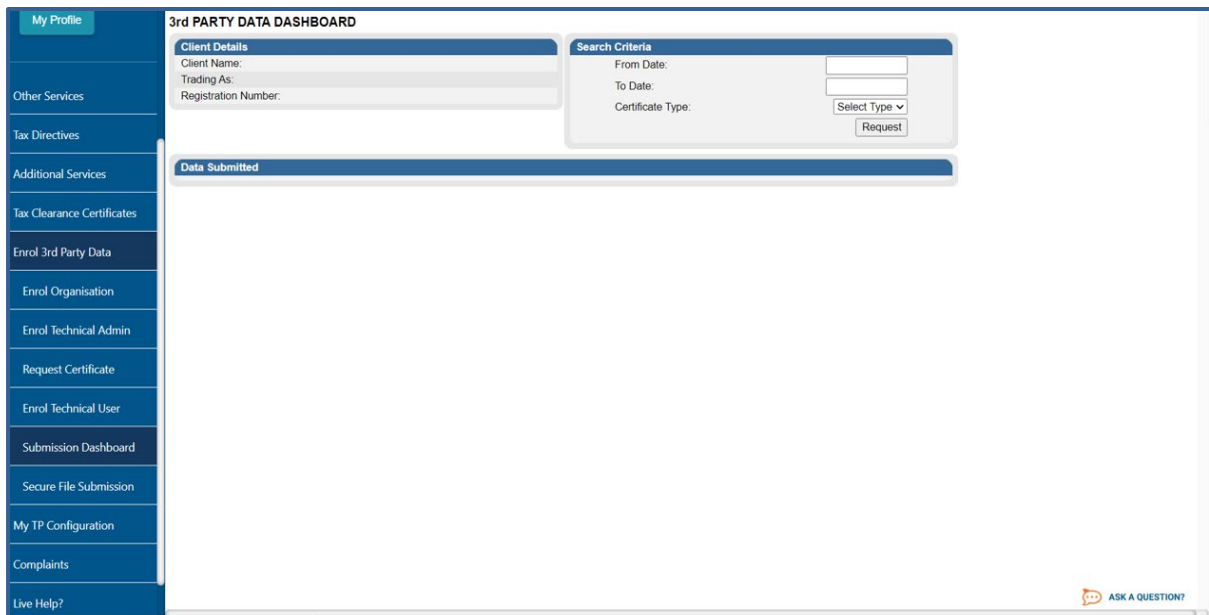
- To access the applicable third-party data file,
  - Select the applicable start date **From Date** and end date **To Date**.
  - Select the applicable **Certification Type**
  - Click on **Request** to request the data file(s)

