EXTERNAL GUIDE

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



REVISION HISTORY TABLE

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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.

Welcome, please login	Welcome, please login
to SARS eFiling	to SARS eFiling
Username	Password
Forgot Your Username?	Forgot Your Username?
Forgot Your Password?	Forgot Your Password?
Next Don't have an account? <u>Register</u>	Login

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

E .			Home Returns Services Tax Status Contact Log Ou
Tax Reference Number	Portfolio	Taxpayer	* individual
Identification Number			
My Profile			
SARS Correspondence	Tax Compliance Status	Refresh 🛱	Refund Status: No refund due Refresh 3
Returns Issued Returns History	·		Note: After a refund becomes due to you, please allow 48 hours before checking refund status.
Non-Core Taxes			
Returns Search	Personal Income Tax (ITR12)		Provisional Income Tax (IRP6)
Third Party Data Certificate Search	Tax Period Return Status	Due Date	Tax Period Return Status Date
Payments	Account Balance:	O	
Request For Reason	Not Available		Notification
Disputes			ASK A QUESTION?

• 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.

A		
•	Request Third Party Certificates	
Tax Reference Number	Submitting Entity Name	
Identification Number	Submitting Entity Reference	
My Profile		
SARS Correspondence	Certificate Type *	×
Returns Issued		
Returns History	Tax Year *	•
Non-Core Taxes		
Returns Search	Sumame / Registered Name	Initals
Third Party Data Certificate Search	First Name	10 / Passport Number
Payments		
Request For Reason	Identification Type	Tax Reference Number
Disputes	South African ID	ASK A QUESTION?

- 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

IT3 (f) – Retirement annuity / insurance		
IRP5 / IT3 (a) – Employment taxes / remuneration		
IT3 (b) – Income / transactional movements		
IT3 (b) – Withholding tax on interest		
IT3 (c) – Buy / sell financial instruments		
IT3 (e) - Buy / sell livestock, produce etc		
IT3 (b) – Income / transactional movements IT3 (b) – Withholding tax on interest IT3 (c) – Buy / sell financial instruments IT3 (e) – Buy / sell livestock, produce etc		

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

2021		
2020		
2019		
2018		
2017		

• 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

A .		Home Returns Services Tax Status Contact Log Out
	Portfolio Taxpayer	Ti Individual
Tax Reference Number		- i Individual
Identification Number	Third Party Data Certificate IT3(f) - Retirement Annuity/Insurance	
My Profile		
		Collapse All Expand All
SARS Correspondence	IT3(f) - Retirement Annuity/Insurance	
Returns Issued	<u>View Detail</u>	Download on-screen listing
Returns History	IT3(f) - Retirement Annuity/Insurance	
Non-Core Taxes		
Returns Search		Download Certificate
Third Party Data Certificate Search		
Payments		Back
Request For Reason		
Disputes		ssk a question?

• 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
	Back
This hyperlink will display the certificate on your screen	View Detail

• 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.

			Hon	Downloads		Log Out
A 0	Portfolio	Taxpayer		Open file	IT3(f) - Retirement Annuity_Insuran	
Tax Reference Number	-		• Individual	See more		
Identification Number						_
Identification Number	Third Party Data Certificate IT3(f) - Retireme	ent Annuity/Insurance				
My Profile				Collapse All	Expand All	
SARS Correspondence	IT3(f) - Retirement Annuity/Insuran	ce				
Returns Issued		View Detail	Download on-screen	listing		
Returns History	IT3(f) - Retirement Annuity/Insurance					
Non-Core Taxes					Please note the downloaded certific cannot be used to submit a certific SARS.	
Returns Search					Download Certificate	
Third Party Data Certificate Search						
Payments					Back	
Request For Reason						
Disputes					D ASK A	QUESTION?

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.

Third Party Data Certificate IT3(f) - Retirement Annuity/Insurance	
Taxpayer information found, but no certificate records available.	
	Back

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.

