



MANAGE eACCOUNTS ON eFILING

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1 SUMMARY

- a) eFiling users have access to a wide range of account maintenance functionalities including the ability to request statements of accounts.
- b) Excise accounts are paid using a variety of methods and post-payment account maintenance are easily achievable.

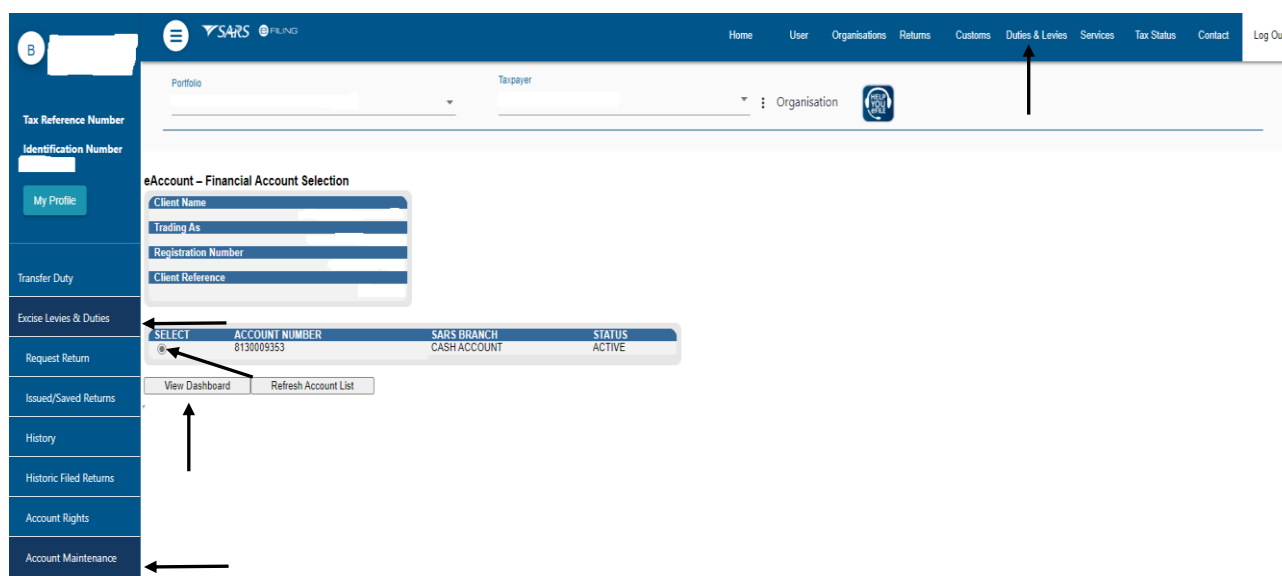
2 EACCOUNT MANAGEMENT

2.1 Account Overview and Statements

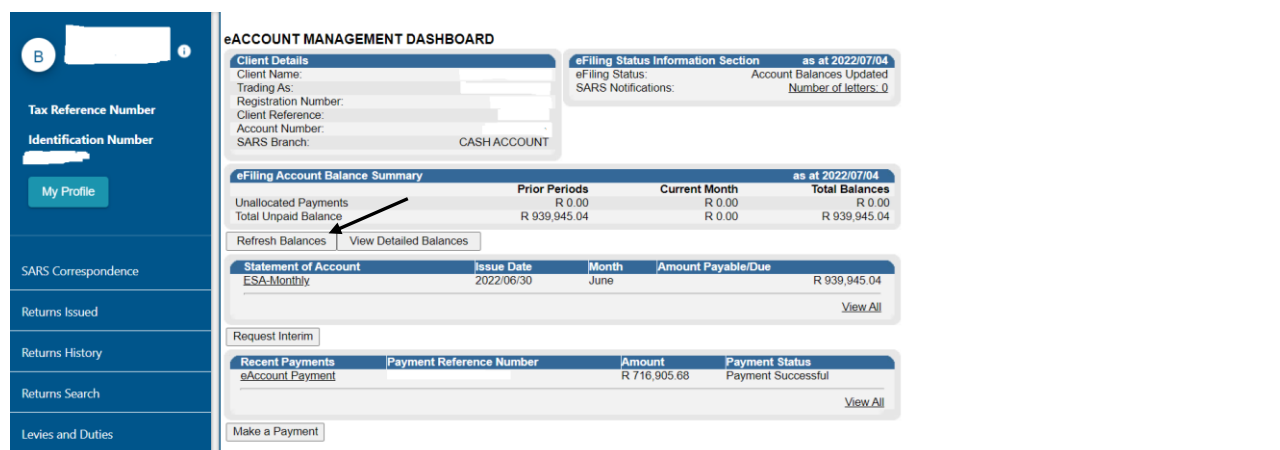
- a) The eAccount Management Dashboard provides an overview of a specific account as well as the tools to manage the account effectively. The Dashboard includes Excise Statement of Account and detailed account balance functionalities.
- b) The Account Balance Summary highlights the total account balance and any unallocated payments.
- c) The total balance on account may consist of both unpaid declarations and unallocated payments. These unallocated payments arise due to an incorrect PRN specified which prevents the system from automatically allocating the payment. These unallocated payments need to be allocated by the user. Payment allocation serves to receipt the payment against declarations thus marking them off as paid/settled.
- d) Monthly Statements of Accounts are made available for each calendar month. The latest issued Statement of Account will be displayed on the Dashboard for ease of use.
- e) **A new feature has been introduced on the eAccount Dashboard that allows users to view and manage their bonds online. This feature is part of the eFiling system that enables the client to file their tax returns electronically and access various tax related services.**

2.1.1 How to access the eAccount Management Dashboard

- a) To access the Dashboard once logged onto the eFiling website, the user must:
 - i) Click on Duties & Levies;
 - ii) Click on Excise Levies & Duties;
 - iii) Click on Account Maintenance;
 - iv) Select the Select option; and
 - v) Click on View Dashboard.



- b) The eAccount Management Dashboard screen will now be displayed. It will display the client's account details, status-related information, and a summary of the account balance. The user will also be able to select and view a Statement of Account, view historic transactions, or make and view payments history. To view their most recent account balances, the user must click on Refresh Balances. This will allow the user to view the most recent balances payable or to be refunded in real time.



eACCOUNT MANAGEMENT DASHBOARD

Client Details

Client Name: [Redacted]
Trading As: [Redacted]
Registration Number: [Redacted]
Client Reference: [Redacted]
Account Number: [Redacted]
SARS Branch: [Redacted] CASH ACCOUNT

eFiling Status Information Section as at 2022/07/04

eFiling Status: [Redacted] Account Balances Updated: [Redacted]
SARS Notifications: [Redacted] Number of letters: 0

eFiling Account Balance Summary as at 2022/07/04

	Prior Periods	Current Month	Total Balances
Unallocated Payments	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 939,945.04	R 0.00	R 939,945.04

Refresh Balances View Detailed Balances

Statement of Account

Issue Date	Month	Amount Payable/Due
2022/06/30	June	R 939,945.04

View All

Recent Payments

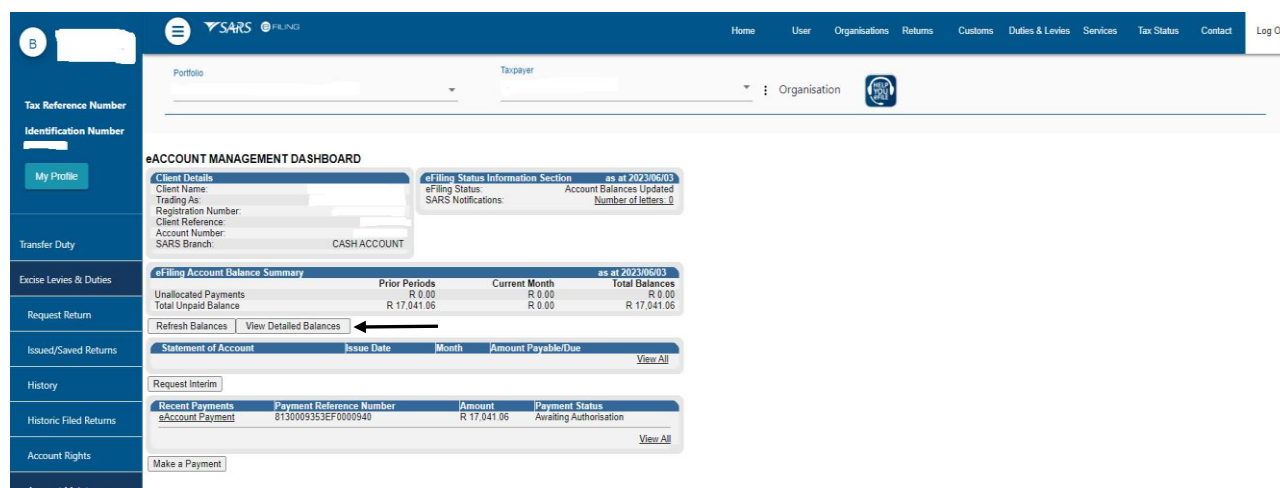
Payment Reference Number	Amount	Payment Status
eAccount Payment	R 716,905.68	Payment Successful

View All

Make a Payment

2.1.2 How to View Detailed Account Balances

- a) The detailed account balances section provides a summary of transactions per processing date groupings, as well as a total balance. Transactions processed before the current month will display under Prior Periods, while transactions processed in the current month will display under Current Month. The unpaid balances are split between each different declaration and transaction type grouping.
- b) To view the detailed account balances, the user must click on View Detailed Balances.



eACCOUNT MANAGEMENT DASHBOARD

Client Details

Client Name: [Redacted]
Trading As: [Redacted]
Registration Number: [Redacted]
Client Reference: [Redacted]
Account Number: [Redacted]
SARS Branch: [Redacted] CASH ACCOUNT

eFiling Status Information Section as at 2022/06/03

eFiling Status: [Redacted] Account Balances Updated: [Redacted]
SARS Notifications: [Redacted] Number of letters: 0

eFiling Account Balance Summary as at 2022/06/03

	Prior Periods	Current Month	Total Balances
Unallocated Payments	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 17,041.06	R 0.00	R 17,041.06

Refresh Balances View Detailed Balances

Statement of Account

Issue Date	Month	Amount Payable/Due
2022/06/03	June	R 17,041.06

View All

Recent Payments

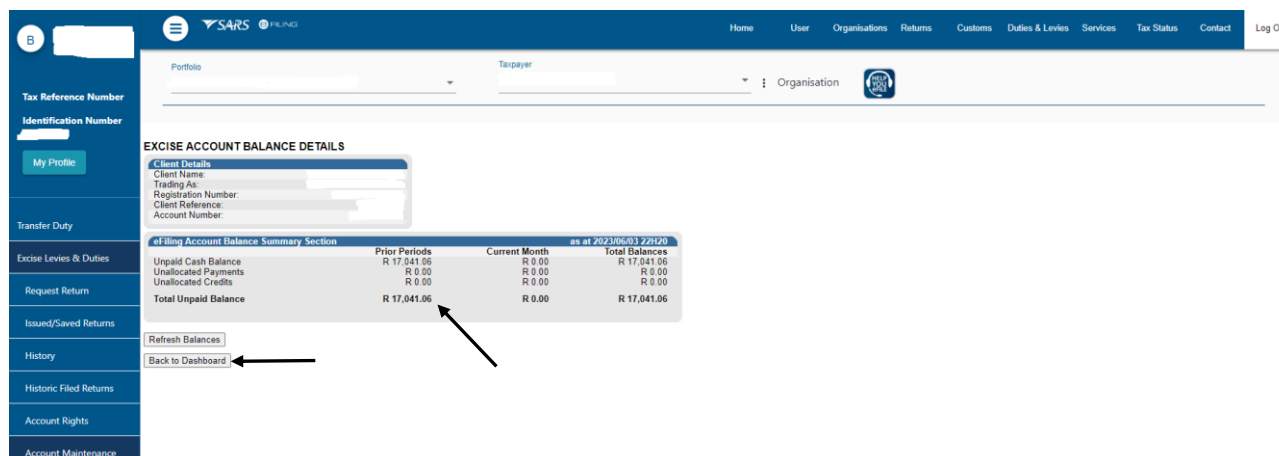
Payment Reference Number	Amount	Payment Status
8130009353EF0000940	R 17,041.06	Awaiting Authorisation

View All

Make a Payment

- c) The eFiling Account Balance Summary Section will highlight the following:
- Unpaid balances if any, which are required to be paid by specific due dates; and
 - Unallocated payments or credits if any, which need to be allocated to utilise the payment against declarations.

d) To return to the Account Maintenance Dashboard, the user must click on Back to Dashboard.



EXCISE ACCOUNT BALANCE DETAILS

eFiling Account Balance Summary as at 2023/05/01 22:12:0

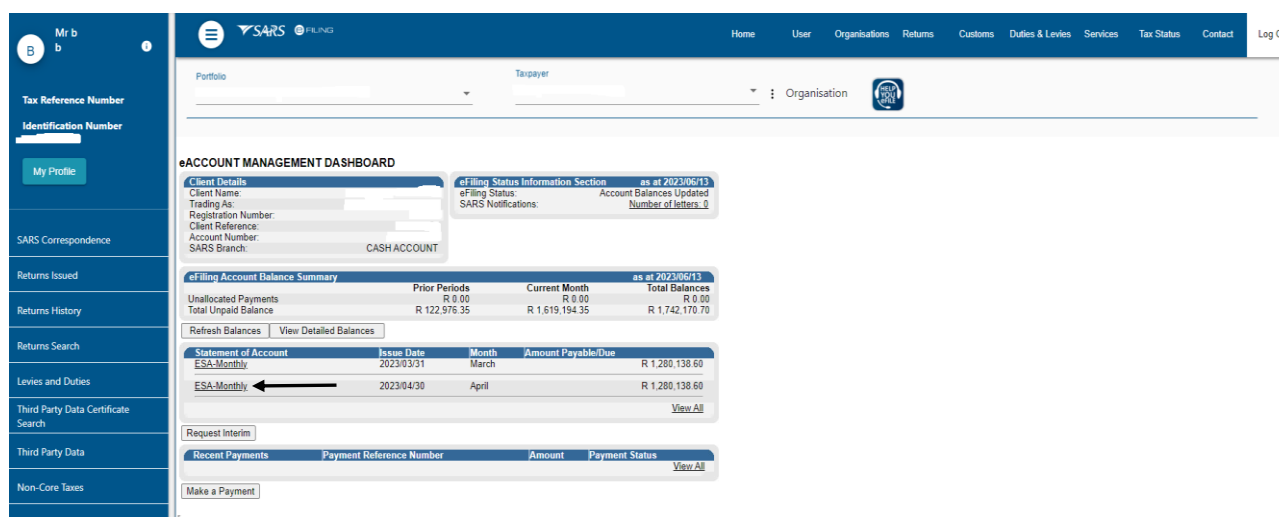
	Prior Periods	Current Month	Total Balances
Unpaid Cash Balance	R 17,041.06	R 0.00	R 17,041.06
Unallocated Payments	R 0.00	R 0.00	R 0.00
Unallocated Credits	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 17,041.06	R 0.00	R 17,041.06

Refresh Balances

Back to Dashboard

2.1.3 How to Request a Statement of Account

- This functionality will allow the user to view statements and request specific statements.
- The user will have two types of statements available to choose from, namely:
 - Monthly Statement of Account:** It is issued at the end of the accounting period. Each financial account will have its own statement and as this is a request for payment/settlement, this statement includes a PRN specific to the payable statement balance. The user may select the monthly statement and make payment. All unallocated payments must be allocated for full payment of the SOA to ensure that the full account is settled, and all declarations paid.
 - Interim Statement of Account:** It includes all transactions after the last monthly statement, is generated only on request by the client. This statement does not have a PRN and cannot be selected for payment.
- To view the Monthly Statement of Account, from the eAccount Management Dashboard, the user must:
 - Click on the applicable ESA Monthly hyperlink under the Statement of Account sub-header.