- eFiling will list the applicable **Data Submitted** on the **3ʳᵈ Party Data Dashboard**.
  - **Note**: The applicable file records will be listed
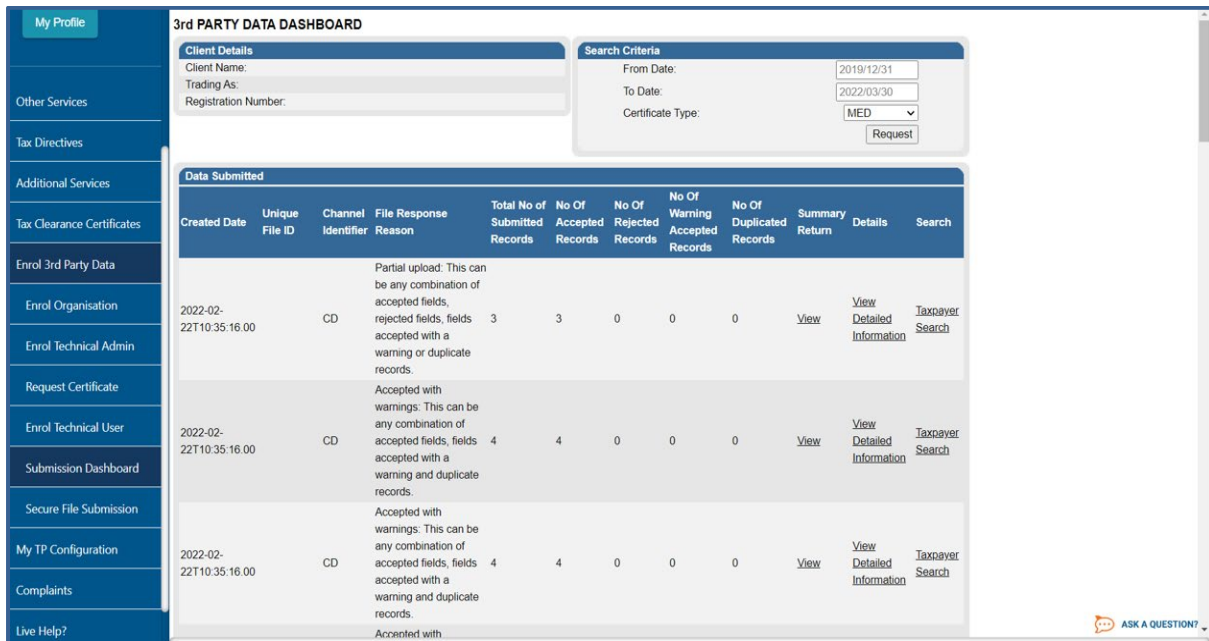
- The hyperlinks displayed besides each record listed and its function are as follows:

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To view the data file	**View**
To view the data file in a more detailed way	**View Detailed Information**
To search for a specific taxpayer and view their third-party data certificate	**Taxpayer Search**

4.2 HOW TO VIEW A THIRD-PARTY DATA FILE SUBMITTED

- On the records listed on the **3ʳᵈ Party Data Dashboard**, selected the applicable data file.

- Once selected, on the applicable record, click on the **View** hyperlink

- The completed **Declaration** return (in this case the MIT02) will be displayed. Note that this return cannot be updated.

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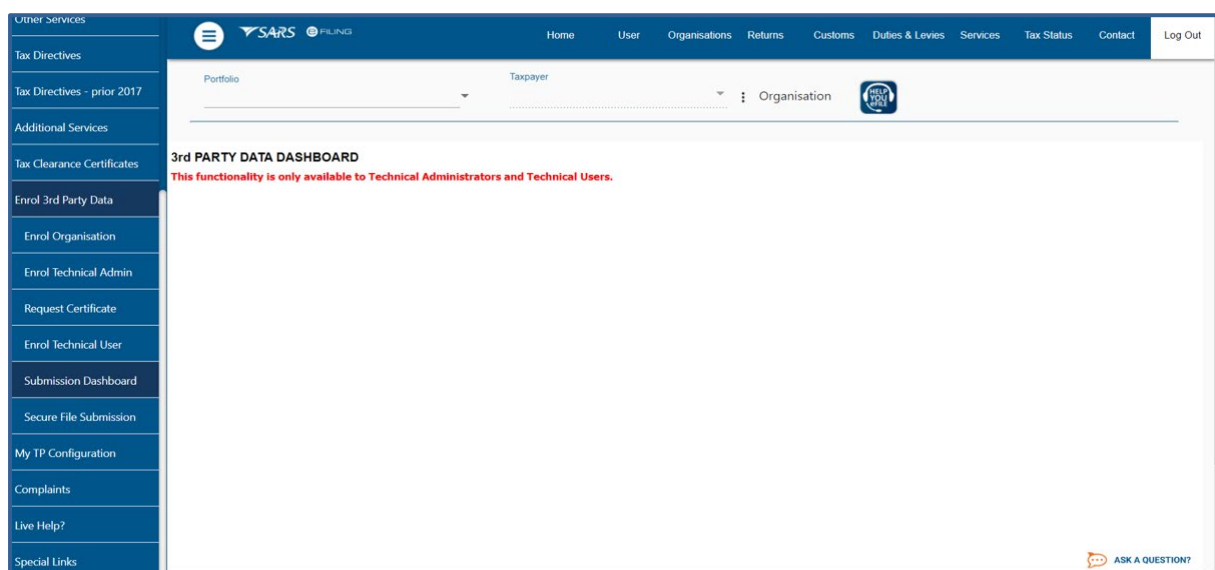OR DATA FILES VIA EFILING
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4.3 ENROLLING A TECHNICAL USER AND TECHNICAL ADMINISTRATOR

- To access submitted third party data files, the user must be enrolled as a **Technical Administrator** or a **Technical user** within the organization profile.

