

## Use the Reconciliation Assistant to correct your PAYE affairs

SARS has made available an online tool, the PAYE Reconciliation Assistant, to assist employers in amending and correcting (EMP501) declarations in order for the Monthly Employer Declaration (EMP201) and payments made to balance the IRP5 certificates filed.

For a PAYE reconciliation process to be successful all three elements, the Employer Reconciliation Declaration (EMP501), The Monthly Employer Declaration (EMP201) and payments need to balance.

The employers will be notified by SARS to revise their PAYE reconciliation submission by issuing a letter notifying them that the reconciliation was unsuccessful. The information displayed on the PAYE Dashboard will indicate the reason for the resubmission.

The reasons for this could be that employee tax certificates do not match your tax liability or your monthly declarations and payments do not match the amounts entered on the Employer Reconciliation Declaration (EMP501).

Once the employer has received notification from SARS, they can access the PAYE Reconciliation Assistant functionality by logging on to eFiling ([www.sarsefiling.co.za](http://www.sarsefiling.co.za))

The PAYE Reconciliation assistant will take you through a wizard where you will be able to do the following:

- Confirm Payments
- Reconcile your Monthly Employer Declarations (EMP201s) to your payments and Employer Reconciliation Declaration (EMP501)
- Raise cases for missing payments
- Allocate unallocated payments
- Make payments (if required)

[Click here](#) for more information on the PAYE process.