Query reason *		
Other	-	Query certificate

• Click on **Query Reason** drop-down, the following options will be displayed.

Certificate not for me the taxpayer
Duplicate Certificate
Financial Value Incorrect
Other

- 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.

	/ Reason	
Leave a comment * Testing		4
Cancel Submit Query		

- Once completed, click on Submit Query
- To finalise your Query, click on the **Query Certificate** button.
- The following message will be displayed.

Message
Your request was successfully submitted for processing. You are required to query a listed Third Party Data item direct with your Financial Service Provider. By selecting this query indicator SARS is notified for statistical purposes of a Taxpayers possible disagreement. Only Financial Service Providers can amend Third Party Data records on the SARS systems.
ок

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

A 0			Home Returns	Services Tax Status Contact Log Out
	Portfolio	Taxpayer	🔨 🗄 Individual	
Tax Reference Number			Crat	
Identification Number	Third Party Data Certificate IT	I3(f) - Retirement Annuity/Insurance		
My Profile			Collapse All	Expand All
SARS Correspondence	IT3(f) - Retirement An	nnuity/Insurance		
Returns Issued		View Detail	Download on-screen listing	
Returns History	IT3(f) - Retirement Annuity/II	nsurance		
Non-Core Taxes				
Returns Search				Download Certificate
Third Party Data Certificate Search				
Payments				Back
Request For Reason				
Disputes				ASK A QUESTION?

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

A 0	March Contributions	2500.00
	April Contributions	2500.00
Tax Reference Number	May Contributions	2500.00
Identification Number	June Contributions	2500.00
My Profile	July Contributions	2500.00
	August Contributions	2500.00
SARS Correspondence	September Contributions	2500.00
Returns Issued	October Contributions	2500.00
Returns History	November Contributions	2500.00
Non-Core Taxes	December Contributions	2500.00
Returns Search	January Contributions	2500.00
Third Party Data Certificate Search	February Contributions	2500.00
Payments	Current Retirement Annuity Amount	30000.00
Request For Reason	Arrears Retirement Annuity Fund - Source Code	
Disputes	Arrears Retirement Annuity Amount	0.00 Desta A question?

• 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.

c .		3	Home User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact	Log Out
	Portfolio	Ta:	KDaver		• : Orga	nisation					
Tax Reference Number											
Identification Number											
My Profile										B	
SARS Correspondence	Taxpayers										
Returns Issued		Name		Registration or ID n	umber		Tax Reference	Number		Q	
Returns History											
Returns Search	Name of Taxpayer	Company/ ID Number	Reference I	Number	Last Return	Filled	Last Ac	cessed	Actions		
Levies and Duties					2011-04-01 2	2:41	2011-04-	01 22:41	View Ta	xpaver	
Third Party Data Certificate Search					2011-04-16 1	9:44	2011-04-	16 19:44	View Ta		
Third Party Data					2011-01-07 2	2:02	2011-01-	07 22:02	View Ta	xpayer	_
Non-Core Taxes					2011-05-30 1	4:57	2011-05-	30 14:57	View Ta:	xpayer	
Payments					2010-11-16.2	1:21	2011-07-	30 14:37	View Ta	A QU	JESTION?

- 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.

- 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

My Profile	3rd PARTY DATA DASHBOARD			
	Client Details Client Name:	Search Criteria From Date:		
Other Services	Trading As: Registration Number:	To Date: Certificate Type:	Select Type 🗸	
Tax Directives			Request	
Additional Services	Data Submitted			
Tax Clearance Certificates				
Enrol 3rd Party Data				
Enrol Organisation				
Enrol Technical Admin				
Request Certificate				
Enrol Technical User				
Submission Dashboard				
Secure File Submission				
My TP Configuration				
Complaints				
Live Help?				ASK A QUESTION?