- To validate whether you are Enrolled, navigate through eFiling as follows:
    - Click on **Enrol 3ʳᵈ Party data**
    - Click on **Enrol Technical user**
    - On the **Enrol technical User for 3ʳᵈ Party Data Submission** screen, ensure that the "Status" is **Role Enrolled**
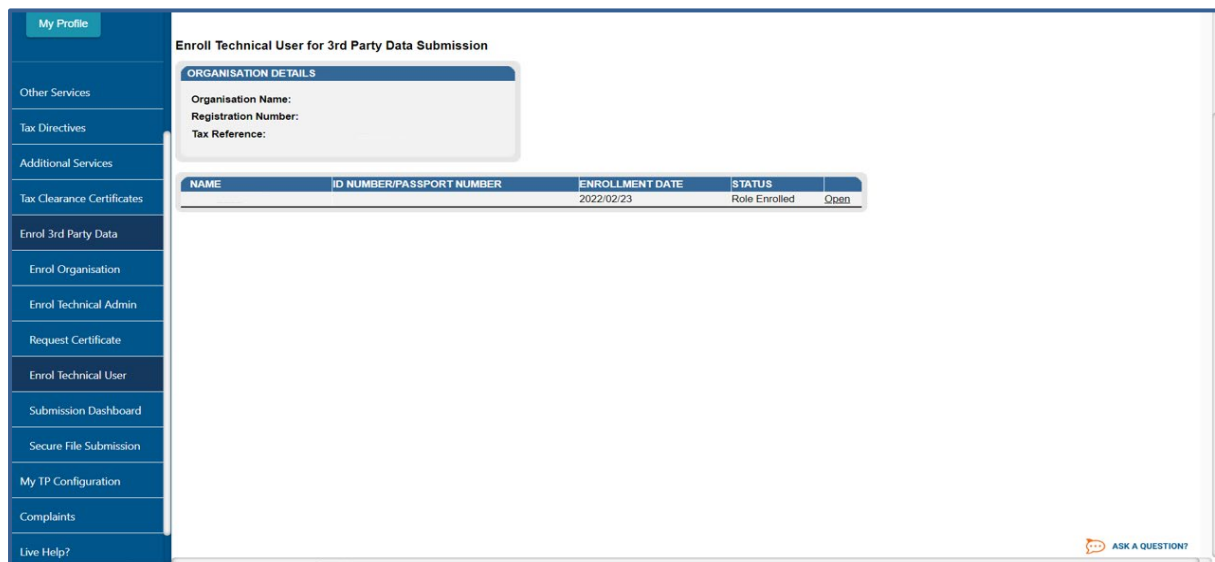
- Where the user is not enrolled, refer to the following external guide on how to enrol a user as a technical user/administrator of your organization available on the SARS website: GEN-ENR-01-G01 – Guide for the submission of third-party data using the connect direct channel – External Guide

- Where the user is not enrolled the following error message will be displayed on your **3ʳᵈ Party Data Dashboard** page.

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4.4 HOW TO QUERY THIRD-PARTY DATA FILE

- Where there are mis-finding identified, or an update is required on the third-party data file, the third-party data providers is encouraged to rectify the finding on the datafile by uploading the updated data file on the SARS third party submission platforms. The third-party data providers is then required to declare the updated submitted file on eFiling.