eACCOUNT MANAGEMENT DASHBOARD

eFiling Status Information Section as at 2023/06/13

eFiling Status: Account Balances Updated

SARS Notifications: Number of letters: 0

eFiling Account Balance Summary as at 2023/06/13

	Prior Periods	Current Month	Total Balances
Unallocated Payments	R 0.00	R 1,519,194.35	R 1,742,170.70
Total Unpaid Balance	R 122,976.35	R 1,519,194.35	R 1,742,170.70

Refresh Balances View Detailed Balances

Statement of Account

	Issue Date	Month	Amount Payable/Due
ESA-Monthly	2023/03/31	March	R 1,280,138.60
ESA-Monthly	2023/04/30	April	R 1,280,138.60

View All

Request Interim

Recent Payments

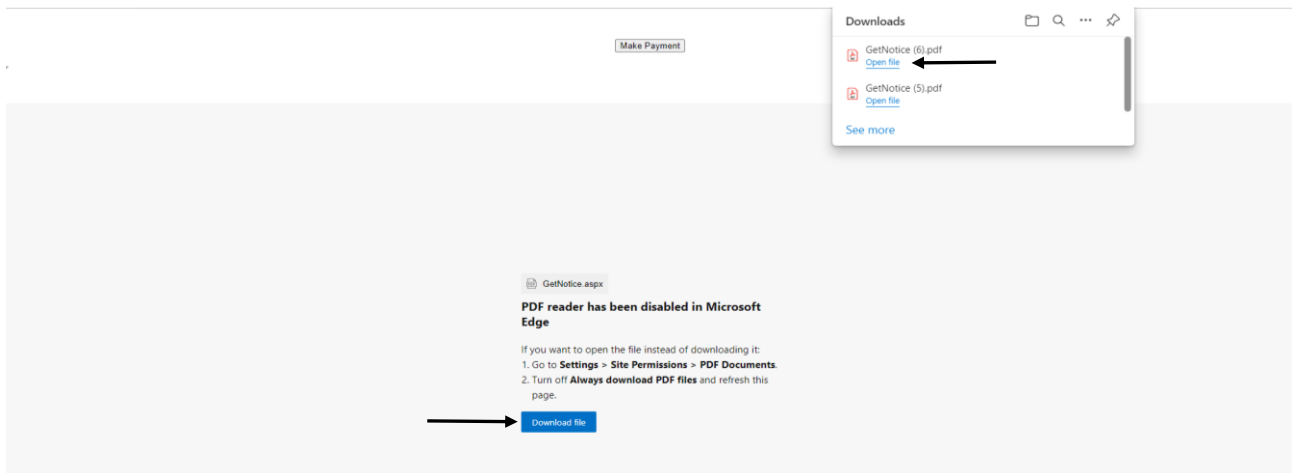
Payment Reference Number	Amount	Payment Status

View All

Make a Payment

Effective Date: 01 November 2024

- ii) Click on Download File.
- iii) Click on Open File under Downloads once the file has downloaded successfully.



d) The Statement of Account is now displayed and will provide the client with the following information:

- i) A summary of opening balance;
- ii) A summary of closing balance due;
- iii) An age analysis providing a breakdown of transactions making up the closing balance;
- iv) Payment details;
- v) SARS' bank details as well as the PRN; and
- vi) Amount payable.

The screenshot shows the SARS Excise Statement of Account (ESA) in a web browser. The document includes the following sections:

- Excise ESA Statement Of Account**: Includes contact information for the Contact Centre (Branch: CASH ACCOUNT, Financial Account Number, Tel: 0800 00 7277, Website: www.sars.gov.za).
- Details**: Reference number, Date (2023/04/30), Statement period (2023/03/31 to 2023/04/30).
- Summary Information: Excise Account**: Opening Balance: 1,208,138.68; Closing Balance: 1,208,138.68.
- Account Details**: Table with columns: Document Date, Due Date, Transaction reference, Transaction Description, Transaction Value, and Account Balance.
- Ageing - Transactions are aged according to your statement period.**: Table with columns: Current, 30 Days, 60 Days, 90 Days, and Total.
- Compliance Information**: Note section.
- SARS Excise Payment advice**: Includes Name, Reference number, Name of banking institution (ABSA First National Bank Standard Bank/NetBank), Bank account name (SARS-EXC), Payment reference number (8100013412570001299), and Amount payable (1208138.68).

- e) To view the Interim Statement of Account, from the eAccount Management Dashboard, the user must:
- Click on Request Interim.

The screenshot shows the SARS eAccount Management Dashboard. The left sidebar contains navigation links: My Profile, Transfer Duty, Excise Levies & Duties, Request Return, Issued/Saved Returns, History, Historic Filed Returns, Account Rights, Account Maintenance, and Local Duties Payable. The main content area is titled 'eACCOUNT MANAGEMENT DASHBOARD'. It includes sections for Client Details, eFiling Status Information Section, eFiling Account Balance Summary, and Statement of Account. A red arrow points to the 'Request Interim' link in the Statement of Account section.

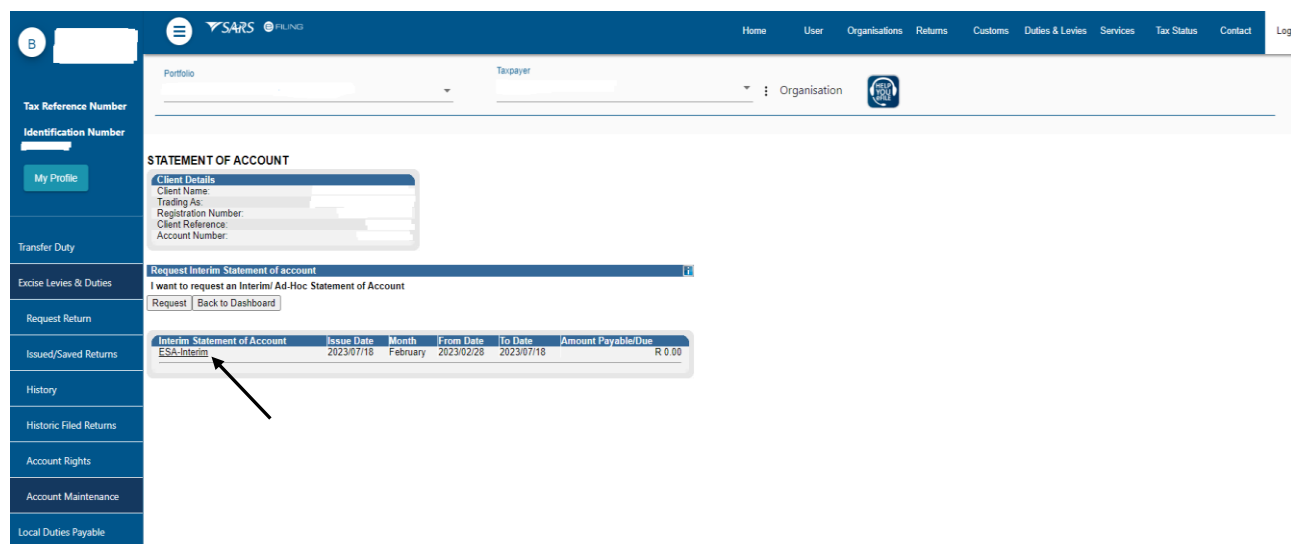
- Click on Request.

The screenshot shows the 'Request Interim Statement of account' section. It includes a message: 'I want to request an Interim/ Ad-Hoc Statement of Account'. Below this message are two buttons: 'Request' and 'Back to Dashboard'. A red arrow points to the 'Request' button.

- f) The request for an Interim Statement of Account is acknowledged and will be available to view within 24 hours of the request. To return to the Dashboard, click on Back to Dashboard.

The screenshot shows the 'Request Interim Statement of account' section. It includes a message: 'I want to request an Interim/ Ad-Hoc Statement of Account'. Below this message are two buttons: 'Request' and 'Back to Dashboard'. A red arrow points to the 'Request' button. Below the buttons, a green message states: 'Your request has been scheduled for processing. Your interim SoA should be available against your profile within 24 hours.' A red arrow points to this message.

- g) The requested Interim Statement of Account, once available, will appear on the Statement of Account page. The user must click on the ESA-Interim hyperlink to view the statement.



STATEMENT OF ACCOUNT

Client Details
 Client Name: [Redacted]
 Trading As: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]
 Account Number: [Redacted]

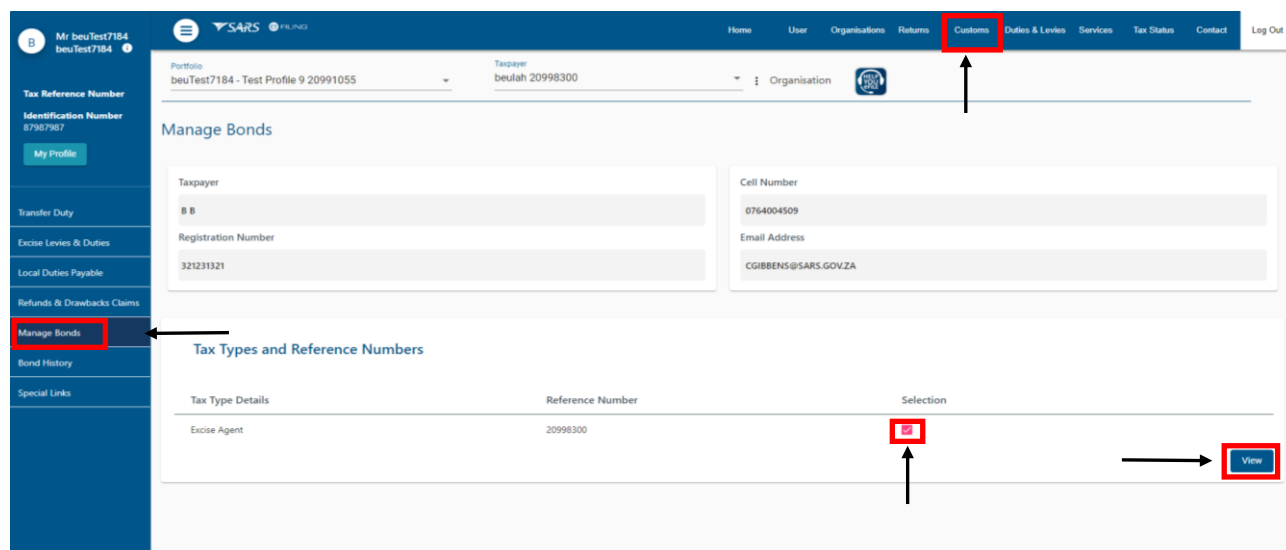
Request Interim Statement of account
 I want to request an Interim/ Ad-Hoc Statement of Account
[Request](#) [Back to Dashboard](#)

Interim Statement of Account	Issue Date	Month	From Date	To Date	Amount Payable/Due
ESA-Interim	2023/07/18	February	2023/02/28	2023/07/18	R 0.00

- h) The user must then follow the same procedure as in 2.1.3 c) and d) above to download and view the Interim Statement of Account.

2.1.4 Bonds Management

- a) In an ongoing effort to enhance the user experience and to make tax compliance easier for all taxpayers, the SARS eFiling platform introduced an option for managing bonds under the eAccount menu. This feature is designed to simplify the process for clients who need to declare, manage, or obtain information regarding their bonds (home loans, etc.) in relation to their tax obligations.
- b) To access a list of bonds registered in the client's name, once logged onto the eFiling platform and portfolio, the user must:
- Click on Duties and Levies;
 - Click on Manage Bonds;
 - Click on the Selection field; and
 - Click on View.



Manage Bonds

Taxpayer
 Taxpayer: [Redacted]
 Registration Number: 321231321

Cell Number
 0764004509

Email Address
 CGIBBENS@SARS.GOV.ZA

Tax Types and Reference Numbers

Tax Type Details	Reference Number	Selection
Excise Agent	20998300	View

- c) A list of bonds registered on the client's profile will be listed. This will include active, cancelled and de-linked bonds.
- d) An **active bond** is a bond that is currently active and registered on the SARS eFiling website for eAccount maintenance. An active bond means that SARS is still able to claim the relevant interest and principal of the bond from the issuer. An active bond can be viewed and managed by the client on the eFiling platform.
- e) A **cancelled bond** is a bond that has been cancelled by the bond holder, bond issuer, or intermediary due to various reasons, such as early repayment, default, foreclosure, or maturity. A cancelled bond means that SARS can no longer claim the relevant interest and principal of the bond from the issuer. A cancelled bond cannot be viewed or managed by the client on the eFiling platform, but it may still appear in the client's historical records.
- f) A **de-linked bond** is a bond that has been de-linked from the SARS eFiling website eAccount maintenance at the client's request. A de-linked bond means that the client does not want to access or manage the bond information on the eFiling platform, and that the client must contact the bond issuer or intermediary directly for any bond-related matters. Once a bond is de-linked, it will be classified as a cancelled bond.
- g) To cancel a bond for reasons mentioned in e) above, the client must:
 - i) Click on View/Manage;

Bonds								
Reference	Client Name	Source Reference	Request Amount	Guarantor	Bond Status	Case Number	Case Status	Action
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	Cancelled			View/Manage
25014172	Remover of goods in Bond by road (Local)	RLA1000008816	64000.00	ABSA BANK LIMITED	Cancelled			View/Manage
25014172	Containerdepot	SAP2024051556	11900000.00	THE STANDARD BANK OF SOUTH AFRICA LIMITE	Active			View/Manage
25014172	DefermentAccount	SAP2024051569	950009.50	ABSA BANK LIMITED	Active			View/Manage
25014172	Special Storage Warehouse (SOS) - Dutiable Imported Goods	RLA1000009043	32004.00	AIG SOUTH AFRICA LIMITED	Cancelled			View/Manage
25014172	Registered agent: Searchers for or of a wreck (non-local)	RLA1000008832	5000.00	THE STANDARD BANK OF SOUTH AFRICA LIMITE	Cancelled			View/Manage
25014172	Manufacturing Warehouse (VM) CCA Enterprise) Any goods (Other than goods liable to Excise Duty, Fuel Levy and Environmental Levy)	RLA1000009076	110001.09	THE HOLLARD INSURANCE COMPANY LIMITED	Cancelled			View/Manage
25014172	Deferment Account	ATP207184688	27900000.00	FIRSTRAND BANK LIMITED	Active			View/Manage
25014172	Special Storage Warehouse (SOS) - Dutiable Imported Goods	RLA1000009211	2400000.00	ABSA BANK LIMITED	Active			View/Manage
25014172	Container depot	RLA1000009258	1000000.00	ABSA BANK LIMITED	De-Linked			View/Manage

Items per page: 10 1 - 10 of 10

Back

ii) Click on Request Bond Cancellation;

Manage Bond Details

Taxpayer ACME AUTOMATION-335762 Registration Number 2020/762498/23	Cell Number 0829822002 Email Address SQMAUTOMATION@NOWHERE.GOV.ZA
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Bond	
Reference 25014172	Client Type Container depot
Source Reference RLA1000009258	Request Amount 1000000.00
Guarantor ABSA BANK LIMITED	Bond Status De-Linked
Case Number	Case Status
Cancellation Requested Date and Time	SAP Cancellation Date

→ **Request Bond Cancellation**

Back

iii) Click on Yes to process the bond cancellation request.

