e@syFile[™] Employer

The Account Management Guide - How to revise your Monthly Employer Declaration (EMP201)





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Scenario 1: Increasing a previous EMP201 declaration

Step 1

Click **PAYE** in the left menu pane to open a page listing of all the employers registered for submitting the Monthly Employer Declaration (EMP201) on your profile.

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		ers to complete B				
GISTRATION						
ling Registration	Search	Names EMPLO	YER NAME	Reference Numbers		eFiling Sync
PORT			Name		Reference Number	View
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PLOYEE ADMIN						
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Step 2

Select the **relevant employer** or use the search function to locate a specific employer. Click **View**.

HOME	Employees' Ta	spayer Deta	ds					
			r year for the pe			npleter	1.	Back to Taxpayers
REGISTRATION	Select the ap	propriate ta	ic month for the			leter		
eRing Registration	Personal and	a there	Returnel	fistory	Status	Dashboard	efiling Synchronieat	ion Make Payment
INPORT	_							
Import Payroli File								
INPLOYEE ADMIN	Incloser Detail							
View/Edit Employees	Trading as:		EMPLOYER NAM			2		
MONTHLY PROCESS	PAYE Reference	Numbers	7000000000	SOL Reference	Numbers	L000000000	USF Reference Numbe	u 000000000
PAYE	Particulars of De	elarant						11/1
Payments	Sumama	SMETH		1				
RECONCILIATION	Ent Name:	10MN						
Cancel Certificate Range	In make	2 Comm					16	
Declaration	L'INTERNA	-	in Arrest				102	
Adjustments	Posistions	MEMBER		_				
SUBMISSION	ID Number:			_				
Submit to SARS	Date of Birth:	19700101						
AGENT APPOINTNENTS	Contact Email:	HRMANAGE	R.@EMAJL.CO.ZA					
	Bus Tel No:	01242200	00 Fax No:	01242200	00			
ENPLOYER ADMIN	Cell No:	00280080	00					
Add/Edit Employer								
UTILITIES								
ayneranize appacation								
Application Help								
Update								
Log off								
					1000	1.		
								Save Details

Step 3

View all the **particulars for the Declarant** to ensure that they are completed and correct. You can edit the details on this page and then click **Save Details**.

1 I THE ACCOUNT MANAGEMENT GUIDE -HOW TO REVISE YOUR MONTHLY EMPLOYER DECLARATION (EMP201) e@syfile™ EMPLOYER

Step 4

To access a specific return, select the **relevant tax year** and **period** at the top of the page. You will then see a list of EMP201s to the right of the screen with the status indicated for that period. Click **Revise**.



Step 5

Complete the **Declaration Revision fields** with correct amounts and then click **OK**.

	PAYE	SDL	UIF	Total
ubmitted Declaration	25600.00	2560.00	2500.00	30660.00
lease enter correct amounts for ew declaration	30000.00	3000.00	3000.00	36000.00
mount to be Allocated	4400.00	440.00	500.00	5340.00

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Step 6

The revised EMP201 return will automatically be listed on the Submissions page. To submit the increased EMP201 declaration to SARS:

Step 6.1

Click Submit to SARS in the left menu pane to submit your return. The return status will then read Ready to File.

HOME	SUBHISS	ION						
REGISTRATION							_	UBHIT
	Type	Reference	Company	Year	Status	Submit		
Import Payroll File	EMP201	7410719126	FESA ENGENEERING SA PTY LTD	201008	READY TO FILE		View	Remove
HPLOYEE ADMIN	_							
View/Edit Employees								
IONTHLY PROCESS	/							
PAYE								
Paymants								
RECONCILIATION								
Cancel Certificate Range								
Declaration								
Adjustments								
SUBMISSION								
Submit to SARS								
AGENT APPOINTHENTS								
INPLOYER ADMIN								
Add/Edit Employer								
TILITIES								
Utilities								
Synchronize Application								
dip .								
Application Help								
Update								
Log off								
open at all								

Step 6.2

Select your return and click **Submit** in the top right hand corner of the page.

Step 6.3

Click to accept the declaration, and enter your SARS eFiling login name and password to submit.

I hereby declare that this re	conciliation is true and correct
that all tax required has bee	en deducted and declared and
that all payments declared h	nave been made. I hereby
accept liability for any differ	ence.
🗸 A	ccept declaration
✓ A	ccept declaration
🗹 A	ccept declaration SARS eFiling login name
☑ A SARS Efiling User Name: SARS Efiling Password:	ccept declaration SARS eFiling login name

Step 6.4

A pop-up message will confirm successful submission to SARS.

