



Section 1: Standard Tax Questions

Form Wizard INFORMATION TO CREATE YOUR PERSONAL INCOME TAX RETURN

This page allows you to personalize your ITR12 return in order to accommodate your individual tax requirements.

Standard Questions

Mark with an "X" if you are completing the return as a Tax Practitioner.

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Mark with an "X" if you received any form of payment/remuneration for work done outside RSA that is shown on your South African Employee Income Tax Certificate(s) (IRP5 or IT3[a]).

HOW TO NAVIGATE THE ITR12 WIZARD

What Is the ITR12 Wizard?

The ITR12 Wizard is a questionnaire that is displayed on the first page of your Income Tax Return. It breaks down the tax return into smaller easy-to-follow sections and asks for specific information to build a return that is personalised to your situation.

Employed individuals completing the standard Income Tax Return will answer questions about:

- Income: report all sources of income accurately.
- Deductions: report all deductions such as medical aid expenses, travel expenses, and retirement contributions.

Section 2: Comprehensive Tax Questions

Individuals with additional information will answer additional questions to expand the wizard. You should answer “yes” or “no” to the following questions:

- Did you receive any other income or incur any other allowable expenses, such as business income or home-office expenses?

Mark with an "X" if you received any other income (e.g. local business, trade, and professional income, but excluding amounts received /accrued as a beneficiary of a trust(s), or deemed to have accrued in terms of s7) and/or incur any other allowable expenses (e.g. home office expenses) not addressed above.

- Are you a South African tax resident, and did you conduct any trade or employment outside South Africa?
- Did you receive an allowance such as a travel allowance?
- Did you hold any funds in foreign currency, or assets outside South Africa that have a combined value of more than R250 000 at any stage during the tax year?

Do you want to claim a deduction against a travel allowance?

Y ☐ N ☒

Mark with an "X" if you are a director of a company or a member of a close corporation.

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Do you want to claim a deduction against a vehicle?

Y ☐ N ☒

Mark with an "X" if any declaration in this return relates to an application made under the SARS Voluntary Disclosure Programme.

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An Example of the ITR12 Wizard

Form Wizard
INFORMATION TO CREATE YOUR PERSONAL INCOME TAX RETURN

This page allows you to personalize your ITR12 return in order to accommodate your individual tax requirements.

Standard Questions

Mark with an "X" if you are completing the return as a Tax Practitioner

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Mark with an "X" if you received any form of remuneration for work done outside RSA that is shown on your South African Employee Income Tax Certificate(s) (RPS or IT344)

Do you want to claim donations made to approved organisations (in terms of s18A)?

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Y ☐ N ☒

Mark with an "X" if you are a foreign national and not an RSA tax resident

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Mark with an "X" if you received any other income, including remuneration for work done outside RSA, which is not shown on a South African Employee Income Tax Certificate (RPS or IT344), and is based outside RSA, but does not qualify for s11(b)(i) tax exemption

Mark with an "X" if you received any other income (e.g. local business, trade, and professional income, but excluding amounts received /accrued as a beneficiary of a Trust(s), or deemed to have accrued in terms of s7) and/or incur any other allowable expenses (e.g. home office expenses) not addressed above

LIVE CHAT

ASK A QUESTION

Follow These Steps to File Your ITR12 Tax Return Successfully

- Gather your information: take a moment to collect all relevant information regarding your income and deductible expenses.
- Log in: access your return on SARS eFiling (<https://secure.sarsefiling.co.za>) or the SARS MobiApp.
- Accurately declare your information by carefully reviewing all income, expenses, and deductions declared.
- Submit your return no later than 20 October 2025.

Need help? Use Any of Our Channels

SARS Website: visit www.sars.gov.za, click on “Individuals”, and then “Filing Season”.

SARS Online Query System (SOQS): <https://tools.sars.gov.za/soqs>.

SARS WhatsApp: send “Hi” or “Hello” to 0800 117 277.

AI Virtual Assistant: available 24/7 on the SARS website to answer your questions.

Dial *134*7277#: to access SARS services. No need to visit a SARS branch. If you must, first book an appointment to avoid long queues.

**MAKE
TAX MATTERS
YOUR PRIORITY #1**