- On guidance on how to submit your data file, please refer to the following guides.
  - GEN-ENR-01-G01 – Guide for the submission of third-party data using the connect direct channel – External Guide
  - GEN-ENR-01-G02 - Guide for submission of third-party data using the HTTPS Channel - External Guide

4.5 HOW TO VIEW A DETAILED THIRD-PARTY DATA FILE CERTIFICATE

- To view a detailed third-party data file, the third-party data providers user should select the **View detail information** hyperlink of the applicable data file record displayed on the **3rd Party data dashboard** page.

- Once selected the **Certificate Detailed Information** page will be displayed.

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Note: The user can download the Detailed Certificate by clicking on the following button.

Download Certificate

4.6 HOW TO SEARCH FOR A TAXPAYER THIRD PARTY DATA CERTIFICATE

- To search for a taxpayers' third-party data certificate, the user can click on the hyperlink **Taxpayer Search** besides the applicable data file record on the **3ʳᵈ Party data Dashboard** page.

- Once selected the **Complete Search Criteria Request** page will be displayed. Complete the listed fields displayed.

- Once completed, click on the **Submit Query** button displayed at the bottom of the form.

- The certificate details will be displayed.
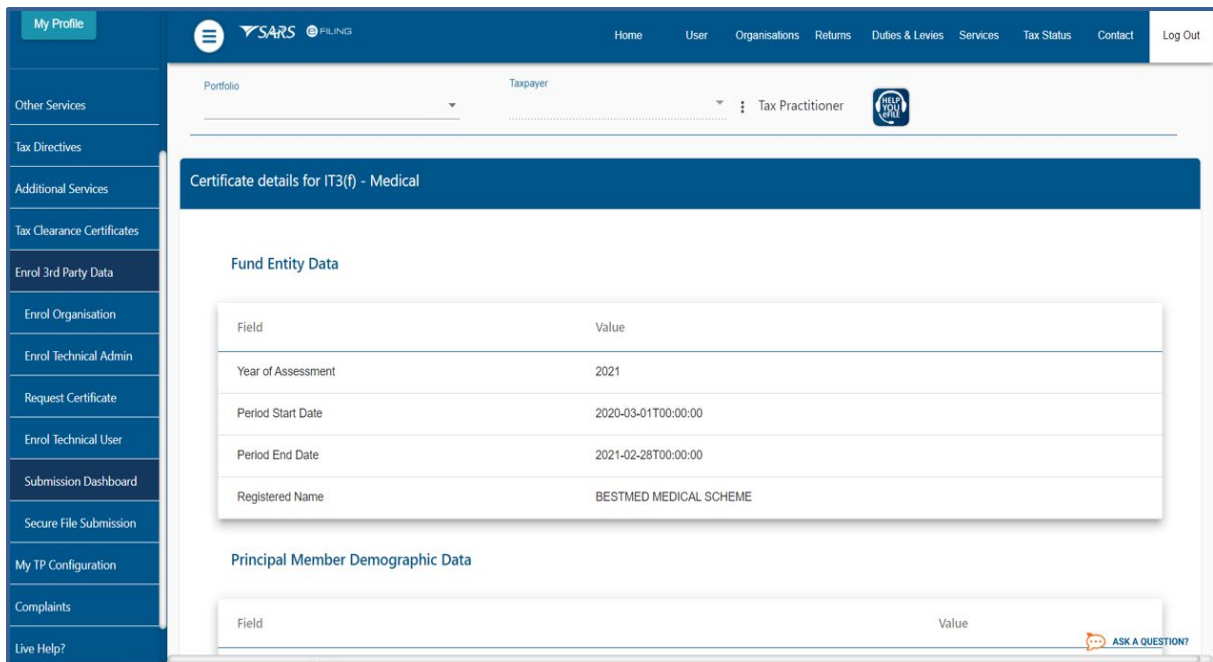
- Note that the user can download the certificate by clicking on the Download Certificate button.
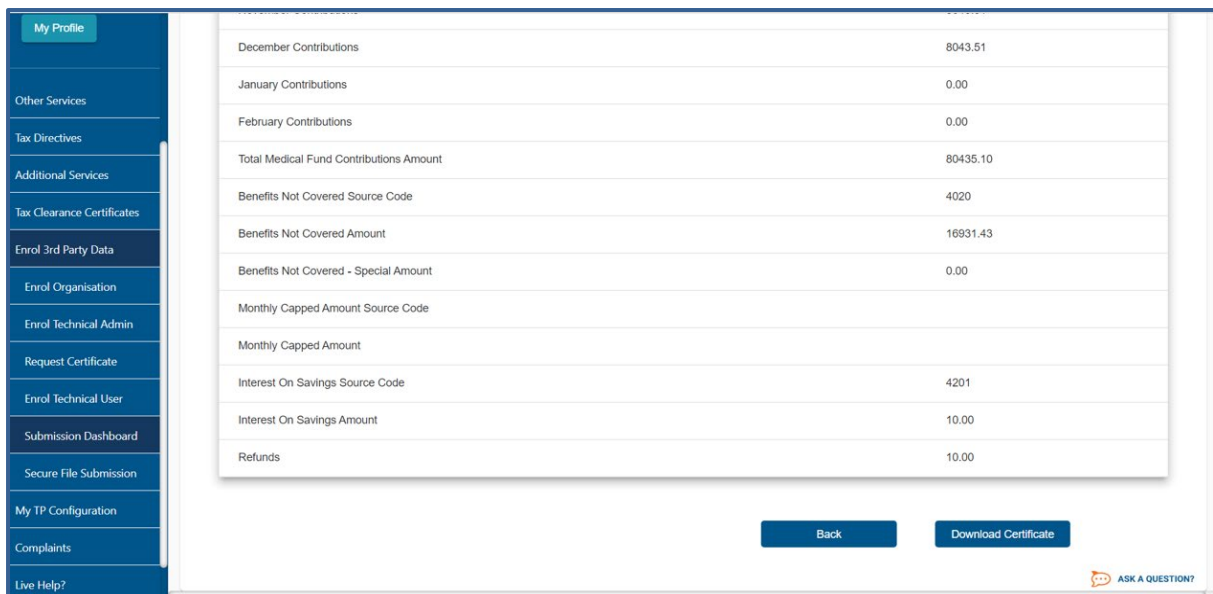
- The **Back** button will take the user to the previous screen

