e@syFile™ Employer

The Account Management Guide
- Requesting a Statement of Account (EMPSA)

e@syFile™ Employer

SARS
At Your Service

www.sars.gov.za

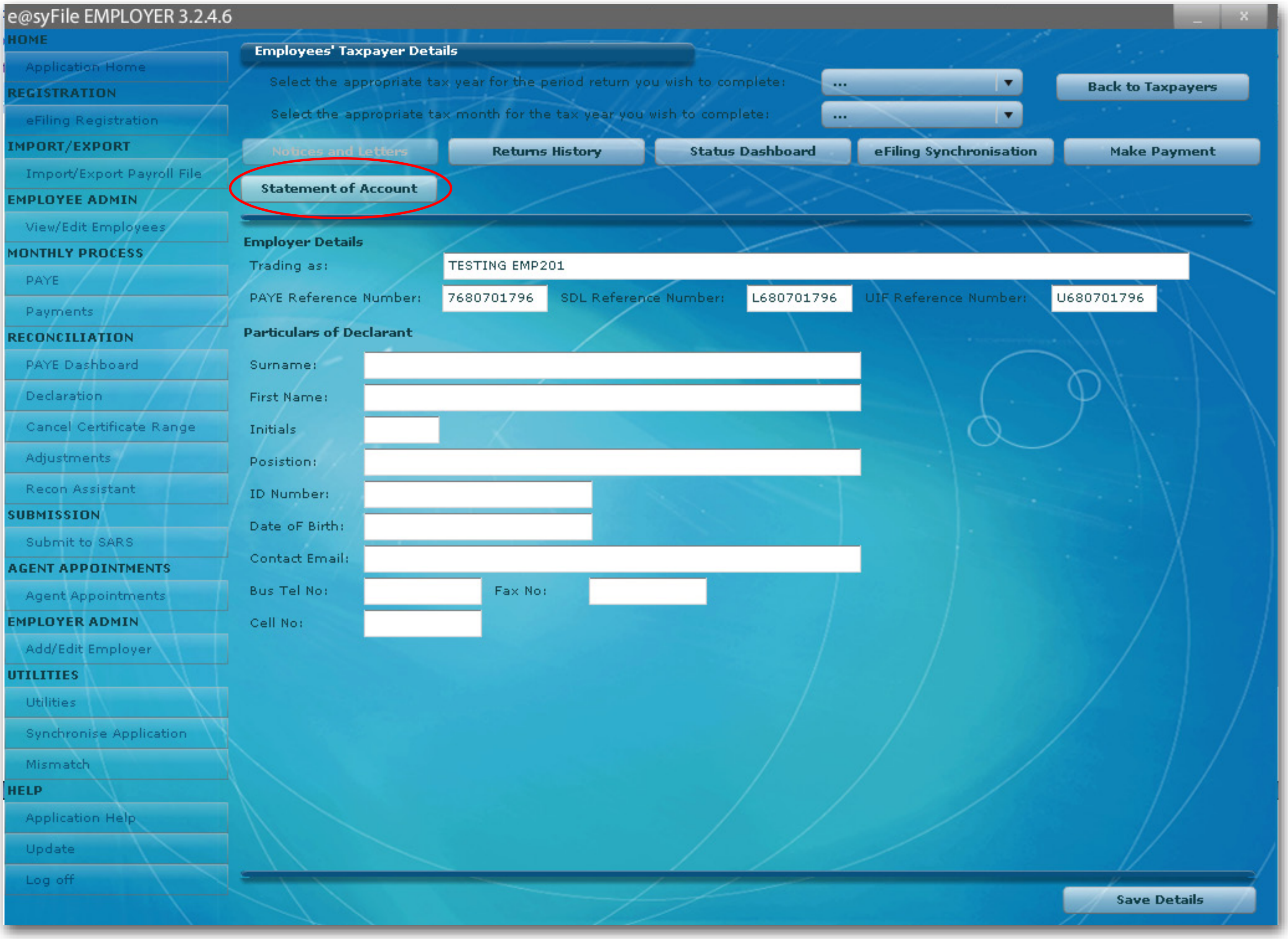
In order to use the new PAYE Statement of Account request function, you must synchronise your e@syFile™ Employer information with your SARS eFiling website profile. Once your SARS eFiling profile is setup, and the relevant Monthly Employer Declaration (EMP201) number activated, click **Synchronise Application** (for detailed instructions refer to ***4.2 Synchronising the application*** in the e@syFile™PAYE User Guide (available on www.sars.gov.za).

