

TAX SEASON 2014

NOW OPEN

EVERYTHING YOU NEED TO KNOW TO SUBMIT YOUR TAX RETURN AND DO THE RIGHT THING.

11 TIPS FOR TAX SEASON

This quick guide will show you how to complete and submit your Income Tax Return (ITR12) and be tax compliant! It's easier than you think!

TAX SEASON TIP 1

CHECK IF YOU NEED TO SUBMIT AN INCOME TAX RETURN (ITR12)

Wondering whether you need to submit an Income Tax Return (ITR12) or not?

If **ALL** of the following criteria apply to you, you may not have to submit an Income Tax Return:



You only receive employment income from **ONE EMPLOYER** for the full year of assessment



You have no car allowance or any other form of **INCOME** (e.g. taxable interest or rent or income from another job)



Your total employment income for the year before tax is not more than **R250 000**



You don't have any additional allowable **TAX DEDUCTIONS** to claim for (e.g. medical expenses, retirement annuity contributions, travel expenses etc.)

Still not sure?

Visit www.sars.gov.za and use the wizard on our Tax Season page to see whether you need to submit a return or not. Or call our Contact Centre on **0800 00 7277** or consult your tax practitioner.



HONESTLY

ON TIME

TAX SEASON TIP 2

WHAT WILL YOU NEED TO COMPLETE AND SUBMIT YOUR ITR12?

SUPPORTING DOCUMENTS!

If you would like to submit your ITR12 easily, have the following documents which are applicable to you on hand if you are eFiling or with you if you are filing at a SARS branch:

PROOF OF INCOME

ALL THE CERTIFICATES you received IRP5 (employer), IT3 (a) (Pension or retirement fund), IT3 (b) (Investments), Capital gain tax and Financial statements

PROOF OF IDENTITY

ID book, passport or driver's licence

PROOF OF DEDUCTIONS

All relevant documents such as medical aid, pension and retirement annuity certificates and medical expenses

Completed confirmation of diagnosis of disability form (ITR-DD) if you want to claim any disability expenses

Travel logbook (if you receive a travel allowance or use a company car)



REMEMBER TO KEEP ALL YOUR SUPPORTING DOCUMENTS FOR **5 YEARS**

TAX SEASON TIP 3

COMPLETE AND SUBMIT ELECTRONICALLY VIA eFILING

There are just 6 simple steps:

- 1** Register for eFiling at www.sarsefiling.co.za if you haven't already
- 2** Login with your eFiling username and password
- 3** Verify the personal and employment income information (IRP5/IT3(a)) that is already pre-populated on your return
- 4** Complete the fields for any additional income and your deductions
- 5** Calculate your anticipated assessment outcome using the online calculator
- 6** When you are ready to submit the return to SARS, just click on the "Submit Return to SARS" button. If something is incorrect or incomplete, eFiling will prompt you to correct it.

Forgotten your eFiling password or login? Simply click on password reset button on our eFiling site for help

If your banking details have changed in the past year and you have not informed SARS please see **Tax Season Tip 8** for the supporting documents needed when verifying your banking details at a SARS branch.

TAX SEASON TIP 4

STILL NEED HELP WITH eFILING?

Click the **Help-You-eFile** icon and follow the prompts to get access to a friendly SARS Contact Centre agent who will help you every step of the way while you're eFiling.



Help-You-eFile gives you access to our friendly Contact Centre agents while you're completing your return online with eFiling. With your permission they are able to see exactly what you are doing on screen and will help you every step of the way. Simply click on the 'Help-You-eFile' icon displayed on the login page and follow the prompts.

SOMETHING NEW FOR eFILERS!!!



SARS has created a personal inbox for you on your eFiling profile where you will find all relevant notices and letters for those return types that are active on your eFiling profile. The inbox is available on the individual, organisation and tax practitioner profiles.

TAX SEASON TIP 5

FOR THE TECHNO-SAVVY OUT THERE WHY NOT USE THE SARS eFILING APP?

eFilers can now download the SARS eFiling App to complete and submit the ITR12



For those with Android phones or tablets as well as Apple iPhone 4, 4S, 5 and higher or an iPad 2 or higher, the SARS eFiling App is ideal to complete and submit your return. Simply visit either the Google Play Store (for Android) or the App Store (for Apple devices) and download the SARS eFiling App.

TAX SEASON TIP 6

SUBMITTING YOUR RETURN ON TIME!

It is very important that you submit your return by the applicable deadline to avoid any penalties, which may be levied for late submission.