• 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

My Profile	3rd PARTY D	ATA DASH	BOARD											
	Client Details					Sear	Search Criteria							
	Client Name:						From Da	ite:		2	2019/12/31			
Other Services	Trading As: Registration Number;						To Date:			2	2022/03/30			
	riogiou datori ria						Certifica	te Type:				~		
Tax Directives	lax Directives										Reques	st		
Additional Services	Data Submitte	ed												
Tax Clearance Certificates	Created Date	Unique File ID	Channel Identifier	File Response Reason	Total No of Submitted Records	No Of Accepted Records	No Of Rejected Records	No Of Warning Accepted Records	No Of Duplicated Records	Summar <u>n</u> Return	Details	Search		
Enrol 3rd Party Data				Partial upload: This can										
Enrol Organisation	2022-02- 22T10:35:16.00		CD	be any combination of accepted fields, rejected fields, fields	3	3	0	0	0	<u>View</u>	View Detailed	Taxpayer Search		
Enrol Technical Admin				accepted with a warning or duplicate records.							Information			
Request Certificate				Accepted with warnings: This can be										
Enrol Technical User	2022-02- 22T10:35:16.00		CD	any combination of accepted fields, fields	4	4	0	0	0	<u>View</u>	View Detailed	Taxpayer Search		
Submission Dashboard				accepted with a warning and duplicate records.							Information			
Secure File Submission	2022-02- 22T10:35:16.00			Accepted with warnings: This can be										
My TP Configuration			CD	any combination of accepted fields, fields	4	4	0	0	0	View	<u>View</u> Detailed	Taxpayer Search		
Complaints		6.00		accepted with a warning and duplicate records.							Information	200101		
Live Help?				Accepted with										

• The hyperlinks displayed besides each record listed and its function are as follows:

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

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

My Profile	2022-02- 22T10:35:16.00	CD	Accepted with warnings: This can be any combination of accepted fields, fields	4	4	0	0	0	View	Detailed	Taxpayer Search						
Other Services			accepted with a warning and duplicate records.							Information	obditai						
Tax Directives			Accepted with warnings: This can be														
Additional Services	2022-02- 22T10:35:16.00	CD	any combination of accepted fields, fields accepted with a	4	4	0	0	0	View	View Detailed Information	<u>Taxpayer</u> <u>Search</u>						
Tax Clearance Certificates			warning and duplicate records.														
Enrol 3rd Party Data					Accepted with warnings: This can be												
Enrol Organisation	2022-02- 22T10:35:16.00		any combination of accepted fields, fields accepted with a	4	4	0	0	0	View	View Detailed Information	Taxpayer Search						
Enrol Technical Admin			warning and duplicate records.							Internation							
Request Certificate		warnings: This any combinati CD accepted field:	Accepted with warnings: This can be														
Enrol Technical User	2022-02- 22T10:35:16.00		any combination of accepted fields, fields accepted with a	4	4	0	0	0	View	View Detailed Information	<u>Taxpayer</u> <u>Search</u>						
Submission Dashboard			warning and duplicate records.	warning and duplicate	warning and duplicate	warning and duplicate	warning and duplicate	warning and duplicate	warning and duplicate							Incination	
Secure File Submission	2022-02- 22T10:35:16.00		Accepted with warnings: This can be														
My TP Configuration		12-02- CD	any combination of accepted fields, fields accepted with a	4	4	0	0	0	View	View Detailed Information	Taxpayer Search						
Complaints			warning and duplicate records.							Internation							
- 42	10 M																

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

South African Revenue Service Medical Scheme Contribution / Insurance Payments Declaration	MIT02				
Declaration Details					
Tax Practitioner Details (if applicable)					
Declaration					
I declare that: The information furnished in this declaration is true and correct in every respect; and I have disclosed in full the contributions, benefits and refunds. I have the necessary records to support all the declarations on this form which I will retain for audit purposes. I accept that the result reflected is based on the data provided in the submission. Date COMMADY 2022 / 04 / 06 E	X0000000000 N0000000000 Please ensur you sign over the 2 lines of "X"s above For enquiries go to www.sams gov.za or call 0800 00 7277				
Summary of Financial Details					
Total Number of Principal Members	×.				
Contributions	ألب ا				