1	SUBMISSION	
	EMP201 Submisson completed successfully	
Į	ОК	

Step 7

An additional payment will have to be processed. Follow the steps listed below to make the additional payment.

Step 7.1

Once you have submitted your EMP201 declaration, your return status on eFiling will be updated to **Submitted via e@syFile™ Employer**, and a payment will be generated for the relevant EMP201 return. Please ensure that your **banking details are correctly set up** on eFiling before you make payment, and that the **necessary access rights are allocated** to your login name.

Step 7.2

Click Payments below Monthly Process in the left menu pane.

Step 7.3

Enter your eFiling login name and password.

Step 7.4

The remaining steps of the payment process are similar to the process on the SARS eFiling website:

- Select the return for which you want to make payment, and click Make electronic payment
- Select the account from which you are making the payment, and follow the easy steps to make your payment.

		Close
Employees' Taxpayer Details	_	
Taxpayer:		-
Payments: Outstanding		
his page allows you to:		
 Capture payment details regarding tax return payments you have already made manual. Create payment instructions to the bank of your choice to do the actual payment to S 	nually SARS	
• Tip: You can submit payments any time before the payment due date, with an effective	tive date of the payment due date. The	
 Please be aware that there is a R500,000 limit on payments unless you use one 	e of the following banking products: ABSA -	
Cash Focus, ABSA Corporate Banking, ABSA Direct - Internet Banking, Autopay	ay (Standard Bank), FNB - CAMS, Online	
Banking, Internet Banking, Invested Online Banking, Ned Treasury (Nedbank), Ne Bank Business Online (CATS).	Verbank Business (Nedbank) or Standard	
EMD204 Dederstione		
EMP201 Declarations	Tax Status Amount Due View Split	
Num Payment Reference Num Description Pe	Period Status Amount Due Return Payment	
LF0112013 EMP201 20	UNPAID R	
tack to Top		
Select All Payments		
Total amount of Payments: R		
Total amount of Payments selected: R 0.00		
Total amount of Payments not selected: R		
Total number of Payments selected: 0		
Total number of Payments: 6		
Make electronic payment		
Manual Payments - Capture details of payments made outside of	of this system	
and the Tax		
		_

Scenario 2: Decreasing a previous EMP201 declaration.

Step 1

Follow steps 1-4 of Scenario 1: Increasing a previous EMP201 declaration above to select the relevant employer and period.

Step 2

Complete the Declaration Revision fields and click OK.

	PAYE	SDL	UIF	Total
ubmitted Declaration	25600.00	2560.00	2500.00	30660.00
ease enter correct amounts for ew declaration	20000.00	2000.00	2000.00	24000.00
mount to be Allocated	-5600.00	-560.00	-500.00	-6660.00

Step 3

A pop-up message will appear indicating that the amounts entered have resulted in a credit. If your payment matches the new revised return, click **OK**. If your payment matches the previous declaration, click **Cancel** to allocate the resulting credit to another period.



Step 4

Select a period and allocate the listed credit on the Payment Reallocation message, then click Next.

You hav less thai these to	e made a revision n the total amoun tal to other perioc	to your decla t in the previo ls.	ration where the tota us declaration. You	al amount in the new declaration is can now allocate the difference in
Orignal	amount to be real	located: I	R 6660.00	
Amount	remaining to be r	eallocated:	2 6660.00	
Period:	2010-08			
Period: PAYE:	2010-08 6660.00	SDL:	0.00	UIF: 0.00

Step 5

Once the full credit available has been allocated, you will receive another pop-up message reflecting R0.00 remaining to be allocated. Click **Done**.

ess than the total a these total to other (evision to your declaration where the total amount in the new declaration imount in the previous declaration. You can now allocate the difference i periods.
Orignal amount to b	e reallocated: R 6660.00
Amount remaining to	o be reallocated: R 0.00
Period:	
Period: PAYE:	SDL: UIF:

Step 6

The revised EMP201 return, as well as the credit allocated to another period, will automatically be listed on the Submissions page. Follow **steps 6.1-6.4 Scenario 1: Increasing a previous EMP201 declaration** above to submit the decreased EMP201 to SARS.

Scenario 3: Incorrect period selected during original EMP201 submission

Step 1

Once you have submitted the return for the correct period, follow the steps below to locate the return submitted for the incorrect period, then click **Revise**.

Step 1.1

Click **PAYE** in the left menu pane to open a page listing of all the employers registered for submitting the Monthly Employer Declaration (EMP201) on your profile.

