

e@syFile™ Employer

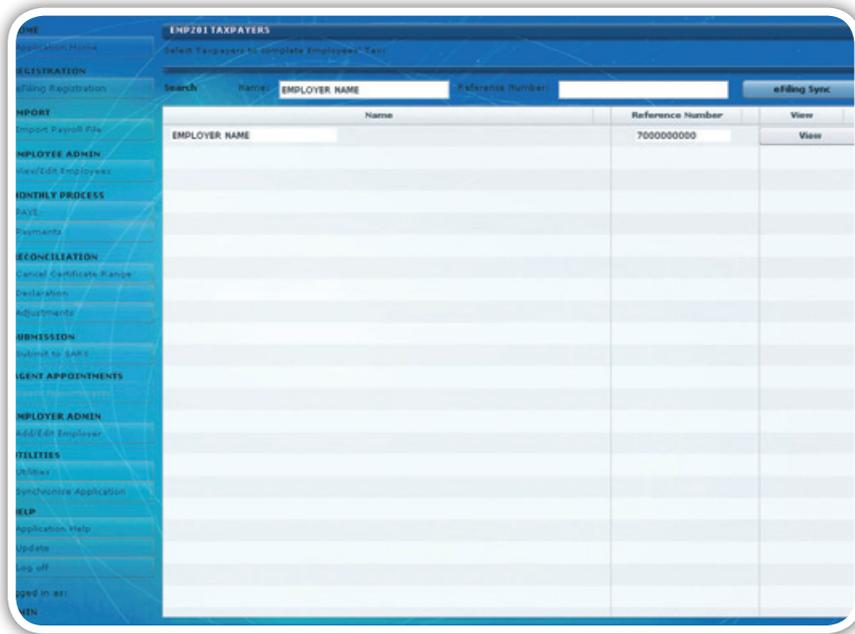
The Account Management Guide  
- How to revise your Monthly Employer Declaration (EMP201)



## Scenario 1: Increasing a previous EMP201 declaration

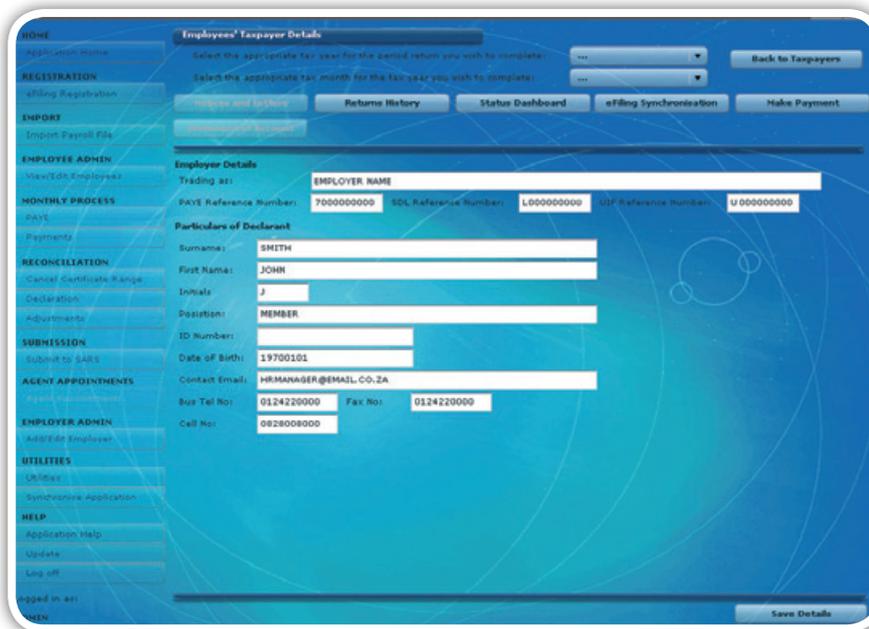
### Step 1

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.



### Step 2

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



### 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**.

### 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**.

**Declaration Revision**

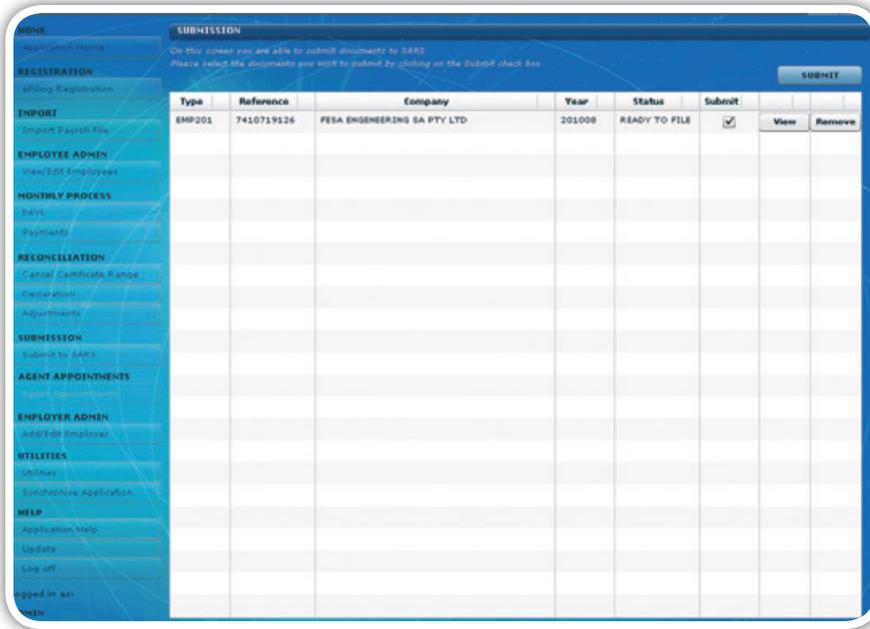
	PAYE	SDL	UIF	Total
Submitted Declaration	25600.00	2560.00	2500.00	30660.00
Please enter correct amounts for new declaration	30000.00	3000.00	3000.00	36000.00
Amount to be Allocated	4400.00	440.00	500.00	5340.00

## 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**.



### 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.

**SARS Secure Login**

I hereby declare that this reconciliation is true and correct, that all tax required has been deducted and declared and that all payments declared have been made. I hereby accept liability for any difference.