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

My Profile			
	Enroll Technical User for 3rd Party Data Submission		
	ORGANISATION DETAILS		
Other Services	Organisation Name:		
Tax Directives	Registration Number: Tax Reference:		
Additional Services			
		ROLLMENT DATE STATUS	
Tax Clearance Certificates	202	2/02/23 Role Enrolled Open	
Enrol 3rd Party Data			
Enrol Organisation			
Enrol Technical Admin			
Request Certificate			
Enrol Technical User			
Submission Dashboard			
Secure File Submission			
My TP Configuration			
Complaints			
Live Help?			ASK A QUESTION?

- 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.

Other Services	SARS @FILING	Home Use	r Organisations	Returns C	Customs Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Directives		Taxpayer							
Tax Directives - prior 2017	Portfolio		-	: Organisatio	on HELP				
Additional Services									
Tax Clearance Certificates	3rd PARTY DATA DASHBOARD This functionality is only available to Technical Adm	ninistrators and Technical Users.							
Enrol 3rd Party Data									
Enrol Organisation									
Enrol Technical Admin									
Request Certificate									
Enrol Technical User									
Submission Dashboard									
Secure File Submission									
My TP Configuration									
Complaints									
Live Help?									
Special Links							3	💬 ASK A QUE	STION?

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 **3**rd **Party data** dashboard page.

My Profile Other Services	2022-02- 22T10:35:16.00	CD	Accepted with warnings: This can be any combination of accepted fields, fields accepted with a warning and duplicate records.	4	4	0	0	0	View	<u>View</u> Detailed Information	Taxpayer Search
Tax Directives Additional Services Tax Clearance Certificates	2022-02- 22T10:35:16.00	CD	Accepted with warnings: This can be any combination of accepted fields, fields accepted with a warning and duplicate records.	4	4	0	0	0	View	View Detailed Information	Taxpayer Search
Enrol 3rd Party Data Enrol Organisation Enrol Technical Admin	2022-02- 22T10:35:16.00	CD	Accepted with warnings: This can be any combination of accepted fields, fields accepted with a warning and duplicate records.	4	4	0	0	0	View	<u>View</u> Detailed Information	Taxpayer Search
Request Certificate Enrol Technical User Submission Dashboard	2022-02- 22T10:35:16.00	CD	Accepted with warnings: This can be any combination of accepted fields, fields accepted with a warning and duplicate records.	4	4	0	0	0	View	<u>View</u> <u>Detailed</u> Information	<u>Taxpayer</u> <u>Search</u>
Secure File Submission My TP Configuration Complaints	2022-02- 22T10:35:16.00	CD	Accepted with warnings: This can be any combination of accepted fields, fields accepted with a warning and duplicate records.	4	4	0	0	0	<u>View</u>	<u>View</u> Detailed Information	<u>Taxpayer</u> <u>Search</u>

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

My Profile	Certificate Detailed Information	
Other Services	Field	Value
Tax Directives	Unique File ID	
Additional Services	Channel Received	CD
Tax Clearance Certificates	Date Received	2022-03-30T09:02:01
Enrol 3rd Party Data	Date Processed	2022-03-30T09:03:01
Enrol Organisation	Total Principal Member Demographic Data Records	0
Enrol Technical Admin	Total Principal Member Financial Data Records	1
Request Certificate	Sum of Contributions 4005	80435.10
Enrol Technical User	Sum of Contributions 4020	16931.43
Submission Dashboard	Sum of Contributions 4486	0.00
Secure File Submission	Sum of Contributions 4201	10.00
My TP Configuration		
Complaints		Download Certificate
Live Help?		D ASK A QUESTION