5   TAX   PRACTITIONER

5.1   HOW TO VIEW THIRD-PARTY DATA CERTIFICATES OF INDIVIDUAL CLIENTS

- Login using your **Username** and **Password** to access eFiling.

- When you have logged in, the following screen will be displayed.

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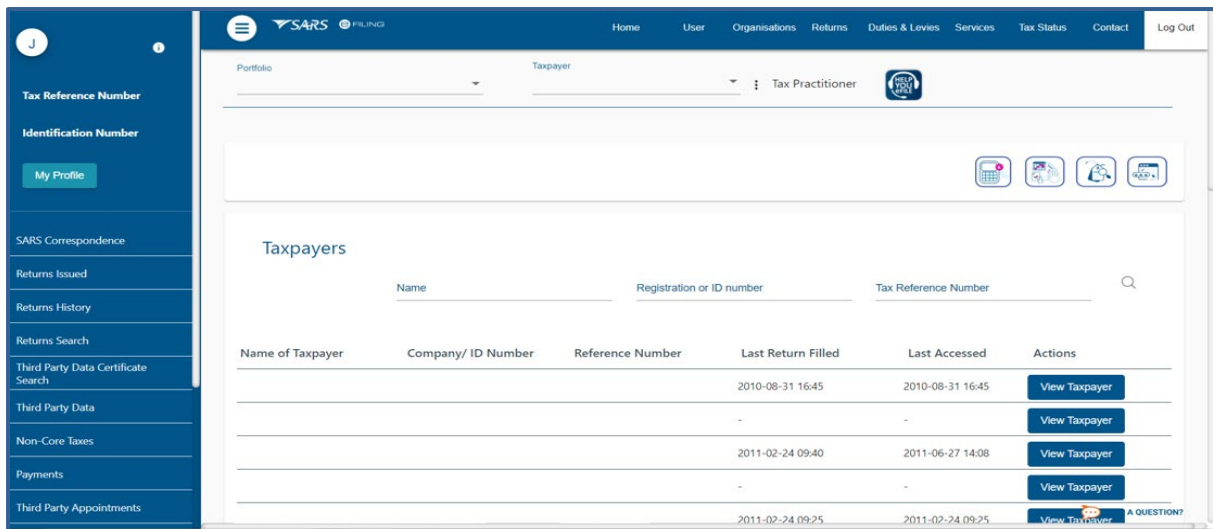
- Select the applicable Taxpayer by clicking **View Taxpayer** on the row detailing the information of the Taxpayer.

