



South African Revenue Service

Notice to Employers: Old forms no longer accepted

In an effort to improve our processing rate and reduce possible errors when returns are submitted and processed, SARS has implemented a new scanning solution. As of 18 February 2011 we will not be able to accept any old forms.

Employers will be required to use the 2010 template when submitting their monthly declarations, interim (biannual) reconciliations and annual reconciliations. Outstanding declarations and reconciliations for previous periods must also be completed on the 2010 template (new forms). The pre-printed blank PAYE forms previously available for manual completion and submission at a SARS branch will be discontinued. As of 31 May 2011 we will not be able to accept any pre-printed blank forms.

As of 28 March 2011 the new forms to replace the pre-printed blank forms for manual completion can be requested via the following channels:

- Calling the SARS Contact Centre on 0800 00 7277. You will receive all the requested forms via post.
- Visiting your local SARS branch to submit a request. You will receive all the requested forms via post.

For electronic completion and submission the forms are available on e@syFile™ Employer.

The following PAYE forms are affected:

- EMP201 – Monthly Employer Declaration
- EMP501 – Employer Reconciliation Declaration
- EMP601 – Tax Certificate Cancellation Declaration
- EMP701 – Reconciliation Adjustment Declaration
- IRP5/IT3(a) – Income Tax Certificate
- ITEG – Income Tax Registration Application

Submission on templates other than on the 2010 template will be considered invalid and returned together with the correct template. You are required to complete the new form and submit it to SARS. **No photocopied forms will be accepted.**

Copies printed from e@syFile™ Employer and used for manual submission will not be accepted.

Please note that SARS will never request a taxpayer's banking details in any correspondence that you receive per post, via email or SMS. SARS will also not send you hyperlinks to other websites - even those of banks. Please note that the SARS website does not have links to any banks. Should you wish to verify the authenticity of correspondence from SARS, kindly call the SARS Contact Centre on **0800 00 7277**. Information about the latest phishing scams and fraudulent emails abusing the SARS brand is regularly updated on the SARS website. Go to www.sars.gov.za for examples of these scams. Report all suspicious incidents to the SARS Anti-Corruption Hotline on **0800 00 2870** or email phishing@sars.gov.za