Manage Bond Details

Taxpayer ACME AUTOMATION-335762 Registration Number 2020/762498/23	Cell Number 0829822002 Email Address SQMAUTOMATION@NOWHERE.GOV.ZA
---	--

Bond	
Reference 25014172	Client Type Container depot
Source Reference RLA1000009258	Request Amount 1000000.00
Guarantor ABSA BANK LIMITED	Bond Status De-Linked
Case Number	Case Status
Cancellation Requested Date and Time	SAP Cancellation Date

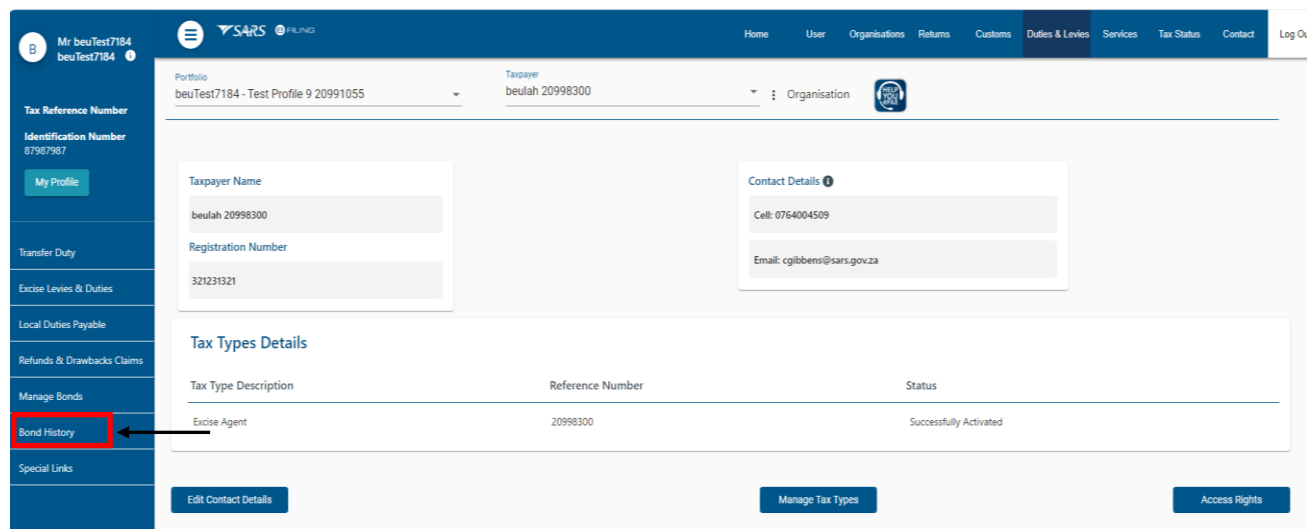
Cancel Bond

Are you sure you want to cancel the Bond?

Request Bond Cancellation

Back

- h) eFiling provide clients with a functionality to check the progress of their bond cancellation request. To check this, the client must click on Bond History.



- i) A list of cancelled requests of bonds has been received but not processed yet, are displayed in Case Status as Pending. Bonds currently active or already cancelled, will not be displayed.
- j) Bonds which status reads Case Closed Approved means that the client has successfully cancelled a bond and that SARS has verified and approved the cancellation. This happens when the client follows the procedure for cancelling a linked bond and provided sufficient proof of the de-linking to SARS.

Bonds								
Reference	Client Name	Source Reference	Request Amount	Guarantor	Bond Status	Case Number	Case Status	Action
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203620861	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203631075	Pending	View
25014172	Remover of goods in Bond by road (Local)	RLA1000008816	64000.00	ABSA BANK LIMITED	De-Linked	203693793	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203694547	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203726607	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203726985	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203730282	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203730284	Pending	View
25014172	Special Storage Warehouse (SOS) - Dutiable Imported Goods	RLA1000009043	32004.00	AIG SOUTH AFRICA LIMITED	De-Linked	207189997	Pending	View
25014172	Special Storage Warehouse (SOS) - Dutiable Imported Goods	RLA1000009043	32004.00	AIG SOUTH AFRICA LIMITED	Cancelled	207204142	Case Closed Approved	View

k) To gather more information on a specific bond, the user must click on View.

Bonds								
Reference	Client Name	Source Reference	Request Amount	Guarantor	Bond Status	Case Number	Case Status	Action
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203620861	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203631075	Pending	View
25014172	Remover of goods in Bond by road (Local)	RLA1000008816	64000.00	ABSA BANK LIMITED	De-Linked	203693793	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203694547	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203726607	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203726985	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203730282	Pending	View
25014172	Searcher for or of a wreck (Local)	RLA1000008803	5000.00	THE HOLLARD INSURANCE COMPANY LIMITED	De-Linked	203730284	Pending	View
25014172	Special Storage Warehouse (SOS) - Dutiable Imported Goods	RLA1000009043	32004.00	AIG SOUTH AFRICA LIMITED	De-Linked	207189997	Pending	View
25014172	Special Storage Warehouse (SOS) - Dutiable Imported Goods	RLA1000009043	32004.00	AIG SOUTH AFRICA LIMITED	Cancelled	207204142	Case Closed Approved	View

Items per page: 10 1 - 10 of 14

l) Information specific to the bond under enquiry, such as the case number, bond and case statuses can be viewed as displayed below.

View Bond Details

Taxpayer

ACME AUTOMATION-335762

Registration Number

2020/762498/23

Cell Number

0829822002

Email Address

SQMAUTOMATION@NOWHERE.GOV.ZA

Bond

Reference

25014172

Source Reference

RLA1000008816

Guarantor

ABSA BANK LIMITED

Case Number

203693793

Cancellation Requested Date and Time

2024-06-05T18:16:35.183

Client Type

Remover of goods in Bond by road (Local)

Request Amount

64000.00

Bond Status

De-Linked

Case Status

Pending

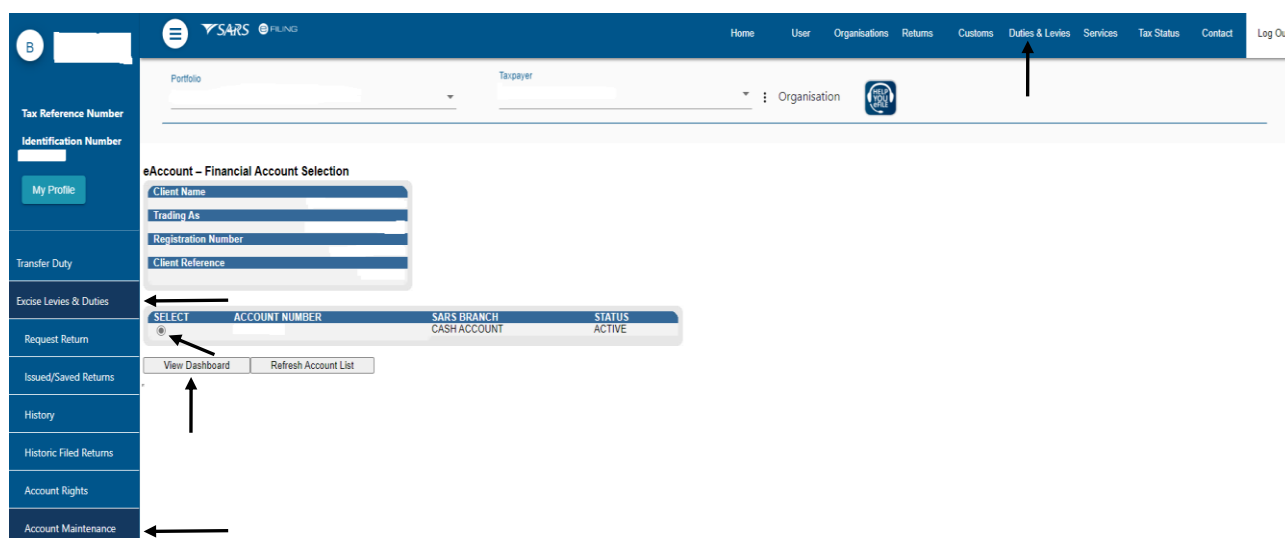
SAP Cancellation Date

2.2 How to pay your account

- If the user wants to make payment on their accounts, they have several options at their disposal to do so. Once payment is made, it will result in automated allocation of payments.
- If you have any unallocated payments or credits, this section will also give you access to the 'Account Maintenance' tab where allocation of unallocated payments can be made.
- Excise payments can only be made if the selected bank account linked to eFiling is set up for a 'Credit Push' payment. This means you need to approve every payment made on eFiling on your bank's online service. Any payment made via eFiling is only finalised at the point of approval by the bank and allocation to the declarations paid will follow thereafter.
- The selection options for payment and account maintenance are the same to identify the declarations and grouping of declarations, but a monthly SOA can only be paid in full, and any unallocated payment must be allocated for related declarations to be paid.

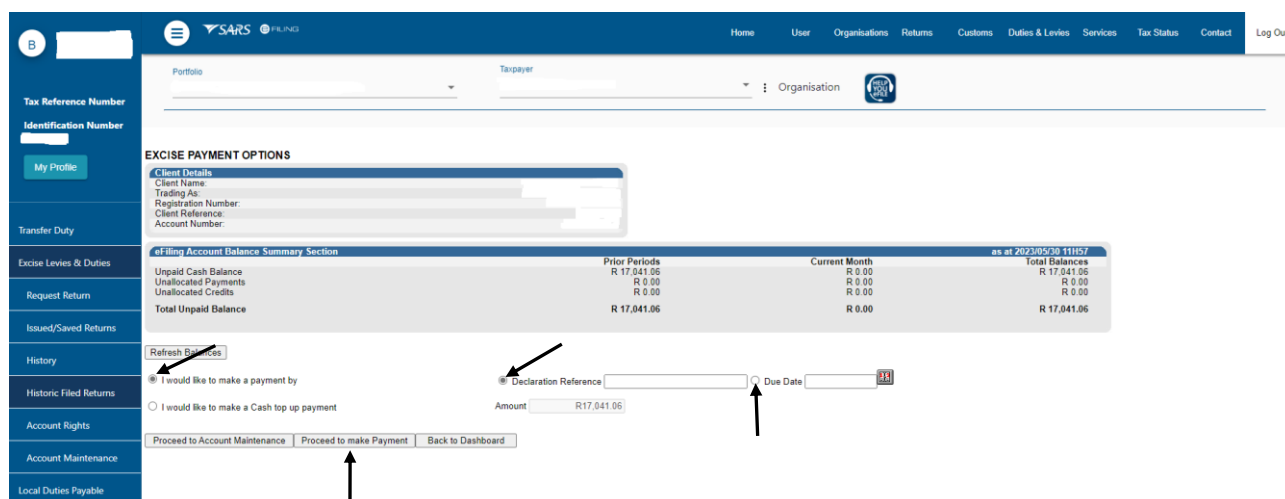
- e) The selection options are as follows:
- i) Individual declarations under “I would like to make a payment” by:
 - A) **Declaration Reference:** Request a specific declaration reference or Excise Reference Number (ERN) and only pay or perform account maintenance on this declaration. Only the specific ERN will be displayed if unpaid or a part thereof that is unpaid.
 - B) **Due Date:** Request a list of declarations by due date. This option will return a list of all declarations and the trader may select specific declarations from the list for payment or to perform account maintenance. As with the Declaration Reference option, only the ERN's will be displayed if unpaid or a part thereof that is unpaid. Client to type the due date as seen on the excise declaration.
 - C) **I would like to make a Cash top up payment:** This option will use the 'Unpaid Cash Balance' as an indication of the total value which can be paid or against which account maintenance will be performed. If any Top-up grouping option is selected, the amount displayed as the payable value can be edited on the next screen if payment needs to be made. However, in the event of account maintenance, the allocation will be done against the full value. It will be done from the oldest unpaid declaration to the most recent and no editing is available.
 - ii) When making payment or allocating a credit, please note the following rules:
 - A) Each ERN is linked to a specific declaration or grouping of declarations. The first ten (10) digits of the ERN represent your financial account number.
 - B) Any excess payment that remains after clearing all declarations that relate to the ERN will remain on the account as an unallocated credit.
 - C) Where there is an underpayment, the payment will first allocate to all declarations that are linked to the ERN. The payment will allocate to the oldest unpaid declaration first. Remaining declarations will remain on the account as unpaid.
 - D) If a 'Top-Up' payment is selected, payment will be allocated to the oldest transaction in the group, i.e., if payments are made for Top-up, the payment will allocate to the oldest unpaid declaration.
 - E) When paying a 'Top-up', the client may edit the payment value.
 - i) The standard eFiling payment process is used after selecting the transaction or grouping for payment; therefore, multiple declarations can be selected as single payments. These payments are all saved to the list of items, which will be paid, and a final single payment instruction for all items can be made. The final payment is only effected after approval on the client's bank online solution.
 - j) To access the Dashboard from where payments can be made, the user must:
 - i) Click on Duties & Levies.
 - ii) Click on Excise Levies & Duties.
 - iii) Click on Account Maintenance.
 - iv) Click on the Select option, and

v) Click on View Dashboard.



The screenshot shows the SARS eFiling dashboard. The left sidebar contains a menu with options: Tax Reference Number, Identification Number, My Profile, Transfer Duty, Excise Levies & Duties, Request Return, Issued/Saved Returns, History, Historic Filed Returns, Account Rights, and Account Maintenance. The main content area is titled 'eAccount – Financial Account Selection' and includes a 'SELECT' button, a table with columns 'ACCOUNT NUMBER', 'SARS BRANCH', and 'STATUS', and a 'View Dashboard' button. An arrow points to the 'View Dashboard' button.

- vi) Click on Make a Payment.
- vii) Select any of the three Excise payment methods.
- viii) Then click on Proceed to make Payment.



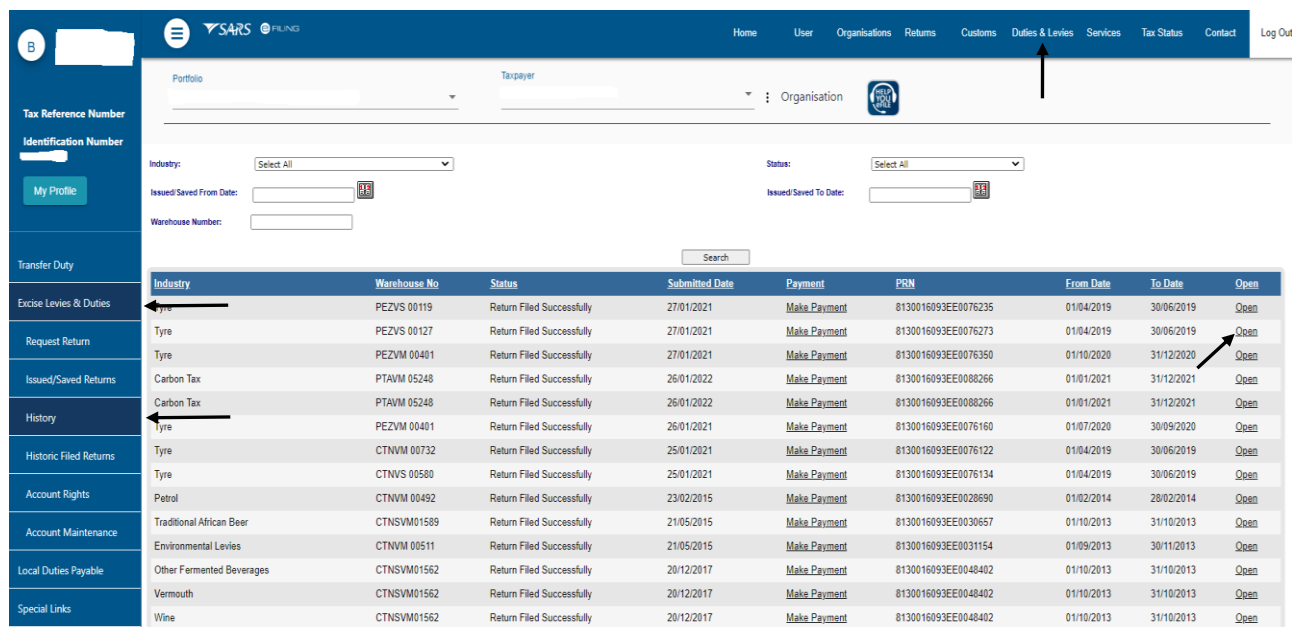
The screenshot shows the 'EXCISE PAYMENT OPTIONS' page. It includes a 'Client Details' section, a table for 'eFiling Account Balance Summary Section', and a 'Declaration Reference' section. The 'Declaration Reference' section has a 'Declaration Reference' field, a 'Due Date' field, and a 'Proceed to make Payment' button. An arrow points to the 'Proceed to make Payment' button.

eFiling Account Balance Summary Section			
	Prior Periods	Current Month	as at 2023/05/30 11157
Unpaid Cash Balance	R 17,041.06	R 0.00	Total Balances R 17,041.06
Unallocated Payments	R 0.00	R 0.00	R 0.00
Unallocated Credits	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 17,041.06	R 0.00	R 17,041.06