Please take note of the following dates:



PAPER/MANUAL
via post or dropping it off in a SARS drop box



ELECTRONICALLY
at a SARS branch (provisional & non-provisional)



NON-PROVISIONAL
taxpayers who use eFiling



PROVISIONAL
taxpayers who use eFiling

PENALTIES FOR NON-SUBMISSION OF RETURNS

If you submit your return after the deadline you are liable for an administrative penalty for non-compliance. The penalty amount imposed depends on a taxpayer's taxable income and ranges from R250 up to R16 000 per month for each month that your return is outstanding. And if you don't pay the penalty the law allows SARS to deduct the penalty from your salary or bank account.

To see if you have penalties owing to SARS for outstanding returns or owe any other amounts, request a Statement of Account (ITSA).

TAX SEASON TIP 7

USING A TAX PRACTITIONER

Please remember that all Tax Practitioners are now required to be registered with a recognised controlling body (RCB) as well as with SARS.

You can ask your Tax Practitioner for their SARS and Controlling Body registration details to verify that you are working with a registered and reputable practitioner.

A person who is not registered with a RCB and who prepares tax returns on your behalf will now be regarded as a **tax preparer**. They may not charge you and they may not submit the return on your behalf. In order to submit a return prepared by a tax preparer:

You can register for eFiling and complete and submit the return yourself

or

You can register for eFiling and obtain shared access from your Preparer and then submit on eFiling the saved return completed by that Preparer

or

You can visit a SARS branch to file your return.

Also please take into consideration that even though a Tax Practitioner is completing and submitting your ITR12 on your behalf, the responsibility still rests with you as the taxpayer to make a true declaration and for any outstanding returns, payments and penalties.

TAX SEASON TIP 8

CHANGING YOUR BANKING DETAILS

If you need to change your banking details you can do it in person at any SARS branch or if you are already registered for eFiling, when you are completing and submitting your ITR12.

To protect you against fraud, any changes that you make to your banking details will be verified by SARS before updating your banking profile. Any refunds due to you (if applicable) will be processed after your banking details have been verified.

If the SARS validation fails you will be requested to visit a SARS branch to validate your banking details.

Please make sure that you have the following with you if you are changing your banking details at a SARS branch:



Valid original or temporary ID, Passport or Driver's Licence and a certified copy of the ID, Passport or Driver's Licence



Bank statements with original bank stamp not more than three months old



Proof of residential address (e.g. municipal account)

TAX SEASON TIP 9

DO THE RIGHT THING, MAKE YOUR PAYMENT IF REQUIRED

Did you know that making payment to SARS – when due – ensures that you won't incur any interest. It also shows your commitment to the positive growth of our country's economy which in turn benefits all South Africans.

You can easily make payment to SARS via:

A SARS BRANCH – only cheque payments will be accepted and cheques may not exceed R50 000 irrespective of the number of tax years being paid. No cheque payments will be accepted if a taxpayer has, in the past three years, made two payments by cheque to SARS that were R/D (referred to drawer).

IMPORTANT: If you are paying by cheque, the cheque must be made out to "South African Revenue Service" (do not use the abbreviation SARS) in any of the official languages.



Where a cheque payment amounts to more than R50 000 or you have past R/D cheques with SARS, please make payment using our other payment channels:



A BANK (ABSA, FNB, NEDBANK AND STANDARD BANK)



eFILING



ELECTRONIC FUND TRANSFER (EFT).

Are you unable to make payment in full to SARS?

In certain circumstances SARS can reach an agreement with you to defer your tax debt for later payment or for payment by instalments. Please bear in mind that you will need to discuss your financial position openly and honestly with SARS.

To find out if you qualify:

- Call our SARS Contact Centre
- Visit a SARS branch

TAX SEASON TIP 10

IT'S EASIER THAN YOU THINK TO COMPLETE YOUR RETURN HONESTLY AND ACCURATELY!

DON'T INFLATE OR UNDERSTATE AMOUNTS.

Use only accurate information and the correct figures that appear on your various supporting documents when you complete your return

DON'T OVERSTATE.

Don't claim deductions and expenses which do not exist or are not applicable to the year of assessment for which the return is being submitted

DON'T LEAVE OUT.

Declare all income you earned like rent and salary you got from your part-time job

Be aware of people who offer to complete your tax return for you and who promise they can get you a refund. Only deal with registered and reputable tax practitioners.

TAX SEASON TIP 11

BEWARE OF SCAMS!

SARS will never request your banking or personal details in any correspondence that you receive via post, email or SMS

SARS will also not send you hyperlinks to other website – even those of banks

Please note that the SARS website does not have links to any banks

FURTHER INFORMATION



CLICK:
www.sars.gov.za



CALL:
SARS Contact Centre
0800 00 SARS (7277)



VISIT:
Your nearest SARS branch
(to locate a branch visit www.sars.gov.za)



OPEN:
Monday – Friday: 08:00 to 16:00