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.

ional Services 2022-02- 22110.35 16.00 CD accopted with warnings This can be accopted with warnings This can be accopted with warnings This can be are control fuelds, fields 4 4 0 0 Max Max bias Max be beaches 3rd Party Data 2022-02- 22110.35 16.00 CD CD Accopted with warnings and duplicate records. Accopted with warnings This can be are control fuelds, fields 4 4 0 0 Max Max beaches Max beaches 10 Technical Admin used Certificate Accopted with warnings This can be are control fuelds, fields 4 4 0 0 Max beaches Max beaches 10 Technical Admin used Certificate Accopted with warnings This can be are control fuelds, fields 4 4 0 0 Max beaches Taxnaver Beaches 10 Technical User Accopted with warnings and duplicate records. Accopted with warnings This can be are control fuelds, fields 4 4 0 0 Max beaches Taxnaver Beaches 10 Technical User Accopted with warnings and duplicate records. Accopted with warnings This can be are control fuelds, fields 4 4 0 0 Max beaches Taxnaver Beaches 10 Technical User Accopted with warnings This can be are control fuelds, fields 4 4 0 0 0 Wiew	My Profile Other Services	2022-02- 22T10:35:16.00	CD	Accepted with warnings: This can be any combination of accepted fields, fields accepted with a warning and duplicate records.	4	4	0	0	0	View	View Detailed Information	<u>Taxpayer</u> <u>Search</u>
Control value 2022-02- accepted fields, fields 4 0 0 0 View Detailed beau Taxasyet accepted with a varing and duplicate accepted with a varing and duplicate 4 0 0 0 View Detailed beau Taxasyet accepted with a varing and duplicate Accepted with varing and duplicate 4 4 0 0 0 View Detailed beau Taxasyet accepted with varing and duplicate Accepted with varing and duplicate 4 4 0 0 0 View Detailed beau Taxasyet accepted with varing and duplicate accepted fields, fields 4 4 0 0 View Detailed beau Taxasyet accepted with varing and duplicate accepted fields, fields 4 4 0 0 View Detailed beau Search accepted with varing and duplicate accepted with varing and duplicate 4 4 0 0 View View Max accepted with varing and duplicate accepted with varing and duplicate Accepted with varing and duplicate Kiew Taxasyet accepted with varing and duplicate accepted with varing and duplicate Accepted with varing and duplicate Kiew Kiew Taxasyet<	Tax Directives Additional Services Tax Clearance Certificates		CD	Accepted with warnings: This can be any combination of accepted fields, fields accepted with a warning and duplicate	4	4	0	0	0	View	Detailed	
of Technical User 2022-02- 22110-35:16.00 CD warnings: This can be accepted fields, fields 4 0 0 0 View Detailed back Taxnayer warning and duplicate records warning and duplicate records Accepted with warnings: This can be accepted fields, fields 4 0 0 View View Taxnayer P Configuration 2022-02- 22110-35:16.00 CD accepted fields, fields 4 0 0 View View Taxnayer P Configuration CD accepted fields, fields 4 4 0 0 View View Taxnayer	Enrol 3rd Party Data Enrol Organisation Enrol Technical Admin		CD	Accepted with warnings: This can be any combination of accepted fields, fields accepted with a warning and duplicate	4	4	0	0	0	View	Detailed	
PConfiguration 2221:0.35:16.00 CD accepted this a 4 4 0 0 0 View Detailed Information	Request Certificate Enrol Technical User Submission Dashboard		CD	warnings: This can be any combination of accepted fields, fields accepted with a warning and duplicate	4	4	0	0	0	View	Detailed	
records.	Secure File Submission My TP Configuration Complaints		CD	warnings: This can be any combination of accepted fields, fields accepted with a warning and duplicate	4	4	0	0	0	View	Detailed	