2.2.1 Payment by Declaration Reference

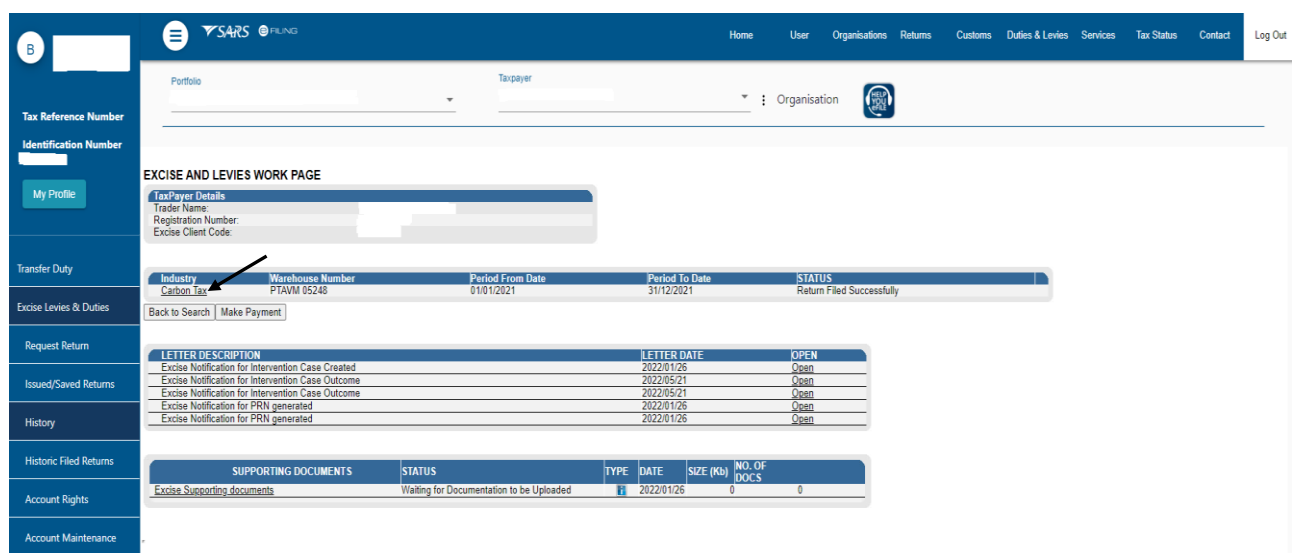
- a) Before selecting this payment option, the user must first source the Excise Reference Number (ERN) from the declaration that they want to effect payment for. To source the ERN, the user must:
 - i) Click on Duties & Levies.
 - ii) Click on Excise Levies & Duties.
 - iii) Click on History.

iv) Click on the applicable Industry and subsequent return Open hyperlink.



Industry	Warehouse No	Status	Submitted Date	Payment	PRN	From Date	To Date	Open
Tyre	PEZVS 00119	Return Filed Successfully	27/01/2021	Make Payment	8130016093EE0076235	01/04/2019	30/06/2019	Open
Tyre	PEZVS 00127	Return Filed Successfully	27/01/2021	Make Payment	8130016093EE0076273	01/04/2019	30/06/2019	Open
Tyre	PEZVM 00401	Return Filed Successfully	27/01/2021	Make Payment	8130016093EE0076350	01/10/2020	31/12/2020	Open
Carbon Tax	PTAVM 05248	Return Filed Successfully	26/01/2022	Make Payment	8130016093EE0088266	01/01/2021	31/12/2021	Open
Carbon Tax	PTAVM 05248	Return Filed Successfully	26/01/2022	Make Payment	8130016093EE0088266	01/01/2021	31/12/2021	Open
Tyre	PEZVM 00401	Return Filed Successfully	26/01/2021	Make Payment	8130016093EE0076160	01/07/2020	30/09/2020	Open
Tyre	CTNVM 00732	Return Filed Successfully	25/01/2021	Make Payment	8130016093EE0076122	01/04/2019	30/06/2019	Open
Tyre	CTNVS 00580	Return Filed Successfully	25/01/2021	Make Payment	8130016093EE0076134	01/04/2019	30/06/2019	Open
Petrol	CTNVM 00492	Return Filed Successfully	23/02/2015	Make Payment	8130016093EE0028690	01/02/2014	28/02/2014	Open
Traditional African Beer	CTNSVM01589	Return Filed Successfully	21/05/2015	Make Payment	8130016093EE0030657	01/10/2013	31/10/2013	Open
Environmental Levies	CTNVM 00511	Return Filed Successfully	21/05/2015	Make Payment	8130016093EE0031154	01/09/2013	30/11/2013	Open
Other Fermented Beverages	CTNSVM01562	Return Filed Successfully	20/12/2017	Make Payment	8130016093EE0048402	01/10/2013	31/10/2013	Open
Vermouth	CTNSVM01562	Return Filed Successfully	20/12/2017	Make Payment	8130016093EE0048402	01/10/2013	31/10/2013	Open
Wine	CTNSVM01562	Return Filed Successfully	20/12/2017	Make Payment	8130016093EE0048402	01/10/2013	31/10/2013	Open

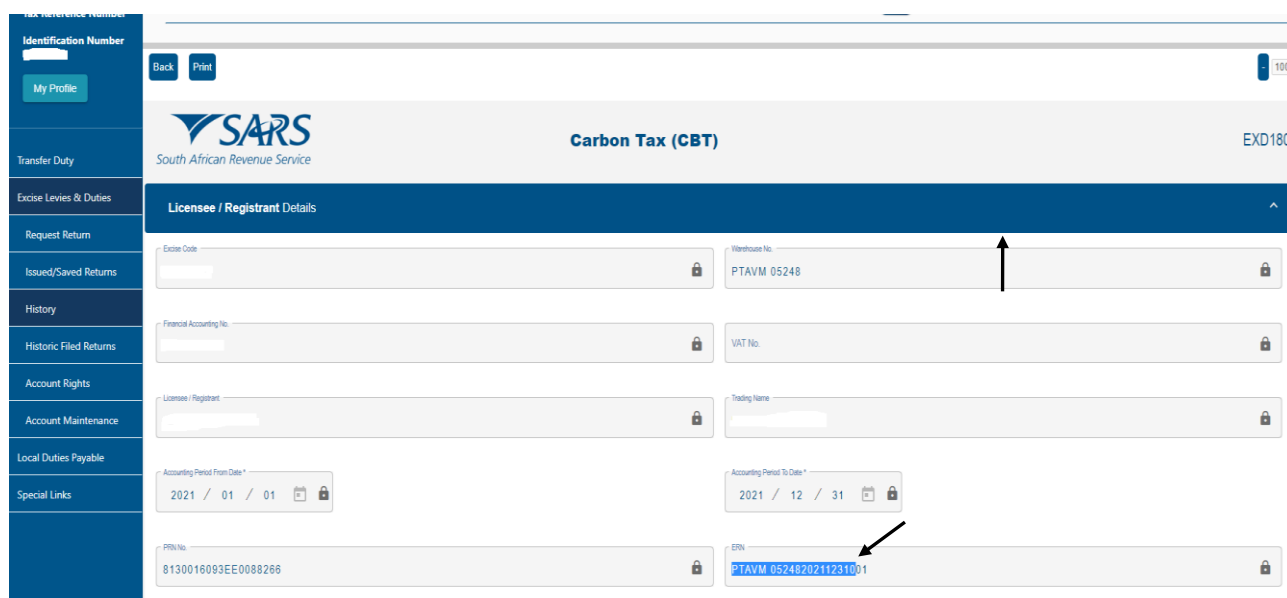
v) Click on the Industry hyperlink.



LETTER DESCRIPTION	LETTER DATE	OPEN
Excise Notification for Intervention Case Created	2022/01/26	Open
Excise Notification for Intervention Case Outcome	2022/05/21	Open
Excise Notification for Intervention Case Outcome	2022/05/21	Open
Excise Notification for PRN generated	2022/01/26	Open
Excise Notification for PRN generated	2022/01/26	Open

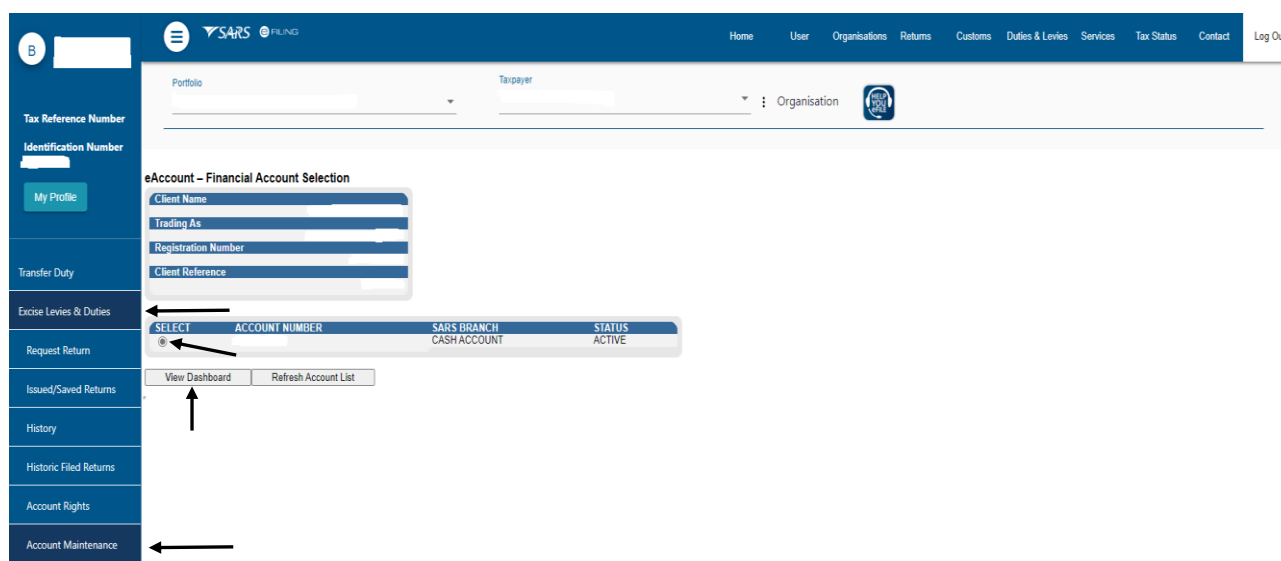
SUPPORTING DOCUMENTS	STATUS	TYPE	DATE	SIZE (Kb)	NO. OF DOCS
Excise Supporting documents	Waiting for Documentation to be Uploaded	1	2022/01/26	0	0

- vi) Expand the Licensee/Registrant Details header.
- vii) Copy the ERN from the return omitting the last two digits.
- viii) Note: An error will occur if:
 - A) the last two digits of the ERN are included if the warehouse type letters are not inserted in capital letters or if no space is observed between the warehouse type and the rest of the ERN.

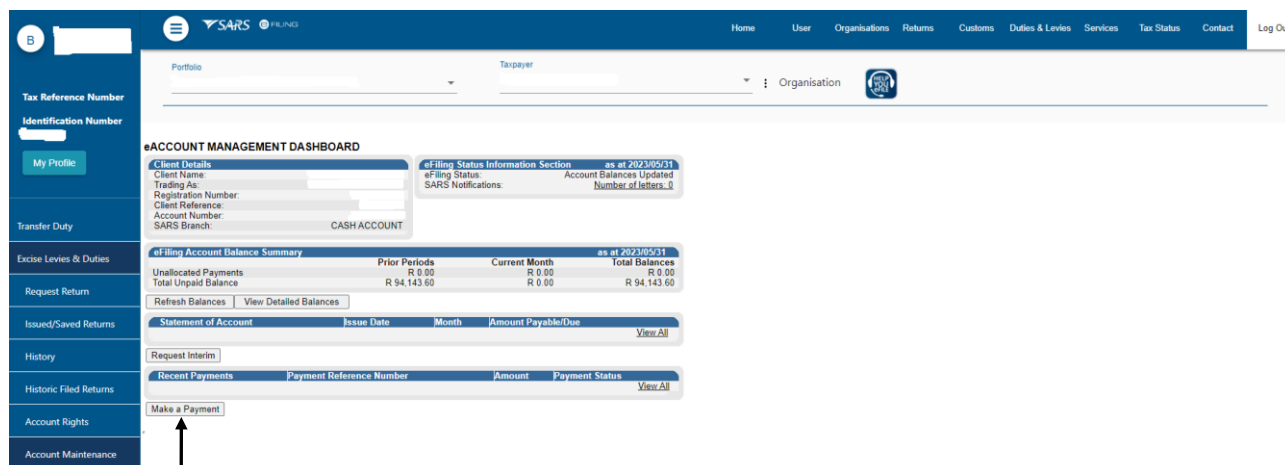


b) To resume with the payment process, the user must:

- i) Click on Excise Levies & Duties.
- ii) Click on Account Maintenance.
- iii) Select the Select option.
- iv) Click on View Dashboard.



v) Click on Make a Payment.

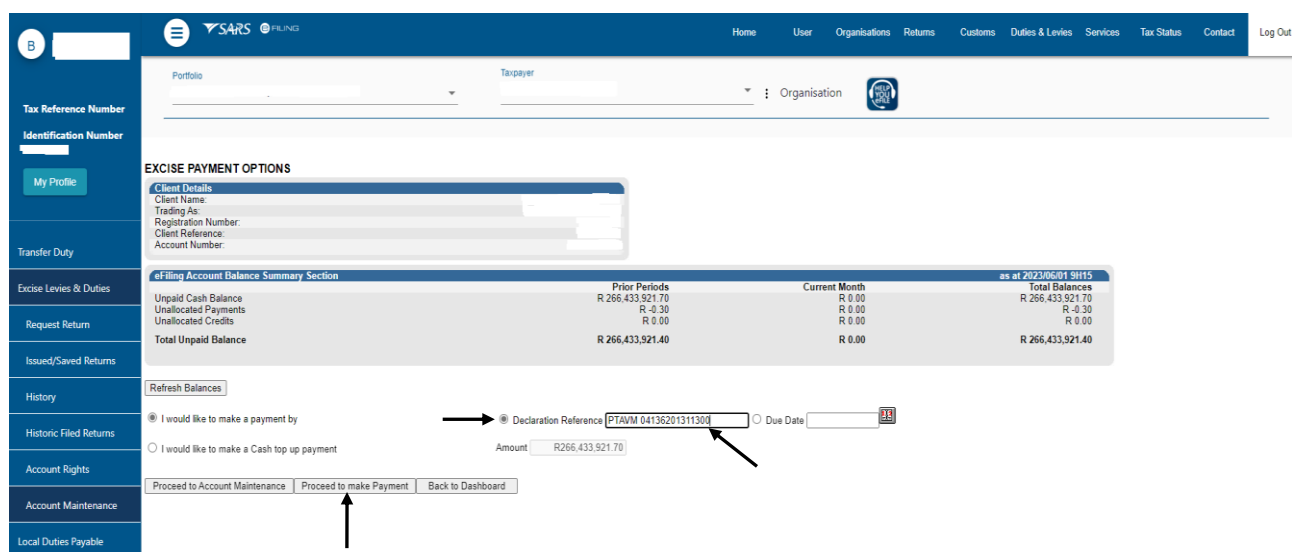


The screenshot shows the SARS eFiling 'ACCOUNT MANAGEMENT DASHBOARD'. On the left sidebar, the 'Make a Payment' button is highlighted with an arrow. The main dashboard area displays various account management options and a table of recent payments.

vi) Select the payment by activating the Declaration Reference option.

vii) Insert the ERN sourced from the declaration to be paid.

