



**— 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 Levy (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>

The screenshot shows the SARS eFiling portal interface. On the left, a dark blue sidebar contains a menu with items like 'Tax Reference', 'Identification', 'My Profile', and 'SARS Correspondence'. The 'SARS Correspondence' item is highlighted with a white background. To the right, the main content area is titled 'Search Correspondence' and contains input fields for 'Tax Types', 'Tax Year', 'Received Date From', and 'Received Date To'. Below these fields are input boxes for 'Name' and 'Tax Reference Number'.

Select **<Request Historic IT Notices>**

Select **<Statement of Account or Notice of Assessment>**

Click **<Next>**

The screenshot shows the 'Request Historic Issued Assessment Notice and Statements of Account' screen in the SARS eFiling portal. The left sidebar is the same as in the previous screenshot, but the 'Request Historic IT Notices' item is now highlighted. The main content area has a title bar 'Request Historic Issued Assessment Notice and Statements of Account'. Below this, there is a 'Taxpayer Details' section with fields for 'Taxpayer Name' and 'Taxpayer Reference'. A 'Step 1' section follows, with the instruction 'Please choose one of the following options below:'. There are two radio button options: 'I want to request a historic Notice of Assessment' (selected) and 'I want to request a Statement of Account'. A 'For which year' dropdown menu is set to '2021'. At the bottom of the options, there is a 'Next' button.

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.

The screenshot shows the SARS eFiling interface. On the left is a navigation menu with options like 'Tax Reference Number', 'Identification Number', 'My Profile', 'SARS Correspondence', 'Search Correspondence', 'Request SARS Notices', 'Request Admin Penalty SDA', 'Request Historic IT Notices', 'Returns Issued', 'Returns History', and 'Returns Search'. The main content area is titled 'Request Statement of Account'. It includes a 'Taxpayer' dropdown menu, a 'Tax Practitioner' dropdown menu, and a 'Request' button. Below this, there is a section for 'Step 2: Select the period, for which you would like to receive your Statement of Account'. It shows a date range of '16 months to date' and a 'Request' button. A message at the bottom states: 'Your request to SARS has been successfully submitted. Click here to view your Statement of Account.' with a 'Back' button.

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.

The screenshot shows a 'Statement of Account' page for the period '2021/03/01 to 2021/09/01'. It features four buttons: 'Make Payment', 'Payment Arrangement', 'Dispute', and 'Request for Reason'.

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>

The screenshot shows the SARS e-Services portal interface. At the top, there is a navigation bar with 'Mr DP' and a 'SARS e-Services' logo. Below this, a sidebar on the left contains various menu items: 'Tax Reference Number', 'Identification Number', 'My Profile', 'SARS Correspondence', 'Returns Issued', 'Returns History', 'Non-Core Taxes', 'Returns Search', 'Payments', 'Request For Reason', 'Disputes', 'Voluntary Disclosure', and 'Special Links'. The main content area displays the 'Tax Types' section with two radio button options: 'PIT Assessed Tax' (which is selected) and 'PIT Admin Penalty'. A blue 'Continue' button is positioned below these options. At the top right of the main area, there are dropdown menus for 'Period' and 'Taxpayer', and a label 'Individual' next to a small icon.

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.

The screenshot shows a confirmation message box with a dark blue header containing the word 'Message'. The main text area is white and contains the following text: 'You have successfully accepted the payment plan. Select Continue to complete your payment details and submit the payment arrangement request'. At the bottom left of the message box, there is a blue button with the text 'OK'.

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

