

MAKE TAX MATTERS YOUR PRIORITY#1

Your Tax matters, so does your time.

How to Pay SARS Debt on eFiling

#YourTaxMatters www.sars.gov.za





If you owe SARS money, we will help you arrange to repay your debt if you:

- Agree to pay back the entire amount owed.
- ✓ Submit all returns due and comply with any other outstanding matters.
- ✓ Give reasons if you defaulted on a previous SARS payment arrangement.

You can arrange to pay back these tax types:

- ✓ Personal Income Tax
- Corporate Income Tax
- ✓ Dividends Withholding Tax
- ✓ Value-Added Tax
- Pay As You Earn, Unemployment Insurance Fund, or Skill Development Levey (SDL)
- ✓ Administrative Penalties

Note: you can arrange to repay one tax-type at a time (you should repeat the process below for each outstanding tax type).

Pay on eFiling

To start repaying debt on an assessed return, log on to your SARS eFiling profile and navigate to eFiling.

You can begin the payment-arrangement process from any of these eFiling webpages:

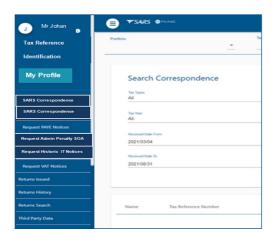
- ✓ Statement of account (SOA)
- ✓ SOA admin penalties
- Return work-page
- ✓ Notice of assessment
- ✓ Notice of assessment for admin penalties
- ✓ My Compliance Profile
- ✓ Final demand letter
- ✓ Final demand reminder letter

After logging in:

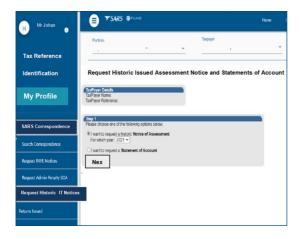
- Select **<Returns>** from the menu on the top.
- Select **<SARS Correspondence>** from the menu on the left.

Select any of these notices from the menu:

- <Request Historic IT Notices>
- <Request VAT Notices>
- <Request PAYE Notices>
- <Request Admin Penalty SOA>



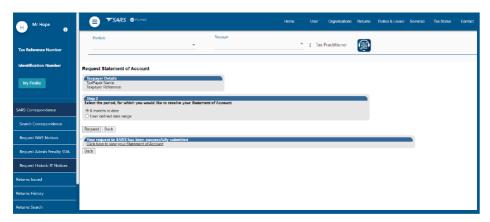
Select <Request Historic IT Notices>
Select <Statement of Account or Notice of Assessment>
Click <Next>



Select the period for which you would like to receive your Statement of Account or Notice of Assessment.

Click < Request>

Click on the link to view the Statement of Account or Notice of Assessment.



Click the **Payment Arrangement>** button from Statement of Account or Notice of Assessment to begin the payment-arrangement request.

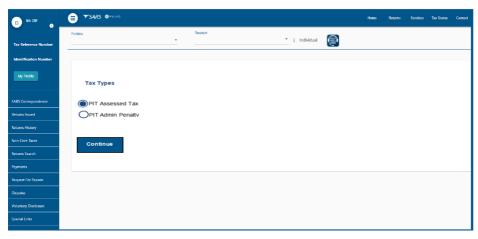
Note: once you have agreed to your payment arrangement with SARS, you cannot cancel it



You can accept SARS's simulated payment arrangement plan or propose different terms. If you are not ready to commit, you can save or cancel.

Once you have selected the **Payment Arrangement>** button, you must select the tax type for which debt is outstanding.

Select <Tax Type> Click <Continue>



Select <Accept Terms>. A pop-up message will tell you if you must give SARS supporting documents, or if you can go ahead.

Select **<OK>** to continue with your payment arrangement.

Once finalised, the message below will pop up.



To comply with your payment arrangement, you must:

- Respect the terms and conditions of the arrangement, such as the amount, frequency and duration of the instalments, and the security payment/ collateral if required.
- Inform SARS of any changes in your financial situation that can affect your ability to honour the arrangement, such as income, expenses, assets, or liabilities.

For more information:

- Visit the SARS website at www.sars.gov.za
- Use SARS eFiling, SARS MobiApp, or book an appointment at a SARS Branch
- Or send an SMS to 47277 with this information and format: Booking (Space) ID Number/Passport Number/Asylum Seeker Number