- The profile eFiling screen of the selected Taxpayer will be displayed.
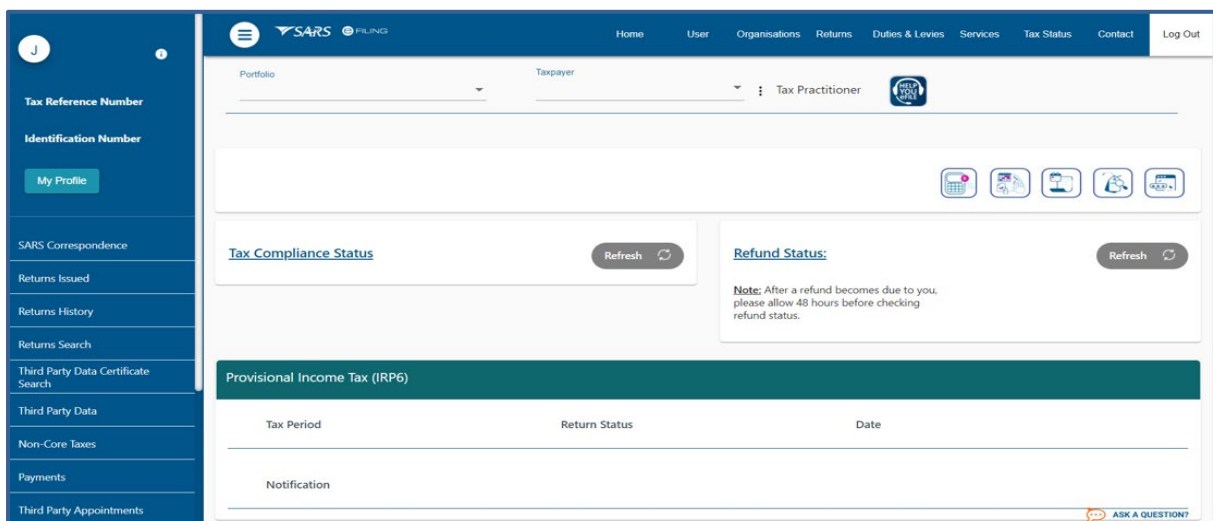
- Click on **Third party Data Certificate Search** displayed on the left menu option.

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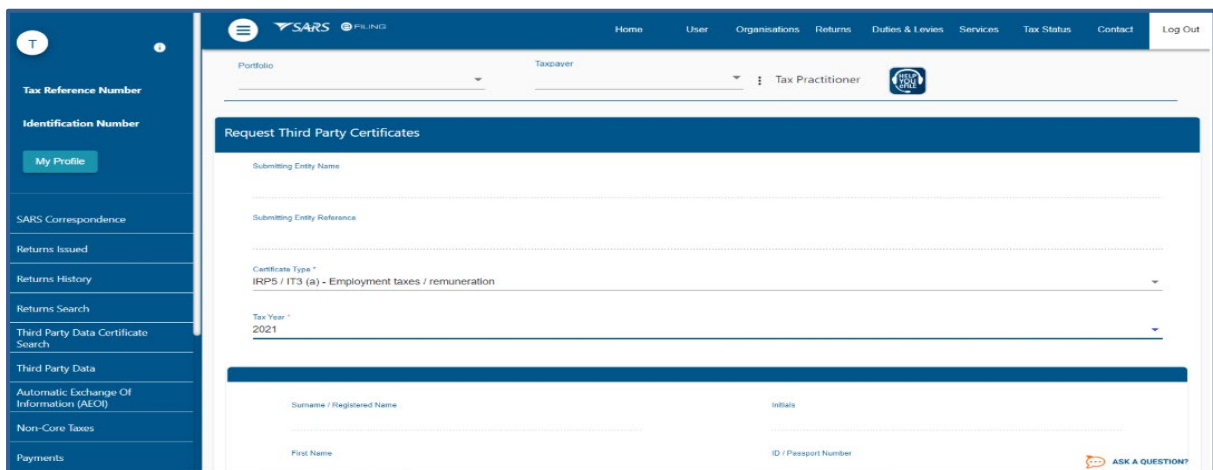
- Proceed as detailed above (section 3) on how an individual taxpayer can view their third-party data certificates.