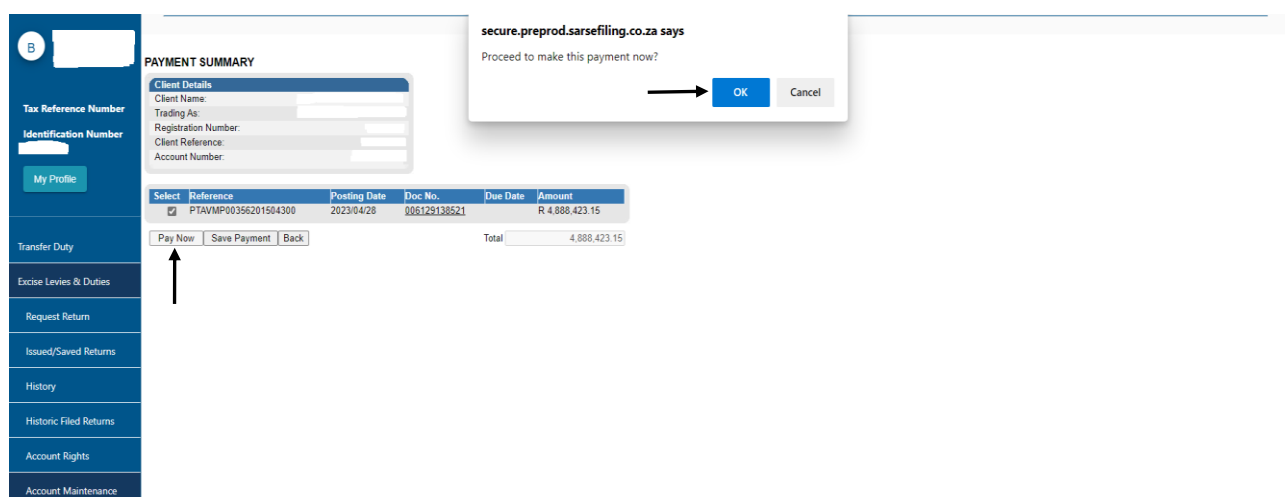
viii) Click on Proceed to make Payment.



The screenshot shows the SARS eFiling 'EXCISE PAYMENT OPTIONS' screen. The 'Declaration Reference' option is selected, and the 'Proceed to make Payment' button is highlighted with an arrow. The screen displays a table of account balances and a form for entering the declaration reference.

ix) Click on Pay Now.

x) Click on OK.



The screenshot shows the SARS eFiling 'PAYMENT SUMMARY' screen. The 'Pay Now' button is highlighted with an arrow. A confirmation dialog box is displayed, asking the user to proceed with the payment, with the 'OK' button highlighted with an arrow.

- xi) Select the applicable Account Name from the drop-down list.
- xii) Click on Pay Now.

B [Redacted]

Tax Reference Number
Identification Number

[My Profile](#)

[Transfer Duty](#)

[Excise Levies & Duties](#)

[Request Return](#)

[Issued/Saved Returns](#)

[History](#)

[Historic Filed Returns](#)

[Account Rights](#)

[Account Maintenance](#)

[Local Duties Payable](#)

[Special Links](#)

Payment Details

Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.
Note: ABSA Direct payments can only be made and authorised on the same day. Please be aware that if you don't authorise your payment today, it will be removed from the ABSA Direct system by tomorrow.

Account Name: Select bank account Select bank account

Payment Request Date: 2023 2023

Payment Amount: R 4888423.15

Comments:

Please make sure that you complete the payment process and receive a payment reference number as proof of payment initiation.

[Pay Now](#) [Cancel](#)

Payment Summary

Name	Tax Reference Number	Due Date	Tax Amount	Penalty Amount	Interest Amount	Amount Due
Test Profile 10 -			4888423.15	0.00	0.00	R 4888423.15

- xiii) Click on OK.

B [Redacted]

Tax Reference Number
Identification Number

[My Profile](#)

[Transfer Duty](#)

[Excise Levies & Duties](#)

[Request Return](#)

[Issued/Saved Returns](#)

[History](#)

[Historic Filed Returns](#)

[Account Rights](#)

[Account Maintenance](#)

[Local Duties Payable](#)

[Special Links](#)

secure.preprod.sarsefiling.co.za says

Note: To effect the payment, the payer who is the owner of the bank account must authorise the payment. The transaction will only take place when, in accordance with the bank rules, the payer has logged on to their banking product to authorise the payment. Please consult your bank regarding the cut-off times to effect eFiling payments to SARS timeously

[OK](#)

Payment

Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.
Note: ABSA Direct payments can only be made and authorised on the same day. Please be aware that if you don't authorise your payment today, it will be removed from the ABSA Direct system by tomorrow.

Account Name: Select bank account Select bank account

Payment Request Date: 2023/06/01 2023 Jun 2023

Payment Amount: R 4888423.15

Comments:

Please make sure that you complete the payment process and receive a payment reference number as proof of payment initiation.

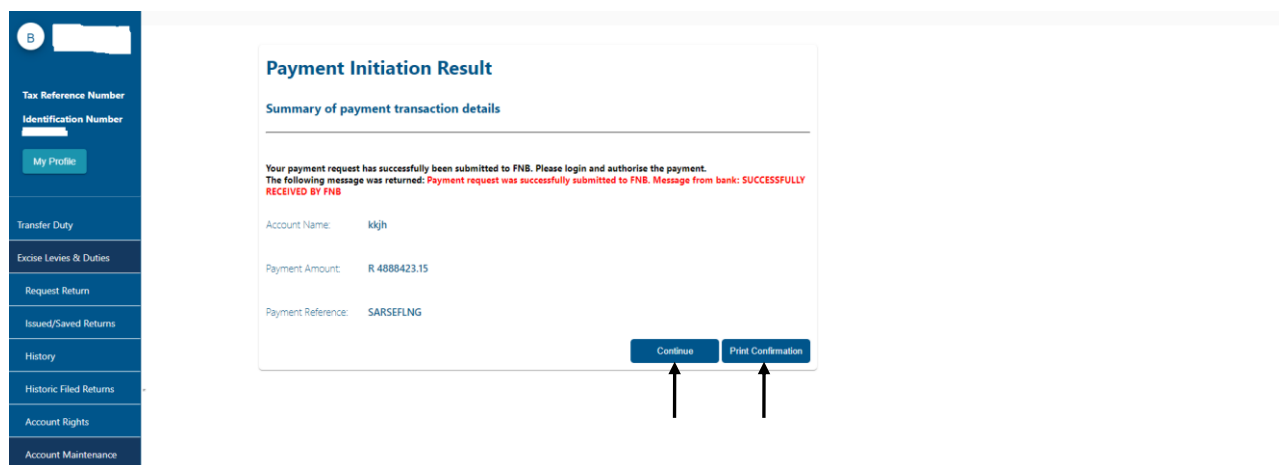
[Pay Now](#) [Cancel](#)

Payment Summary

Name	Tax Reference Number	Due Date	Tax Amount	Penalty Amount	Interest Amount	Amount Due
Test Profile 10 -			4888423.15	0.00	0.00	R 4888423.15

c) To finalise the process, the user must:

- i) Click on Continue, or
- ii) Click on Print Confirmation to print the proof that payment has been initiated, and
- iii) Access their designated bank account to release the payment.



Payment Initiation Result

Summary of payment transaction details

Your payment request has successfully been submitted to FNB. Please login and authorise the payment.
The following message was returned: Payment request was successfully submitted to FNB. Message from bank: SUCCESSFULLY RECEIVED BY FNB

Account Name: kkjh

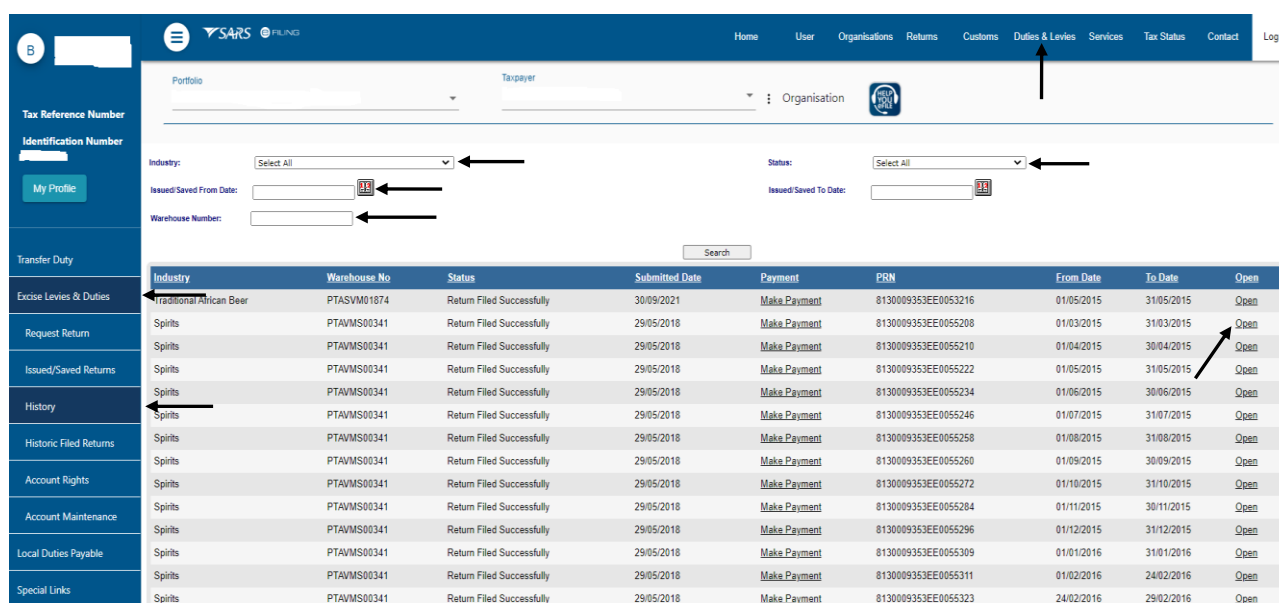
Payment Amount: R 4888423.15


Payment Reference: SARSEFLNG

[Continue](#) [Print Confirmation](#)

2.2.2 Payment by Due Date

- a) This payment option is used where a single declaration has multiple payment due dates, and a payment must be made per due date.
- b) To establish the due date for specific returns, the user must:
 - i) Click on Duties & Levies.
 - ii) Click on Excise Levies & Duties.
 - iii) Click on History.
 - iv) Click on the applicable declaration Open hyperlink. The user can also search through the selection by Industry, issued date, status, and warehouse number to locate the specific return.



Portfolio: Taxpayer: Organisation: 

Industry: Status:

Issued/Saved From Date: Issued/Saved To Date:

Warehouse Number:

Industry	Warehouse No	Status	Submitted Date	Payment	PRN	From Date	To Date	Open
Traditional African Beer	PTASVM01874	Return Filed Successfully	30/09/2021	Make Payment	8130009353EE0053216	01/05/2015	31/05/2015	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055208	01/03/2015	31/03/2015	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055210	01/04/2015	30/04/2015	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055222	01/05/2015	31/05/2015	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055234	01/06/2015	30/06/2015	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055246	01/07/2015	31/07/2015	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055258	01/08/2015	31/08/2015	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055260	01/09/2015	30/09/2015	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055284	01/10/2015	31/10/2015	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055296	01/12/2015	31/12/2015	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055309	01/01/2016	31/01/2016	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055311	01/02/2016	24/02/2016	Open
Spirits	PTAVMS00341	Return Filed Successfully	29/05/2018	Make Payment	8130009353EE0055323	24/02/2016	29/02/2016	Open

v) Click on the Industry hyperlink.

The screenshot shows the SARS eFiling interface. On the left is a navigation menu with options like 'Tax Reference Number', 'Identification Number', 'My Profile', 'Transfer Duty', 'Excise Levies & Duties', 'Request Return', 'Issued/Saved Returns', and 'History'. The main content area is titled 'EXCISE AND LEVIES WORK PAGE'. It contains a 'Trader Details' section with fields for 'Trader Name', 'Registration Number', and 'Excise Client Code'. Below this is a table with columns: 'Industry', 'Warehouse Number', 'Period From Date', 'Period To Date', and 'STATUS'. The 'Industry' dropdown is highlighted with an arrow. Below the table are buttons for 'Back to Search' and 'Make Payment'. At the bottom, there is a 'LETTER DESCRIPTION' table with columns 'LETTER DATE' and 'OPEN'.

vi) Take note of the return's Due Date and amount that needs to be paid.

The screenshot shows the SARS eFiling interface for 'SPIRITS (SPR)'. The left navigation menu is visible. The main content area shows 'Licensee / Registrant Details' and 'EXCISE ACCOUNT SCHEDULE - VMP - SPR PRIMARY MANUFACTURING WAREHOUSE'. Below this is a table with columns 'Product & Tariff Items', 'Duty Calculation', and 'Over/Underpayment'. The 'Duty Calculation' section shows a 'Gross Amount Payable' of 4139043.28 and a 'Less Gross Overpayment' of 1067683.55, resulting in a 'Subtotal' of 3071359.73. The 'Payment Details' section shows a 'Payment (as applicable per tax product policy)' of 4888423.15 and a 'Due date (CCY/MM/DD)' of 2015 / 05 / 28. Arrows point to the payment amount and due date fields.

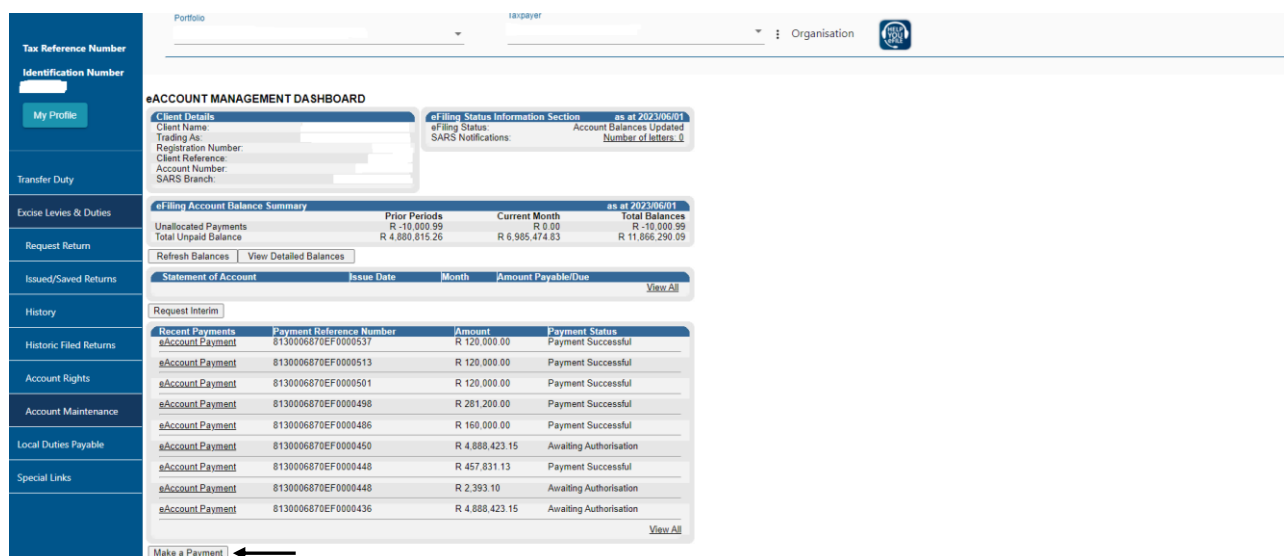
vii) Click on Account Maintenance.

viii) Select the Select option.

ix) Click on View Dashboard.

The screenshot shows the SARS eFiling interface for 'eAccount - Financial Account Selection'. The left navigation menu is visible. The main content area shows a 'Client Name' field and a 'Trading As' field. Below these is a table with columns 'SELECT', 'ACCOUNT NUMBER', 'SARS BRANCH', and 'STATUS'. The 'SELECT' dropdown is highlighted with an arrow. Below the table are buttons for 'View Dashboard' and 'Refresh Account List'. An arrow points to the 'View Dashboard' button. At the bottom left, an arrow points to the 'Account Maintenance' option in the navigation menu.

x) Click on Make a Payment.



The screenshot shows the SARS eAccount Management Dashboard. On the left is a navigation menu with options like 'My Profile', 'Transfer Duty', 'Excise Levies & Duties', 'Request Return', 'Issued/Saved Returns', 'History', 'Historic Filed Returns', 'Account Rights', 'Account Maintenance', 'Local Duties Payable', and 'Special Links'. The main content area is titled 'eACCOUNT MANAGEMENT DASHBOARD' and includes sections for 'Client Details', 'eFiling Status Information Section', 'eFiling Account Balance Summary', and a 'Statement of Account'. At the bottom of the dashboard, the 'Make a Payment' button is highlighted with a black arrow.