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

My Profile	Complete Search Criteria Request for T3(f-MED) Medical
Other Services	Unique File Id: POD249
Tax Directives	Unique Membership Number
Additional Services	
Tax Clearance Certificates	MED Unique Number
Enrol 3rd Party Data	Principal Member Nature of Person
Enrol Organisation Enrol Technical Admin	Select Nature Of Person
Request Certificate	Principal Member Surname
Enrol Technical User	
Submission Dashboard	Principal Member Initials
Secure File Submission	Principal Member Names
My TP Configuration	
Complaints	Principal Member Identification Number
Live Help?	💬 ASK A QUESTION?

- Once completed, click on the **Submit Query** button displayed at the bottom of the form.
- The certificate details will be displayed.

My Profile			Home	User	Organisations	Returns	Duties & Levies	Services	Tax Status	Contact	Log Out
Other Services	Portfolio	Taxpayer		÷	: Tax Prac	titioner					
Tax Directives											
Additional Services	Certificate details for IT3(f) - Med	lical									
Tax Clearance Certificates											
Enrol 3rd Party Data	Fund Entity Data										
Enrol Organisation	Field		Value								
Enrol Technical Admin	Year of Assessment		2021								-
Request Certificate	Period Start Date		2020-03-01T0	0:00:00							
Enrol Technical User	Period End Date		2021-02-28T0	0:00:00							
Submission Dashboard	Registered Name		BESTMED M	EDICAL SCH	IEME						
Secure File Submission											e
My TP Configuration	Principal Member Demog	raphic Data									
Complaints	Field						v	alue			
Live Help?										ASK A Q	UESTION?

Note that the user can download the certificate by clicking on the Download Certificate button.

My Profile	December Contributions	8043.51
Other Services	January Contributions	0.00
Tax Directives	February Contributions	0.00
Additional Services	Total Medical Fund Contributions Amount	80435.10
Tax Clearance Certificates	Benefits Not Covered Source Code	4020
Enrol 3rd Party Data	Benefits Not Covered Amount	16931.43
	Benefits Not Covered - Special Amount	0.00
Enrol Organisation	Monthly Capped Amount Source Code	
Enrol Technical Admin	Monthly Capped Amount	
Request Certificate	Interest On Savings Source Code	4201
Enrol Technical User	Interest On Savings Amount	10.00
Submission Dashboard	Refunds	10.00
Secure File Submission		
My TP Configuration	Back	Download Certificate
Complaints		ASK A QUESTION?
Live Help?		SK A QUESTION?

• The **Back** button will take the user to the previous screen

5 TAX PRACTITIONER

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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.

		3	Home Use	r Organisations Returns	Duties & Levies Services	Tax Status Contact Log Out
	Portfolio	Tax	payer	Tax Practitioner	THEP	
Tax Reference Number				: lax Practitioner		
Identification Number						
My Profile						
SARS Correspondence	Taxpayers					
Returns Issued		Name	Registration of	r ID number	Tax Reference Number	Q
Returns History						
Returns Search	Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions
Third Party Data Certificate Search				2010-08-31 16:45	2010-08-31 16:45	View Taxpayer
Third Party Data						View Taxpayer
Non-Core Taxes				2011-02-24 09:40	2011-06-27 14:08	View Taxpayer
Payments	<u></u>				-	View Taxpayer
Third Party Appointments				- 2011-02-24.09:25	- 2011-02-24 09:25	View Taxbayer A QUESTION?

- 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.

J		Home User	Organisations Returns Duties & Levies Services Tax	Status Contact Log Out
	Portfolio	Taxpayer	• Tax Practitioner	
Tax Reference Number				
Identification Number				
My Profile				
SARS Correspondence	Tax Compliance Status	Refresh 💭	Refund Status:	Refresh 💭
Returns Issued			Note: After a refund becomes due to you.	
Returns History			please allow 48 hours before checking refund status.	
Returns Search				
Third Party Data Certificate Search	Provisional Income Tax (IRP6)			
Third Party Data	Tax Period	Return Status	Date	
Non-Core Taxes		Return status	Date	
Payments	Notification			
Third Party Appointments				ASK A QUESTION?