5.2   HOW TO VIEW THIRD-PARTY DATA FILES OF THIRD-PARTY DATA PROVIDERS

- Login using your **Username** and **Password** to access eFiling.

- When you have logged in the following screen will be displayed.
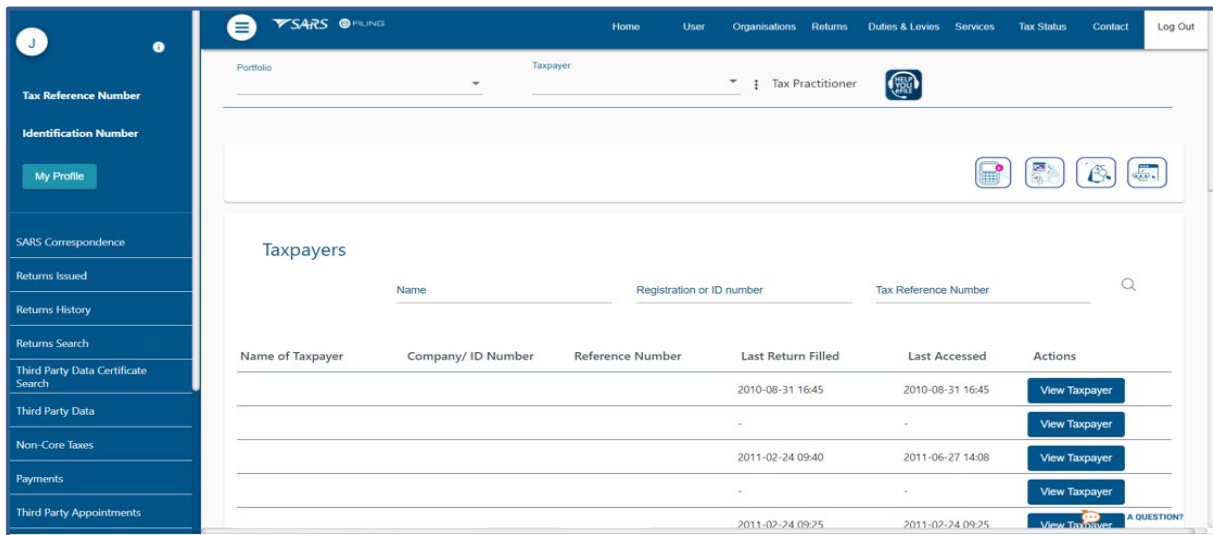
- Click on **Services** displayed on the main menu