Step 1:

Click **PAYE** in the left menu pane.

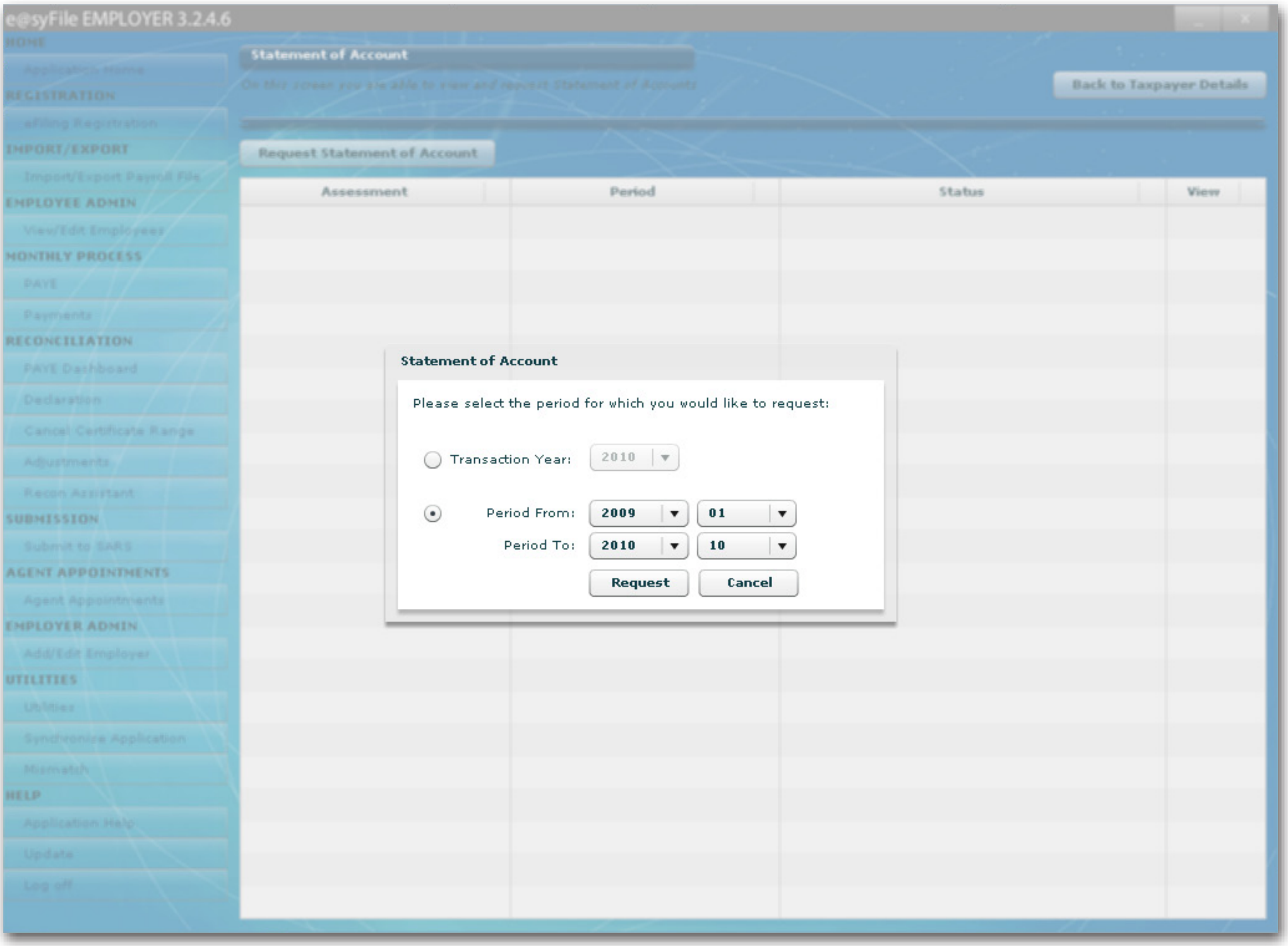
Step 2:

Click **Statement of Account**.



Step 3:

Indicate the tax **period** for which you wish to request an EMPSA. You can either select an Employer Reconciliation Declaration (EMP501) transaction year (March to February), or a shorter period within a specific transaction year.



Step 4:

Enter your **SARS eFiling login name** and **password** to finalise your request. The requested EMPSA will be available within 48 hours of your request. To retrieve your EMPSA, synchronise your application again by clicking **Synchronise Application** in the left menu pane.

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