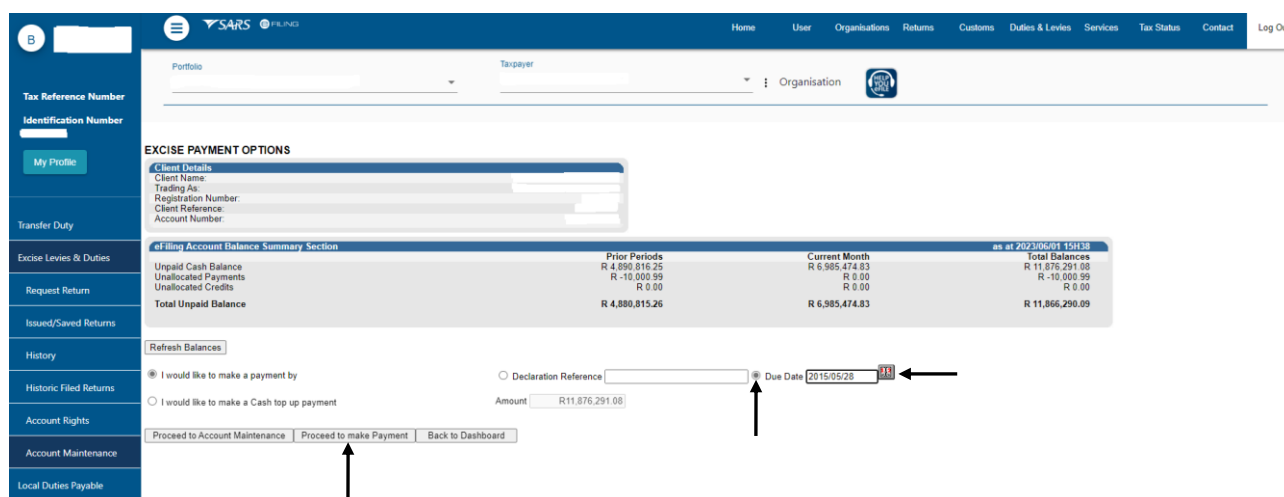
xi) Select the Due Date option;

xii) To capture the due date, as identified in vi) above, the user can;

A) Manually insert the date using the CCYY/MM/DD format; or

B) Click on the Calendar icon next to the Due Date field and select the date; and

xiii) Click on Proceed to make Payment.



The screenshot shows the SARS eAccount Management Dashboard with the 'EXCISE PAYMENT OPTIONS' section. It includes a 'Client Details' section, an 'eFiling Account Balance Summary Section', and a 'Statement of Account'. Below these, there are radio buttons for 'I would like to make a payment by' and 'I would like to make a Cash top up payment'. The 'Due Date' field is highlighted with a black arrow, and the 'Proceed to make Payment' button is also highlighted with a black arrow.

Effective Date: 01 November 2024

- c) All payments that is due on the selected due date will be listed on the Payment Summary page. Clients are allowed to select and deselect any of the declarations listed.

PAYMENT SUMMARY

Client Details

Client Name: [Redacted]
Trading As: [Redacted]
Registration Number: [Redacted]
Client Reference: [Redacted]
Account Number: [Redacted]

Select	Reference	Posting Date	Doc No.	Due Date	Amount
<input checked="" type="checkbox"/>	PTAVM 02583201504301	2023/04/24	006129138450	2015/05/28	R 2 393.10
<input type="checkbox"/>	PTAVMP00356201504300	2023/04/28	006129138521	2015/05/28	R 4 888.423.15

Pay Now | Save Payment | Back

Total: 2393.10

- d) The user can save payments to pay at a later stage. To start this process, the user must:

- Select the declaration to be saved for later payment.
- Click on Save Payment.
- Click on OK.

secure.preprod.sarsefiling.co.za says
Are you sure you want to save payment?

OK | Cancel

PAYMENT SUMMARY

Client Details

Client Name: [Redacted]
Trading As: [Redacted]
Registration Number: [Redacted]
Client Reference: [Redacted]
Account Number: [Redacted]

Select	Reference	Posting Date	Doc No.	Due Date	Amount
<input checked="" type="checkbox"/>	PTAVM 02583201504301	2023/04/24	006129138450	2015/05/28	R 2 393.10
<input type="checkbox"/>	PTAVMP00356201504300	2023/04/28	006129138521	2015/05/28	R 4 888.423.15

Pay Now | Save Payment | Back

Total: 2393.10

Effective Date: 01 November 2024

- e) A message on the Excise Payment Options landing page will provide confirmation that the selected payment has been saved successfully for future finalisation.

EXCISE PAYMENT OPTIONS

Client Details
 Client Name: [Redacted]
 Trading As: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]
 Account Number: [Redacted]

eFiling Account Balance Summary Section

	Prior Periods	Current Month	as at 20230601 17H7
Unpaid Cash Balance	R 4,890,816.25	R 6,985,474.83	Total Balances R 11,876,291.08
Unallocated Payments	R -10,000.99	R 0.00	R -10,000.99
Unallocated Credits	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 4,880,815.26	R 6,985,474.83	R 11,866,290.09

Refresh Balances

☒ I would like to make a payment by ☒ Declaration Reference ☐ Due Date

Amount

Your Payment has been saved.

- f) To resume with payment, the user must:

- i) Select the declaration(s) to be paid.
- ii) Click on Pay Now.
- iii) Click on OK.

PAYMENT SUMMARY

Client Details
 Client Name: [Redacted]
 Trading As: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]
 Account Number: [Redacted]

Select	Reference	Posting Date	Doc No.	Due Date	Amount
<input checked="" type="checkbox"/>	PTAVM 02583201504301	2023/04/24	006129138450	2015/05/28	R 2,393.10
<input checked="" type="checkbox"/>	PTAVMP00356201504300	2023/04/28	006129138521	2015/05/28	R 4,888,423.15

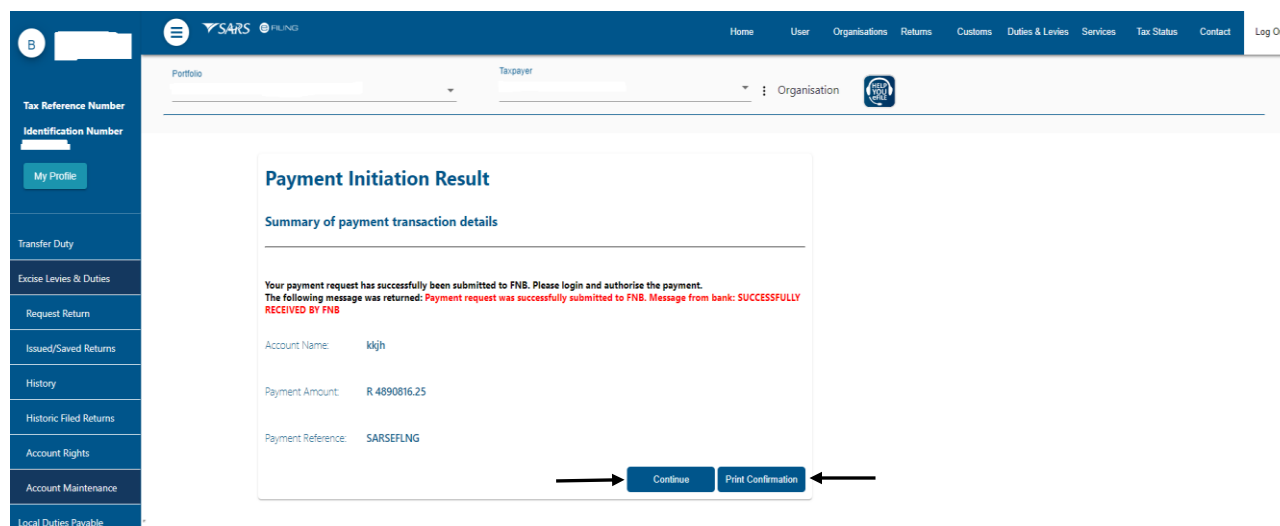
Total 4,890,816.25

secure.preprod.sarsefiling.co.za says
Proceed to make this payment now?

- iv) Select the applicable bank account via drop-down list.
- v) Click on Pay Now.
- vi) Click on OK.

- vii) Click on Confirm.
- viii) Click on OK.

- g) To finalise the process, the user must:
- Click on Continue, or
 - Click on Print Confirmation to print as proof that payment has been initiated, and
 - Access their designated bank account to release the payment.



Payment Initiation Result

Summary of payment transaction details

Your payment request has successfully been submitted to FNB. Please login and authorise the payment.
The following message was returned: Payment request was successfully submitted to FNB. Message from bank: SUCCESSFULLY RECEIVED BY FNB

Account Name: kqjh

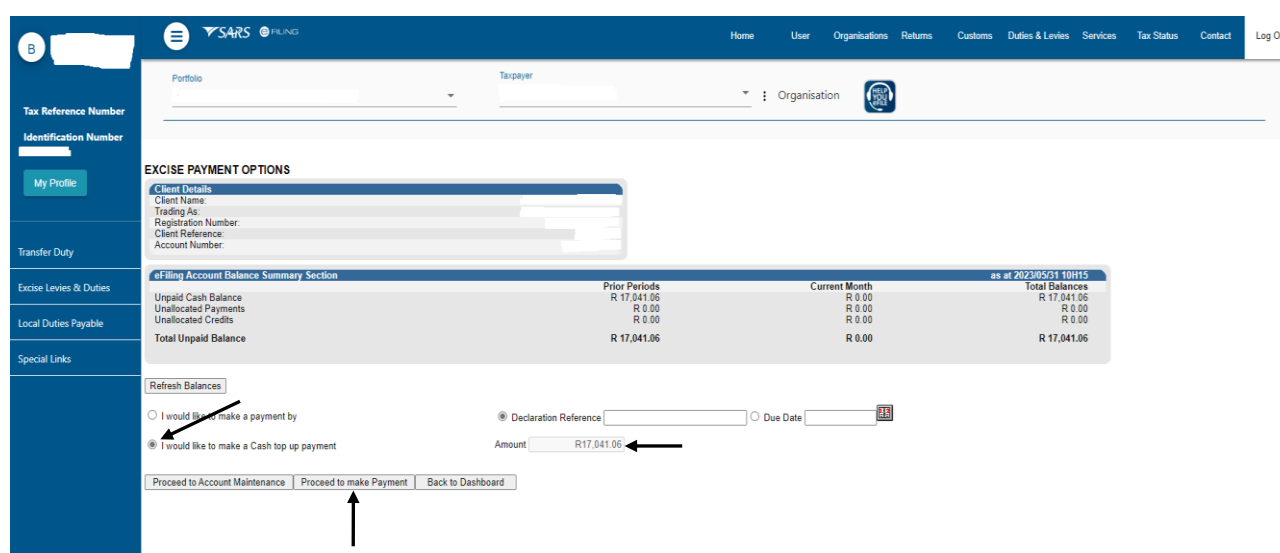
Payment Amount: R 4890816.25

Payment Reference: SARSEFLNG

Continue Print Confirmation

2.2.3 Cash Top Up Payments

- a) If the user would like to make a **cash** top-up payment towards the oldest unpaid declaration, they must:
- Select the I would like to make a Cash top up payment option.
 - The amount is pre-populated with the total unpaid balance for all outstanding transactions.
 - This total value is assisting the user in identifying the maximum amount that can be paid.
 - If there are no amount outstanding against the client's Financial Accounting Number (FAN), this top-up option won't be available for selection. The option will be greyed out or deactivated.
 - Click on Proceed to make Payment.



EXCISE PAYMENT OPTIONS

Client Details

Client Name: [REDACTED]
Trading As: [REDACTED]
Registration Number: [REDACTED]
Client Reference: [REDACTED]
Account Number: [REDACTED]

eFiling Account Balance Summary Section

	Prior Periods	Current Month	as at 2023/05/31 10H15
Unpaid Cash Balance	R 17,041.06	R 0.00	Total Balances R 17,041.06
Unallocated Payments	R 0.00	R 0.00	R 0.00
Unallocated Credits	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 17,041.06	R 0.00	R 17,041.06

Refresh Balances

☐ I would like to make a payment by

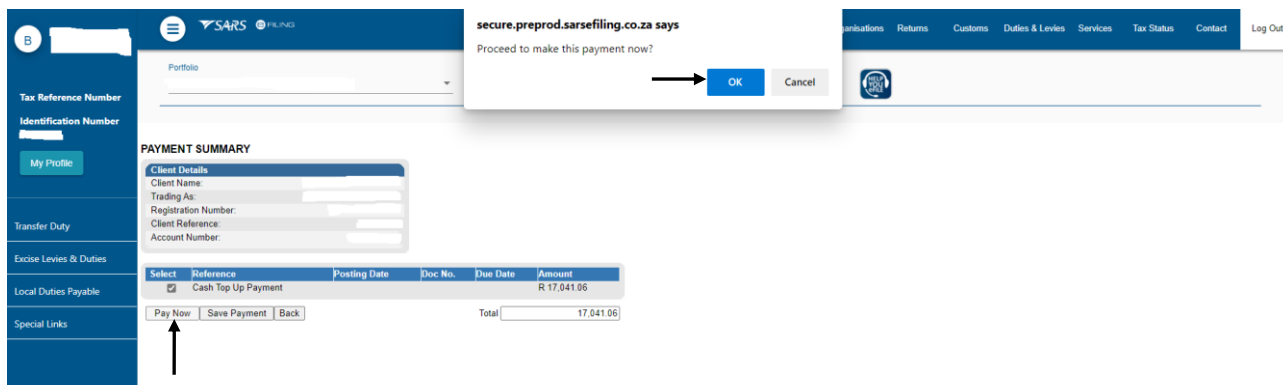
☒ I would like to make a Cash top up payment

Declaration Reference: [REDACTED] Due Date: [REDACTED]

Amount: R17,041.06

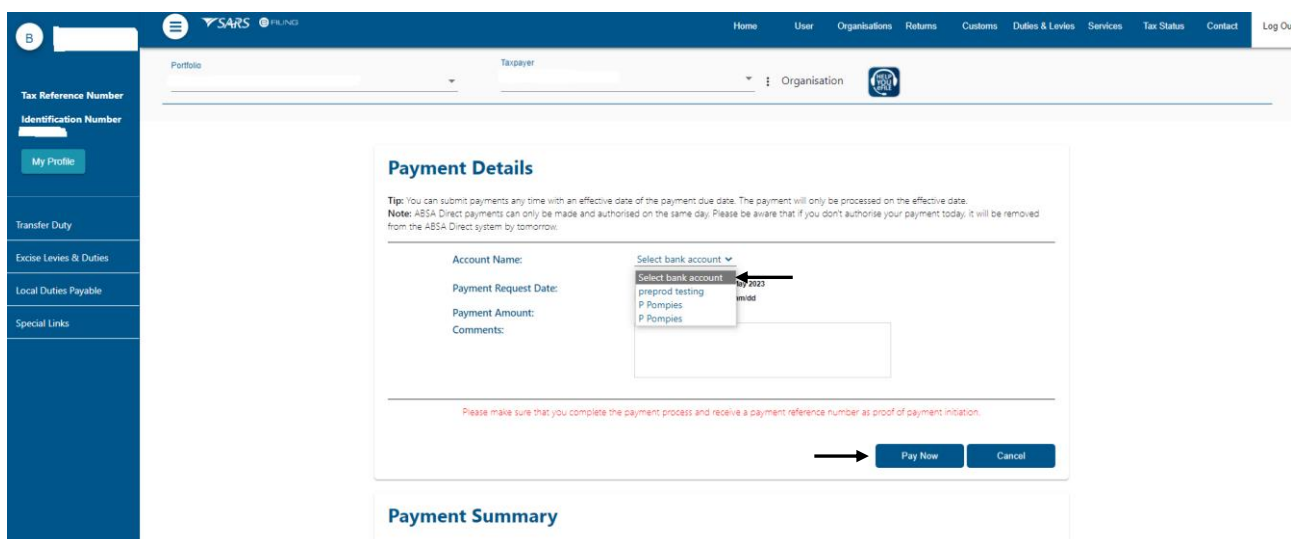
Proceed to Account Maintenance Proceed to make Payment Back to Dashboard

- iii) Click on Pay Now.
- iv) Click on OK.