IONE	EMP201 TA	KPAYERS					
		yers to can	oplete Employees' Taxi				
EGISTRATION			-		-		
eFiling Registration	Search	Names	EMPLOYER NAME	Reference Numberi			eFiling Sync
NPORT	-		Name		1.1	Reference Number	View
Import Payroll File	EMPLOYER	NAME				700000000	View
HPLOTEE ADHIN							
View/Edit Employees							
IONTHLY PROCESS	1						
PAYE	2						
Payments							
ECONCILIATION							
Cancel Certificate Range							
Declaration	1						
Adjustments							
UBMISSION							
Submit to SARS	1						
CENT APPOINTMENTS	1						
NPLOTER ADMIN							
Add/Edit Employer							
TILITIES							
Utilities							
Synchronice Application	1						
ELP	4						
Application Help							
updata	-						
	4						
gged in as:							

Step 1.2

Select the **relevant employer** or use the search function to locate a specific employer. Click **View**.

HOME	Employees' Tax	payer Det	ala				
					to complete:		Back to Taxpayers
REGISTRATION	Select the ap	propriate t	ax month for the		complete:		
eFiling Registration	The second second	-	Returns	History	tatus Dashboard	eFiling Synchronisation	Make Payment
IMPORT							
Import Payroll File	(Constraints)						
INPLOYEE ADMEN	Imployer Details						
View/Edit Employees	Trading as:		EMPLOYER NAM	C			
HONTHLY PROCESS	PAYE Reference	Numbers	7000000000	SOL Reference Num	L00000000	UIF Reference Humber:	U 000000000
PANE	Particulars of De	clarant					11 /1
Payments	Sumamer	SMITH					
ECONCILIATION	First Name:	JOHN					
Cancel Certificate Range	Inmale	1				6	
Declaration	Posistings	MEMBER	General Association			100	
Adjustments	10 muchas	HEMDER.		Contraction of the local division of the loc			
UBMISSION	10 Mumber			-			
Submit to SARS	Date of Birth:	19700103		1000			
AGENT APPOINTMENTS	Contact Email:	HRMANAG	ER.ØEMAIL.CO.ZA				
	Bus Tel Nor	01242200	100 Fax Not	0124220000			
HPLOYER ADMIN	Cell No.	08280080	00				
Children							
Synchronice Application							
IELP							
Application Help							
Updata							
Log off							
goed in an	-		_	/			
							Save Details

Step 1.3

View all the **particulars for the Declarant** to ensure that they are completed and correct. You can edit the details on this page and then click **Save Details**.

Step 1.4

To access a specific return, select the **relevant tax year** and **period** at the top of the page. You will then see a list of Monthly Employer Declarations (EMP201) to the right of the screen with the status indicated for that period.



Step 2

Enter zeros in the fields for **PAYE, SDL and UIF** and click **OK**. This will ensure that you receive a new unique payment reference number (PRN) when the return is due and must be revised.

	PAYE	SDL	UIF	Total
ubmitted Declaration	25600.00	2560.00	2500.00	30660.00
lease enter correct amounts for ew declaration	0.00	0.00	0.00	0.00
mount to be Allocated	-25600.00	-2560.00	-2500.00	-30660.00

Step 3

You will see a pop-up message indicating that you should reallocate the excess payment. Click **Cancel** to reallocate the credit.

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Step 4

The full amount should be listed as a credit to reallocate. Take care to select the **correct period** and **allocate the full amount** to the correct period. Click **Next**.

You have	e made a revision	to your declaration where the tota	al amount in the new declaration is
these to	tal to other period	s.	can now anotate the dimerence in
Orignal :	mount to be real	acated: R 30660 00	
· / F I I I I // I // /	annound to be rear	rocated: 100000.00	
Amount	verssining to be w	Dillocated P 20660 00	
Amount	remaining to be r	eallocated: R 30660.00	
Amount Period:	remaining to be r	eallocated: R 30660.00	
Amount Period:	remaining to be received and the receive	eallocated: R 30660.00	
Amount Period: PAYE:	remaining to be re 2010-08 25600.00	eallocated: R 30660.00 SDL: 2560.00	UIF: 2500.00

Step 5

Once the full credit available has been allocated, you will see another pop-up message reflecting R0.00 remaining to be allocated. Click **Done**.

ayment Reallocation			
You have made a revi less than the total am these total to other pe	sion to your declaration where ount in the previous declarat eriods.	e the total amount in the new declaration on. You can now allocate the difference i	n is in
Orignal amount to be Amount remaining to	reallocated: R 30660.00 be reallocated: R 0.00		
Period:	v		
PAYE:	SDL:	UIF:	
Total:	Ca	incel Back Done	

Step 6

The revised return (for the incorrect period) and the credit allocated to the correct period will automatically be listed on the Submissions page. Follow **steps 6.1-6.4 of Scenario 1: Increasing a previous EMP201 declaration** above to submit the amended EMP201 to SARS.

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