- To navigate to the **Data Submitted** screen, proceed as follows:
  - ▫ Click on **Enrol 3rd Party Data**
  - ▫ Select and click on **Submission Dashboard**, the following screen will be displayed.
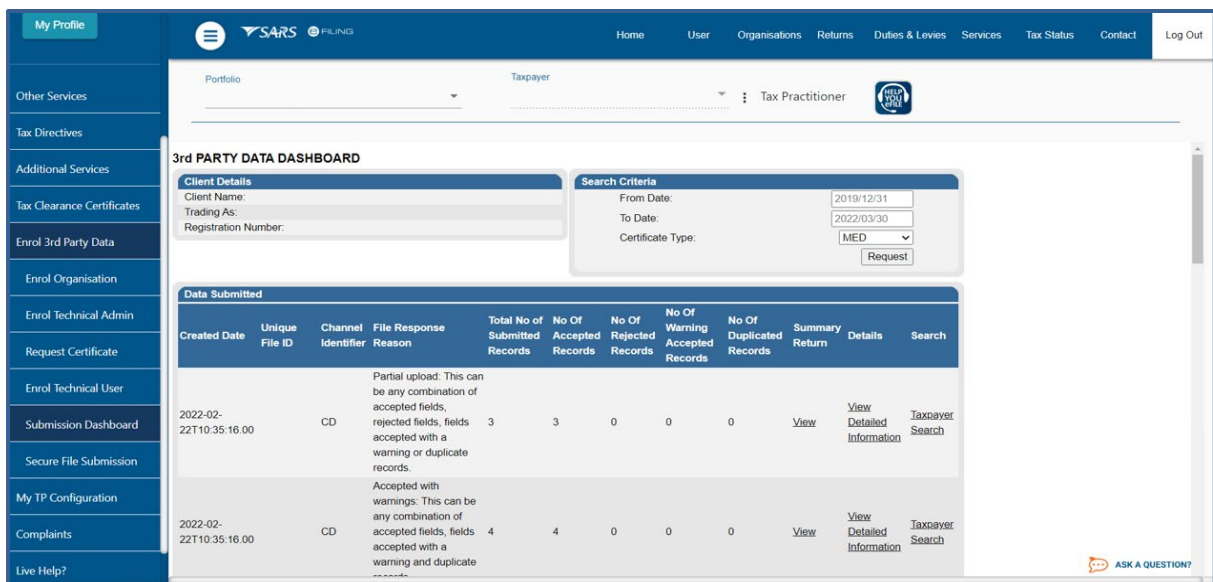
- Proceed as detailed above (section 4) on how a third party data provider user can view and update their third-party data file.

6   CROSS REFERENCES

DOCUMENT #	DOCUMENT TITLE	APPLICABILITY
GEN-ENR-01-G04	How to declare your Foreign Tax Information (FTI) for the AEOI - External Guide	All
GEN-ENR-01-G03	How to activate submit and declare third party data IT3 via eFiling	All
GEN-ENR-01-G02	Guide for submission of third-party data using the HTTPS channel	All
GEN-ELEC-18-G01	How to register manage users and change password on eFiling	All
GEN-ENR-01-G06	How to activate and declare medical scheme contribution and insurance payments IT3(F) via eFiling	All
GEN-ENR-01-G04	How to declare your Foreign Tax Information (FTI) for the AEOI - External Guide	All
GEN-ENR-01-G03	How to activate submit and declare third party data IT3 via eFiling	All
GEN-ENR-01-G02	Guide for submission of third-party data using the HTTPS channel	All
GEN-ELEC-18-G01	How to register manage users and change password on eFiling	All
GEN-ENR-01-G06	How to activate and declare medical scheme contribution and insurance payments IT3(F) via eFiling	All

7   DEFINITIONS AND ACRONYMS

FTI	Foreign Tax Information
BRS	Business Requirement Specification
eFiling	SARS Electronic Filing system
SARS Paid Interest	Where SARS pays interest to a Taxpayer. In such cases SARS also has to perform IT3(b) reporting.
IT3	Various tax reporting types generally submitted to SARS by a Third Party
OECD	Organisation for Economic Co-operation and Development
FATCA	Foreign Account Tax Compliance Act
FFI	South African Foreign Financial Institutions
SARS	South African Revenue Service
AEOI	Automatic Exchange of Information
GIIN	Global Intermediary Identification Number
RFI	Reportable Financial Institution

DISCLAIMER

The information contained in this guide 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 guide should refer to the relevant legislation or seek a formal opinion from a suitably qualified individual.

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).