• Click on **Third party Data Certificate Search** displayed on the left menu option.

		Home	User C	Organisations Return	s Duties & Levies	Services	Tax Status	Contact	Log Out
Tax Reference Number	Portfolio	Taxpayer	*	Tax Practition	ier				
Identification Number	Request Third Party Certificates								_
My Profile	Submitting Entity Name								
SARS Correspondence	Submitting Entity Reference								****
Returns Issued	Contributo Type *								
Returns History	IRP5 / IT3 (a) - Employment taxes / remuneration								•
Returns Search	Tax Year "								
Third Party Data Certificate Search	2021								<u>-</u>
Third Party Data									
Automatic Exchange Of Information (AEOI)	Sumame / Registered Name			Initials					
Non-Core Taxes									
Payments	First Name			ID / Passport Numb	er			D ASK A QU	ESTION?

EXTERNAL GUIDE – HOW TO VIEW SUBMITTED THIRD PARTY DATA RETURNS OR DATA FILES VIA EFILING GEN-ENR-01-G09

• 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.

J			Home Use	r Organisations Returns	Duties & Levies Services	Tax Status Contact	Log Out
	Portfolio	Тахр	ayer	Tax Practitioner			
Tax Reference Number							
Identification Number							
My Profile							
SARS Correspondence	Taxpayers						
Returns Issued		Name	Registration of	r ID number	Tax Reference Number	Q	
Returns History							
Returns Search	Name of Taxpayer	Company/ ID Number	Reference Number	Last Return Filled	Last Accessed	Actions	
Third Party Data Certificate Search				2010-08-31 16:45	2010-08-31 16:45	View Taxpayer	_
Third Party Data	8			1000	. • .	View Taxpayer	-
Non-Core Taxes				2011-02-24 09:40	2011-06-27 14:08	View Taxpayer	-
Payments				-		View Taxpayer	
Third Party Appointments				2011-02-24 09:25	2011-02-24 09:25	View Taxoaver	ESTION?

- 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.

My Profile	•	SARS	FILING				Home	User	Organisat	ons Retu	rns Duties	& Levies	Services	Tax Status	Contact	Log
Other Services	Portfolio			•	Taxpaye	ir			Tax	Practitione	r 💓)				
Tax Directives																-
Additional Services	3rd PARTY DA	ATA DASH	BOARD													
Tax Clearance Certificates	Client Details Client Name: Trading As:					Sear	rch Criteria From Da To Date				019/12/31		1			
Enrol 3rd Party Data	Registration No	imber:					Certifica	te Type:			MED Reques	∼				
Enrol Organisation	Data Submitte	d					_	_		_						
Enrol Technical Admin	Created Date	Unique File ID	Channel	File Response	Total No of Submitted	No Of Accepted	No Of Rejected	No Of Warning Accepted	No Of Duplicated	Summary Return	Details	Search				
Request Certificate		File ID	Identifier	Reason	Records	Records	Records	Records	Records	Return						
Enrol Technical User				Partial upload: This can be any combination of accepted fields,							View					
Submission Dashboard	2022-02- 22T10:35:16.00		CD	rejected fields, fields accepted with a	3	3	0	0	0	View	Detailed Information	Taxpayer Search				
Secure File Submission				warning or duplicate records.												
My TP Configuration				Accepted with warnings: This can be any combination of							View					
Complaints	2022-02- 22T10:35:16.00		CD	accepted fields, fields accepted with a	4	4	0	0	0	View	Detailed Information	Taxpayer Search				
Live Help?				warning and duplicate											D ASK A QU	ESTION

• 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).