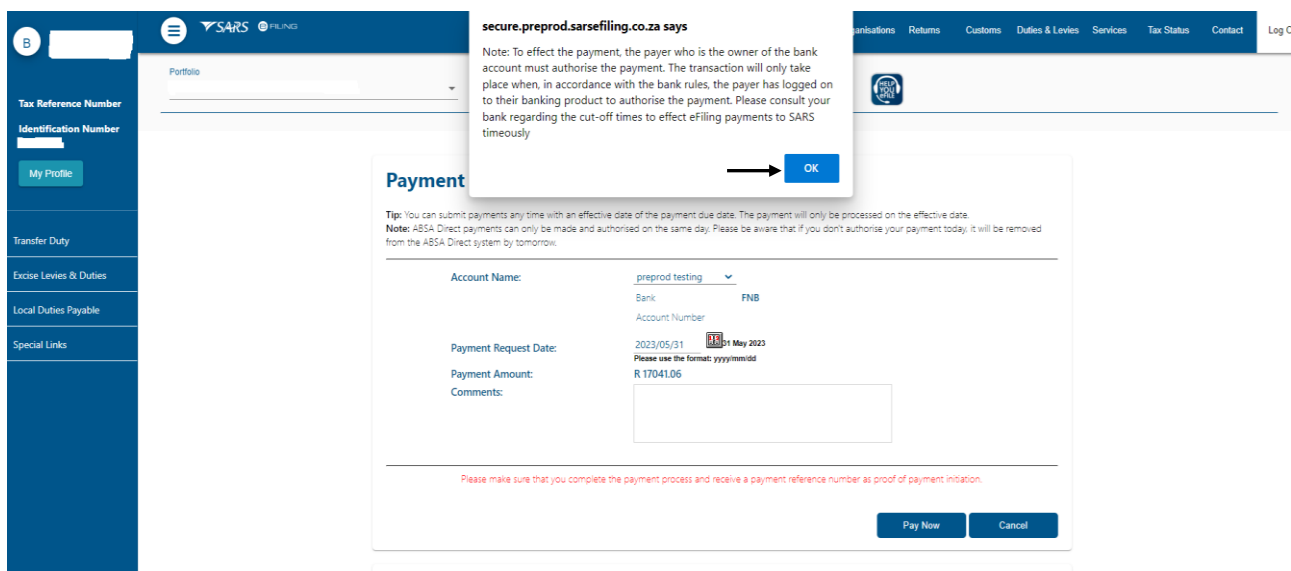
The screenshot shows the SARS eFiling interface. On the left is a navigation menu with options like 'Tax Reference Number', 'Identification Number', 'My Profile', 'Transfer Duty', 'Excise Levies & Duties', 'Local Duties Payable', and 'Special Links'. The main area displays a 'PAYMENT SUMMARY' for a 'Cash Top Up Payment' with a total amount of R 17,041.06. A confirmation dialog box from 'secure.preprod.sarsefiling.co.za' is overlaid, asking 'Proceed to make this payment now?' with 'OK' and 'Cancel' buttons. An arrow points to the 'OK' button.

- v) Select the applicable account from the Account Name drop-down list.
- vi) Click on Pay Now.



The screenshot shows the 'Payment Details' section of the SARS eFiling interface. It includes fields for 'Account Name', 'Payment Request Date', 'Payment Amount', and 'Comments'. A dropdown menu for 'Select bank account' is open, showing options like 'preprod testing', 'P Pompies', and 'P Pompies'. An arrow points to the 'Pay Now' button at the bottom right.

- vii) Click on OK.



The screenshot shows the SARS eFiling interface with a 'Payment' dialog box. The dialog box contains fields for 'Account Name' (preprod testing), 'Bank' (FNB), 'Account Number', 'Payment Request Date' (2023/05/31), 'Payment Amount' (R 17041.06), and 'Comments'. A confirmation dialog box from 'secure.preprod.sarsefiling.co.za' is overlaid, asking 'Proceed to make this payment now?' with 'OK' and 'Cancel' buttons. An arrow points to the 'OK' button.

- viii) Click on Confirm.
- ix) Click on OK.

b) To finalise the process, the user must:

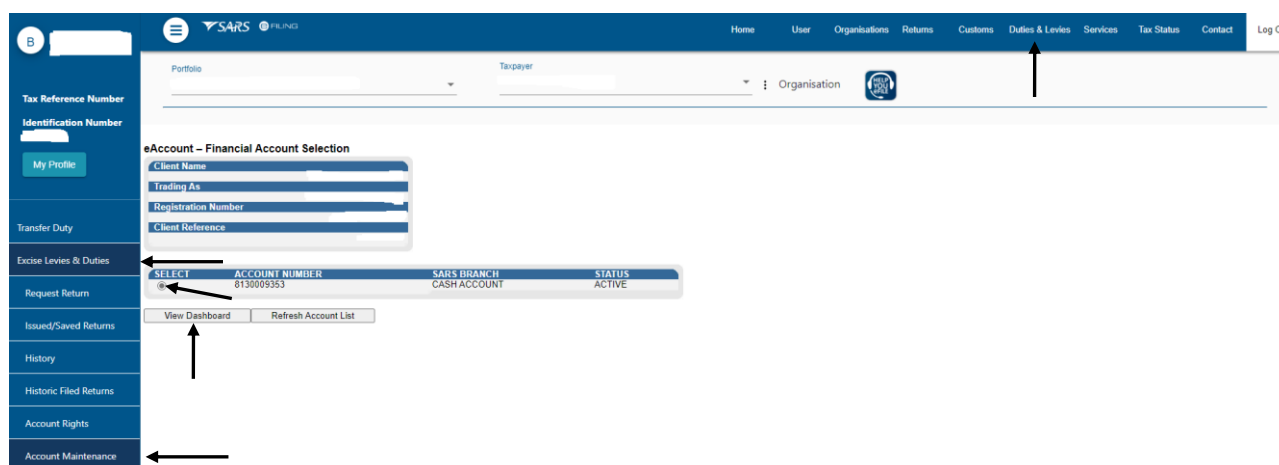
- i) Click on Continue, or
- ii) Click on Print Confirmation as evidence that payment has been initiated, and
- iii) Access the designated bank account to approve and release the payment.

2.3 Account Maintenance

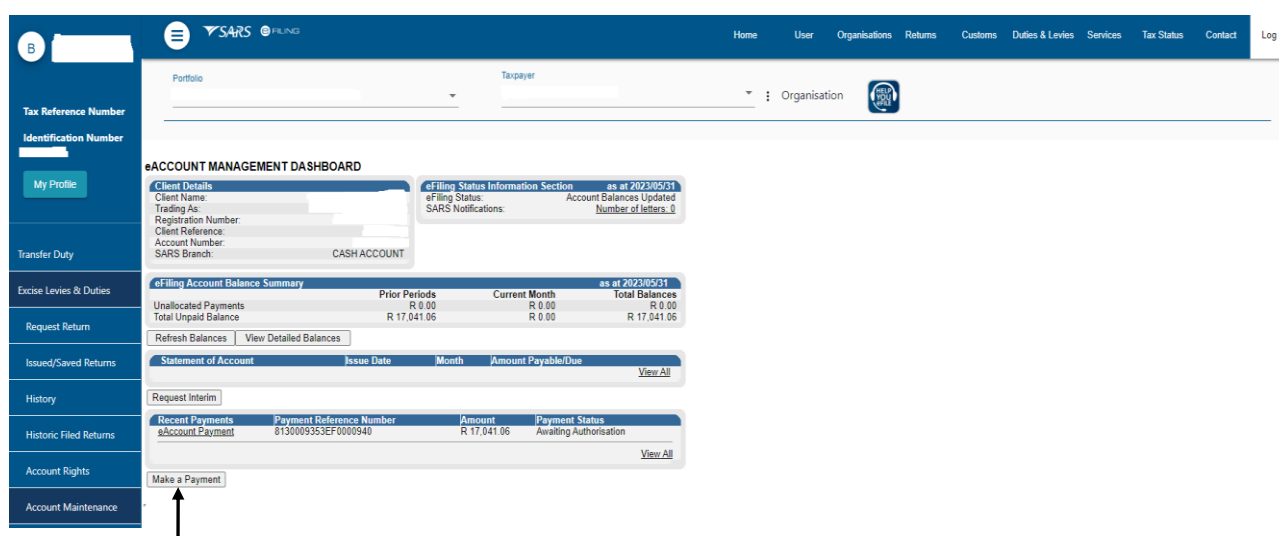
- a) Clients will use this functionality to resolve unallocated payments or credits that are highlighted in the Balance Summary section of the dashboard.
- b) As part of the payment function from the dashboard, clients can allocate unallocated payments and credits to specific declarations or against the Cash top-up option.
- c) The selection options to identify declarations or the Cash top-up options are the same as for when payments are made. Please refer to the explanation of the options under the Payments section.
- d) Clients cannot undo allocations and therefore need to make sure that selections and allocations are done accurately. Similarly, the selected unallocated payment must be carefully selected to ensure that the payment date precedes the due date of the declarations selected to reduce any possible penalties or interest.

Effective Date: 01 November 2024

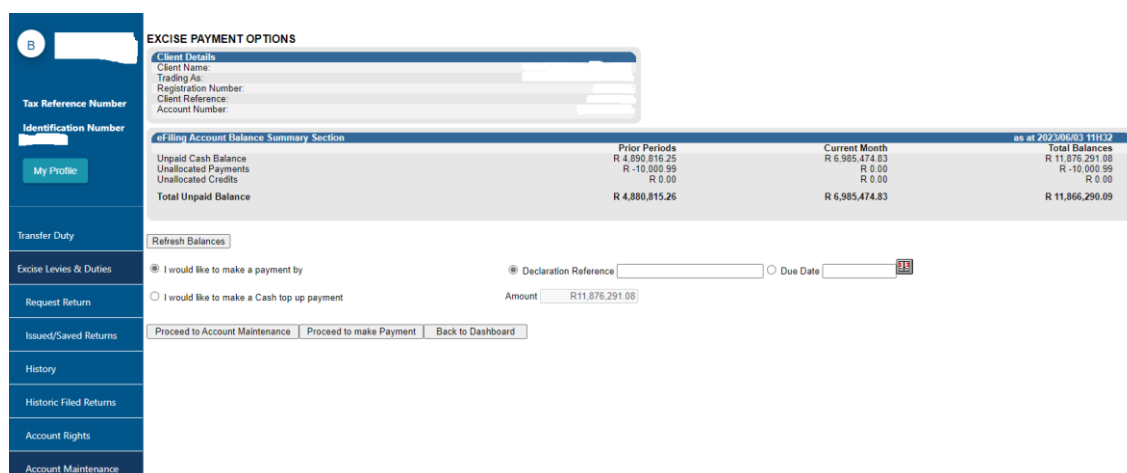
- e) The Account Maintenance screen will display the requested declaration/s or top-up option under the Uncleared Bills section and the available unallocated payments and credits will display under the Unallocated Payments section.
- f) An allocation can only be performed by selecting a single unallocated payment at a time, but multiple unpaid declarations may be selected under the Uncleared Bills. If the trader decides that no allocation should be made and the Uncleared Bills should rather be paid, select “SELECT NONE” under the Unallocated Payments and the Make Payment option will appear.
- g) To access the Account Maintenance landing page, the user must:
 - i) Click on Duties & Levies.
 - ii) Click on Excise Duties & Levies.
 - iii) Click on Account Maintenance.
 - iv) Select the Select option.
 - v) Click on View Dashboard.



- vi) Click on Make a Payment.



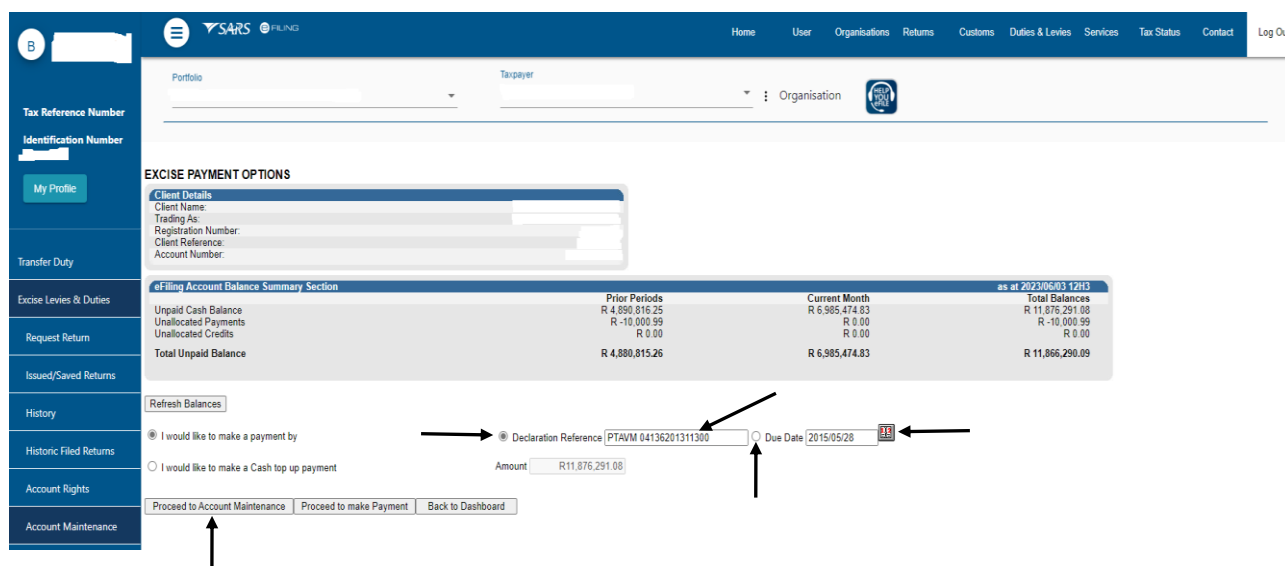
h) Account maintenance or payment can be captured on the Excise Payment Options landing page.



eFiling Account Balance Summary Section			
	Prior Periods	Current Month	as at 2023/06/03 11H37
Unpaid Cash Balance	R 4,890,816.25	R 6,985,474.83	R 11,876,291.08
Unallocated Payments	R -10,000.99	R 0.00	R -10,000.99
Unallocated Credits	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 4,880,815.26	R 6,985,474.83	R 11,866,290.89

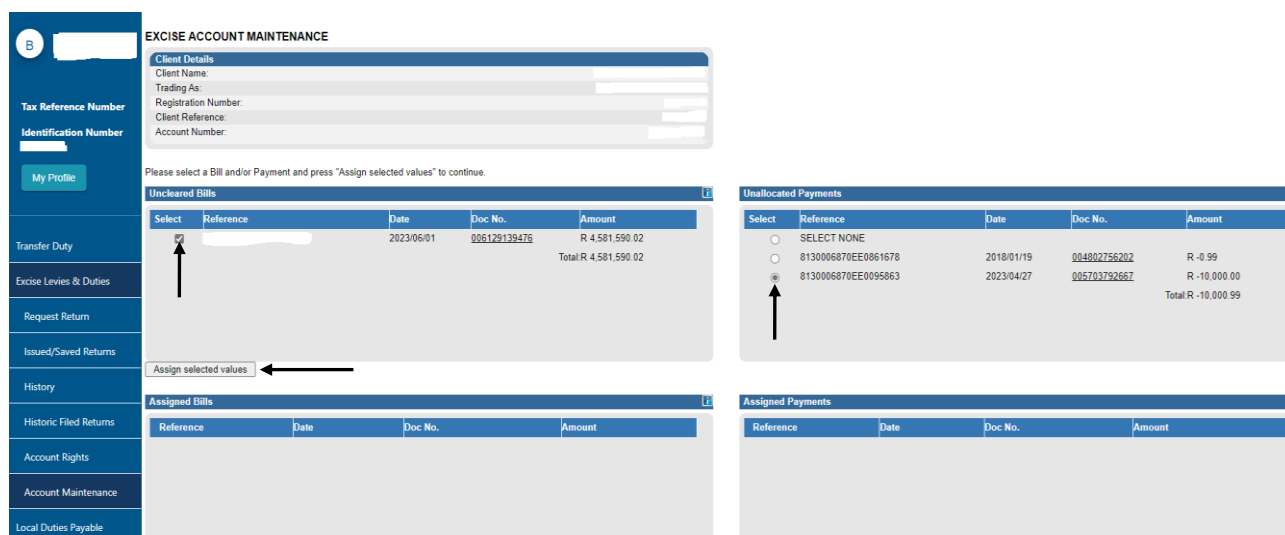
2.3.1 Account Maintenance by Declaration Reference and Due Date

- a) To perform account maintenance using the declarations or due date, from the Excise Payment Options landing page, the user must:
- Select the Declaration Reference option for account maintenance by declaration reference; and
 - Insert the ERN sourced from the return to be paid as described in paragraph 2.2.1 a); or
 - Select the Due Date option for account maintenance by due date; and
 - Insert the due date as described in paragraph 2.2.2 b); and
 - Click on Proceed to Account Maintenance.