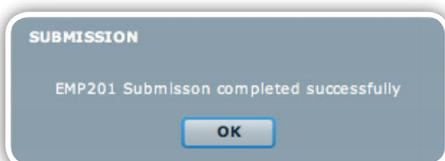
Accept declaration

SARS Efiling User Name:

SARS Efiling Password:

### Step 6.4

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



## 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**.

The screenshot shows the 'e@syFile EMPLOYER' interface. At the top, it says 'Employees' Taxpayer Details'. Below that, it displays 'Taxpayer: [redacted]' and 'Payments: Outstanding'. A section titled 'This page allows you to:' lists instructions for manual payments and a tip about the R500,000 limit. Below this is a table of EMP201 Declarations.

EMP201 Declarations									
Pay	Name	Reference Num	Payment Reference Num	Description	Tax Period	Status	Amount Due	View Return	Split Payment
<input type="checkbox"/>	[redacted]	7 [redacted]	[redacted] LF0112013	EMP201 Payment	201005	UNPAID	R [redacted]	<a href="#">View</a>	

Below the table, there is a 'Back to Top' link and a 'Select All Payments' checkbox. A summary table shows the total amount of payments (R [redacted]) and the total amount of payments selected (R 0.00). Below this is a 'Make electronic payment' button and a 'Manual Payments - Capture details of payments made outside of this system' button. A final 'Back to Top' link is at the bottom.

## 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**.

**Declaration Revision**

	PAYE	SDL	UIF	Total
Submitted Declaration	25600.00	2560.00	2500.00	30660.00
Please enter correct amounts for new declaration	20000.00	2000.00	2000.00	24000.00
Amount 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.

**REVISION**

Please note that the amount(s) that you have entered are less than your original declaration. If your payment matches this lower amount, please click 'OK'.

If your payment matches the previous declaration, please click 'Cancel' to reallocate the excess payment to another period.

Please note that this credit cannot be reallocated to the original period at a later stage.

**Step 4**

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

**Payment Reallocation**

You have made a revision to your declaration where the total amount in the new declaration is less than the total amount in the previous declaration. You can now allocate the difference in these total to other periods.

Original amount to be reallocated: **R 6660.00**  
 Amount remaining to be reallocated: **R 6660.00**

Period:

PAYE:     SDL:     UIF:

Total:

**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**.

**Payment Reallocation**

You have made a revision to your declaration where the total amount in the new declaration is less than the total amount in the previous declaration. You can now allocate the difference in these total to other periods.

Original amount to be reallocated: **R 6660.00**  
 Amount remaining to be reallocated: **R 0.00**

Period:

PAYE:     SDL:     UIF:

Total:

**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.

The screenshot shows the 'EMP201 TAXPAYERS' page. The left-hand navigation menu is visible, with 'PAYE' selected. The main content area displays a table of employers with the following columns: Name, Reference Number, and View. A single entry is visible with the name 'EMPLOYER NAME' and reference number '7000000000'.

Name	Reference Number	View
EMPLOYER NAME	7000000000	View

#### Step 1.2

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

The screenshot shows the 'Employees' Taxpayer Details' page. The top section contains navigation tabs: 'Particulars and Settings', 'Returns History', 'Status Dashboard', 'eFiling Synchronisation', and 'Make Payment'. Below this, the 'Employer Details' section includes fields for 'Trading as:' (EMPLOYER NAME), 'PAYE Reference Number:' (7000000000), 'SDL Reference Number:' (L000000000), 'LUF Reference Number:' (U000000000), and 'UJ Reference Number:' (U000000000). The 'Particulars of Declarant' section includes fields for Surname (SMITH), First Name (JOHN), Initials (J), Position (MEMBER), ID Number, Date of Birth (19700101), Contact Email (HRMANAGER@EMAIL.CO.ZA), Bus Tel No (0124220000), Fax No (0124220000), and Cell No (0828008000). A 'Save Details' button is located at the bottom right.

#### 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
Submitted Declaration	25600.00	2560.00	2500.00	30660.00
Please enter correct amounts for new declaration	0.00	0.00	0.00	0.00
Amount 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.

**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**.

**Payment Reallocation**

You have made a revision to your declaration where the total amount in the new declaration is less than the total amount in the previous declaration. You can now allocate the difference in these total to other periods.

Original amount to be reallocated: **R 30660.00**  
 Amount remaining to be reallocated: **R 30660.00**

Period:

PAYE:     SDL:     UIF:

Total:

**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**.

**Payment Reallocation**

You have made a revision to your declaration where the total amount in the new declaration is less than the total amount in the previous declaration. You can now allocate the difference in these total to other periods.

Original amount to be reallocated: **R 30660.00**  
 Amount remaining to be reallocated: **R 0.00**

Period:

PAYE:     SDL:     UIF:

Total:

**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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