Effective Date: 01 November 2024

- b) The requested ERN will be displayed under Uncleared Bills and needs to be selected and assigned to a payment under Unallocated Payments. Once the correct declaration(s) and payment has been selected, click on button Assign selected values.



EXCISE ACCOUNT MAINTENANCE

Client Details

Client Name: [Redacted]
 Trading As: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]
 Account Number: [Redacted]

Please select a Bill and/or Payment and press "Assign selected values" to continue.

Uncleared Bills

Select	Reference	Date	Doc No.	Amount
<input checked="" type="radio"/>	005129139476	2023/06/01		R 4 581 590.02
				Total R 4 581 590.02

Unallocated Payments

Select	Reference	Date	Doc No.	Amount
<input type="radio"/>	SELECT NONE			
<input type="radio"/>	8130006870EE0861678	2018/01/19	004802755202	R -0.99
<input checked="" type="radio"/>	8130006870EE0095863	2023/04/27	005703792667	R -10 000.00
				Total R -10 000.99

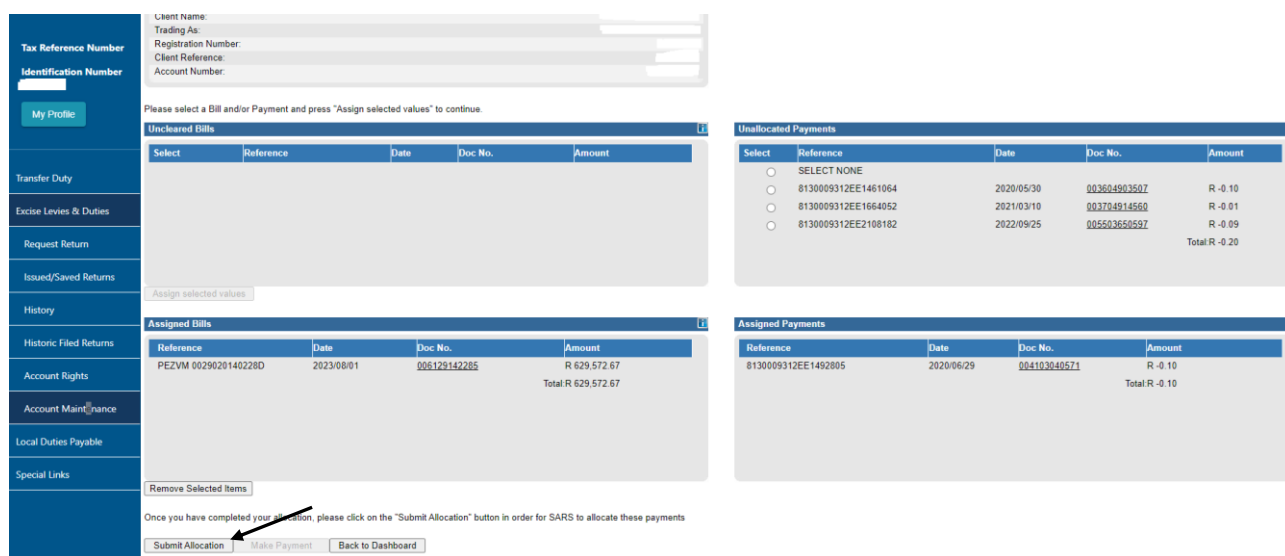
Assigned Bills

Reference	Date	Doc No.	Amount
-----------	------	---------	--------

Assigned Payments

Reference	Date	Doc No.	Amount
-----------	------	---------	--------

- c) The selection will then be displayed in the Assigned Bills and Assigned Payments sections. If the allocation is correct, click on Submit Allocation.



EXCISE ACCOUNT MAINTENANCE

Client Details

Client Name: [Redacted]
 Trading As: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]
 Account Number: [Redacted]

Please select a Bill and/or Payment and press "Assign selected values" to continue.

Uncleared Bills

Select	Reference	Date	Doc No.	Amount
--------	-----------	------	---------	--------

Unallocated Payments

Select	Reference	Date	Doc No.	Amount
<input type="radio"/>	SELECT NONE			
<input type="radio"/>	8130009312EE1461064	2020/05/30	003604903507	R -0.10
<input type="radio"/>	8130009312EE1664062	2021/03/10	003704914560	R -0.91
<input type="radio"/>	8130009312EE2108182	2022/09/25	005503650597	R -0.09
				Total R -0.20

Assigned Bills

Reference	Date	Doc No.	Amount
PEZVM 0029020140228D	2023/08/01	005129142285	R 629 572.67
			Total R 629 572.67

Assigned Payments

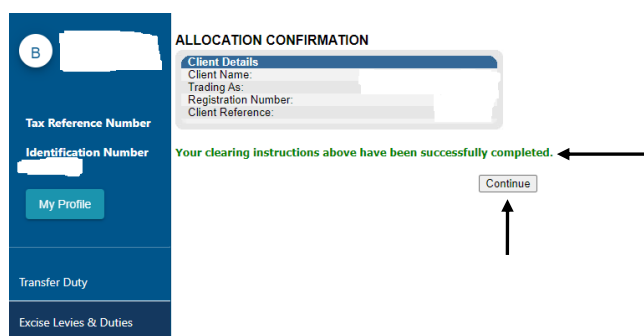
Reference	Date	Doc No.	Amount
8130009312EE1452805	2020/06/29	004103040571	R -0.10
			Total R -0.10

Remove Selected Items

Once you have completed your allocation, please click on the "Submit Allocation" button in order for SARS to allocate these payments

Submit Allocation **Make Payment** **Back to Dashboard**

- d) A message will display on completion and the account balances will be updated with the allocation. Click on Continue to finalise.



ALLOCATION CONFIRMATION

Client Details

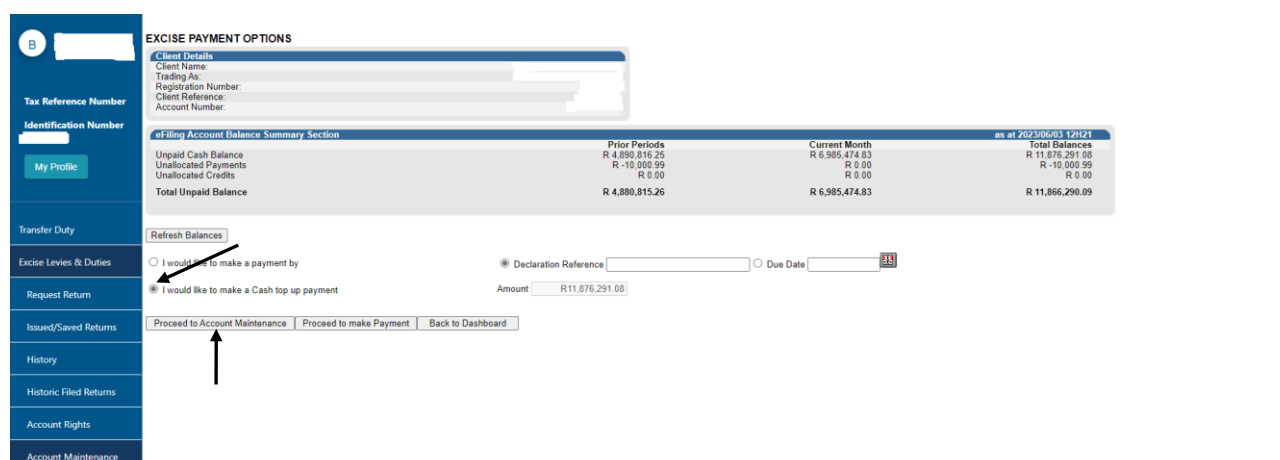
Client Name: [Redacted]
 Trading As: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]

Your clearing instructions above have been successfully completed.

Continue

2.3.2 Account Maintenance by Cash Top Up

- This option is only available if the selected account has a positive balance. The balance can be utilised when performing account maintenance.
- To commence with account maintenance, from the Excise Payment Options landing page, the user must:
 - Select the I would like to make a Cash top up payment option.
 - Click on Proceed to Account Maintenance.



EXCISE PAYMENT OPTIONS

Client Details
 Client Name: [Redacted]
 Trading As: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]
 Account Number: [Redacted]

efiling Account Balance Summary Section

	Prior Periods	Current Month	as at 2023/06/03 12H21
Unpaid Cash Balance	R 4,890,816.25	R 6,985,474.83	R 11,876,291.08
Unallocated Payments	R -10,000.99	R 0.00	R -10,000.99
Unallocated Credits	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 4,880,815.26	R 6,985,474.83	R 11,866,290.09

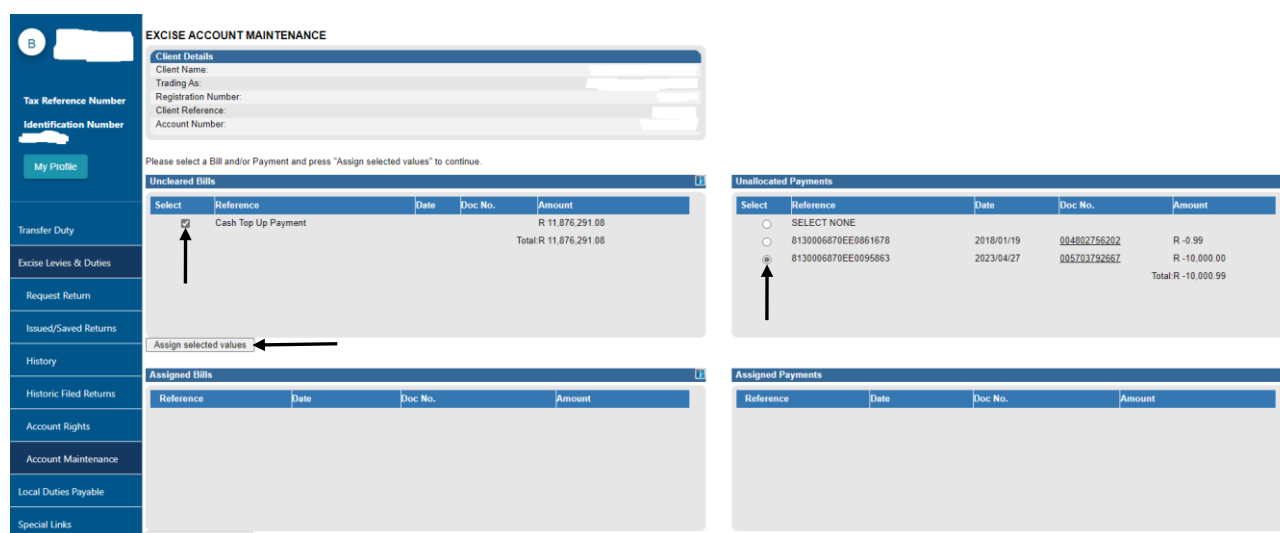
Refresh Balances

☐ I would like to make a payment by ☐ Declaration Reference ☐ Due Date

☒ I would like to make a Cash top up payment Amount: R11,876,291.08

Proceed to Account Maintenance **Proceed to make Payment** **Back to Dashboard**

- The requested Cash Top Up payment will be displayed under Uncleared Bills. It should be selected and assigned to a payment under Unallocated Payments. Once the correct declaration(s) and payment has been selected, click on Assign selected values.



EXCISE ACCOUNT MAINTENANCE

Client Details
 Client Name: [Redacted]
 Trading As: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]
 Account Number: [Redacted]

Please select a Bill and/or Payment and press "Assign selected values" to continue.

Uncleared Bills

Select	Reference	Date	Doc No.	Amount
<input checked="" type="checkbox"/>	Cash Top Up Payment			R 11,876,291.08
				Total R 11,876,291.08

Assign selected values

Unallocated Payments

Select	Reference	Date	Doc No.	Amount
<input type="radio"/>	SELECT NONE			
<input type="radio"/>	8130006870EE90961678	2018/01/19	004802756202	R -0.99
<input checked="" type="radio"/>	8130006870EE9095863	2023/04/27	005783792667	R -10,000.00
				Total R -10,000.99

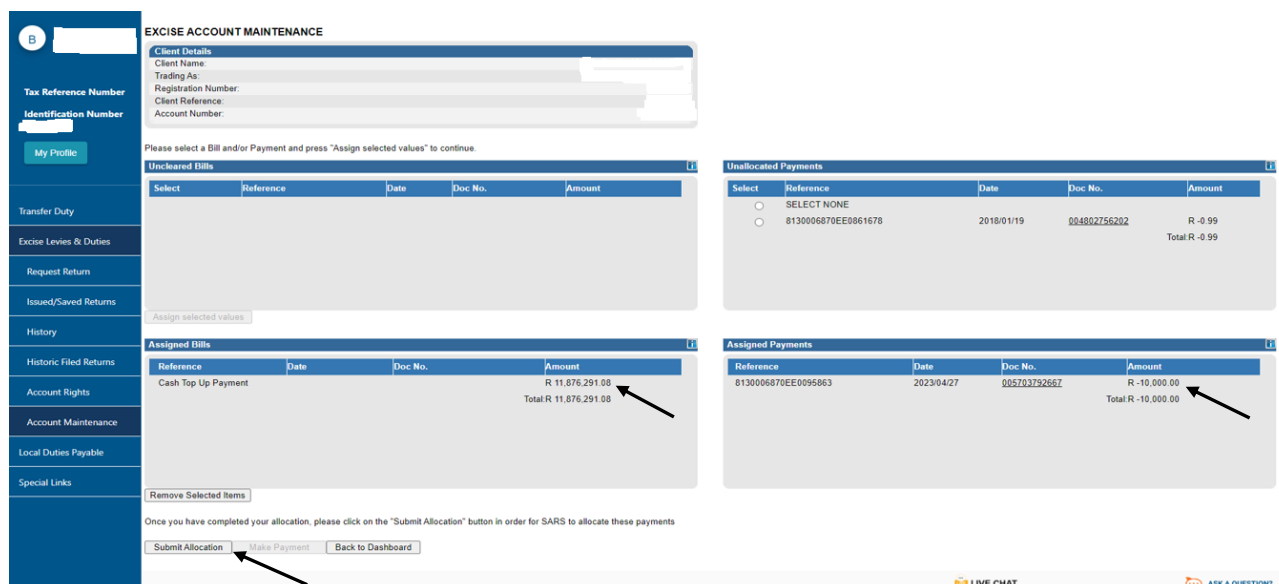
Assigned Bills

Reference	Date	Doc No.	Amount
-----------	------	---------	--------

Assigned Payments

Reference	Date	Doc No.	Amount
-----------	------	---------	--------

- d) The selection will then be displayed in the Assigned Bills and Assigned Payments sections. If the allocation is correct, click on Submit Allocation.



- e) A successful completion message will display in green and the account balances will be updated with the payment allocation in real time. Click on Continue to confirm the payment allocation.



3 DEFINITIONS AND ACRONYMS

The definitions, acronyms and abbreviations can be accessed via the following links:

[Glossary A-M | South African Revenue Service \(sars.gov.za\)](https://www.sars.gov.za/glossary)

4 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.
- Make appointment to 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 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).