

eFiling

**Account Management Guide
- Payment Allocation**



www.sars.gov.za

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1. HOW TO OBTAIN A PAYMENT LISTING

This function will allow you to:

- View all payments made since 20 March 2010, the date when the new Monthly Employer Declaration (EMP201) process was introduced.
- Identify any unallocated payments (payments indicated as unallocated correspond to those contained in the EMPSA in section **Unallocated payments excluded from the cumulative balance**).

Step-by-step process:

- To enter the PAYE Account Maintenance function, click on the **Account Maintenance** tab displayed towards the bottom left of the page.
- Previous payment allocations can be viewed under **Allocation History**.

SARS eFILING FOR ORGANISATIONS

USER ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT A. EMPLOYER

Account Maintenance (circled in red)

USER DETAILS

User Name:	A. PRACTITIONER
Login Name:	JOE SOAP
Date Registered:	2009/02/13

COMPANY DETAILS

Trading As Name:	A. EMPLOYER
Registration Number:	20001123456/00
Date Registered:	2009/03/06

INCOME TAX QUICK SEARCH

Please enter your Income Tax Reference Number:

World Customs Organisation Director for Capacity Building **1 April to 31 May 2010**

2010 Employers Tax Season - 1 April to 31 May 2010!

The new format Monthly Employer Declaration (EMP201) is now compulsory and must accompany future payments. NEW!
 SARS Notice to Employers Regarding New PAYE 2010 Requirements
 A Step-By-Step Guide to the PAYE Reconciliation Process
 A Step-By-Step Guide To The New PAYE Reconciliation Process using eASYFILE™ Employer
 For more info, see our 2010 Employers Tax Season page...

2010 FIFA WORLD CUP
Tax & Customs

- You will be provided with a number of selection options under the **Payments Search** tab.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

Account Maintenance (circled in red)

PAYE ACCOUNT SEARCH

Client Details

Client Name:	A. EMPLOYER
Trading As:	A. EMPLOYER
Registration Number:	1234567890
Tax Reference:	1234567890

Please select your desired search option below

Payments Search (circled in red)

I would like to Allocate all UNALLOCATED payments

I would like to Reallocate payments

I would like to view ALL payments

Once you have completed your selection, please click on the button below.

- Select **I would like to view ALL payments**.

Note: Payments listed **only include** all PAYE, SDL and UIF payments made on or after 20 March 2010. A complete payments listing will be displayed indicating the payment value and the amount allocated/unallocated. "Refer to Drawer" payments will also be listed.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

Client Details
 Client Name: A. EMPLOYER
 Trading As: A. EMPLOYER
 Registration Number: 1234567890
 Tax Reference: 1234567890

Payments

Print Date	PRN	Amount	Allocated	Not selectable – EMP201 process only	
2010/03/31	LE0000017	R 971614.35	R 971614.35	R 0.00	
2010/03/31	LE0000017	R 96759.47	R 96759.47	R 0.00	
2010/03/31	LE0000017	R 115654713.26	R 114683098.91	R 971614.35	
2010/05/31	L00000000	R 119681990.93	R 36323.12	R 119640007.81	
2010/06/03	L00000000	R 232988.12	R 232988.12	R 0.00	
2010/05/31	LE0000031	R 230833.86	R 230833.86	R 0.00	
2010/06/30	LE0000043	R 245587.84	R 245587.84	R 0.00	
2010/07/30	L20100700	R 331324.21	R 0.00	R 331324.21	
2010/07/30	L20100700	R 119126494.24	R 0.00	R 119126494.24	
2010/07/30	LE0000055	R 331324.21	R 331324.21	R 0.00	
2010/07/30	LE0000057	R 73165.87	R 23778.56	R 49387.31	
2010/09/30	LE0000031	R 540232.05	R 540232.05	R 0.00	
2010/04/30	LE0000029	R 513639.93	R 513639.93	R 0.00	
2010/04/30	LE0000028	R 244949.04	R 244949.04	R 0.00	
2010/04/30	LE0000029	R 117400612.96	R 117059524.39	R 341088.57	
2010/05/31	LE0000031	R 86594.69	R 86594.69	R 0.00	
2010/06/30	LL0000000	R 117296791.98	R 0.00	R 117296791.98	
2010/07/30	L20100700	R 73165.87	R 0.00	R 73165.87	
2010/06/30	LE0000043	R 117296791.98	R 117296791.98	R 0.00	
2010/07/30	LE0000055	R 119126494.24	R 119126494.24	R 0.00	
2010/08/31	LE0000031	R 281203.15	R 281203.15	R 0.00	
2010/08/31	LE0000031	R 200586.23	R 200586.23	R 0.00	
2010/08/31	L00000000	R 114778730.68	R 114778730.68	R 0.00	
2010/09/30	LE0000031	R 73340.79	R 73340.79	R 0.00	
2010/09/30	LE0000031	R 122840507.58	R 122840507.58	R 0.00	
				Total:	R 357835534.34

Please click on the back button below in order to continue

[Back](#)

- The Payments Listing also provides an indication as to how the unallocated portion of the payment may be resolved (by clicking on the icon on the far right of the transaction). Two options are available:
 - Allocate a Payment:** Payments that are fully unallocated and which can be resolved using the account maintenance function – refer to **2. How to allocate a payment** below.
 - Re-allocate a Payment:** Refer to **3. How to re-allocate a payment** below. Payments that have already been allocated / partially allocated to a valid EMP201 will display as 'use the EMP201 process'.

2. HOW TO ALLOCATE A PAYMENT

What this function will allow you to do:

- Allow you to assign an unallocated payment to a specific EMP201 declaration.

Note: In order to allocate a payment, the EMP201 declaration must be unpaid.

Step-by-step process:

- Enter the PAYE Account Maintenance function by clicking on the **Account Maintenance** tab displayed towards the bottom left of the page.
- A number of selection options will be displayed.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

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PAYE ACCOUNT SEARCH

Client Details
 Client Name: A. EMPLOYER
 Trading As: A. EMPLOYER
 Registration Number: 1234567890
 Tax Reference: 1234567890

Please select your desired search option below

Payments Search

I would like to Allocate all UNALLOCATED payments
 I would like to Reallocate payments
 I would like to view ALL payments

Once you have completed your selection, please click on the button below.

- Select the option **I would like to allocate all UNALLOCATED payments.**
- You will be requested to indicate which EMP201 declarations you would like to allocate these payments to.

SARS eFILING FOR ORGANISATIONS

USER ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT A.EMPLOYER

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PAYE ACCOUNT SEARCH

Client Details
 Client Name: A. EMPLOYER
 Trading As: A. EMPLOYER
 Registration Number: 2005/019191/23
 Tax Reference: 1234567890

Please select your desired search option below

Payments Search

I would like to Allocate all UNALLOCATED payments
 I would like to Reallocate payments
 I would like to view ALL payments

Debit Search

I would like to view all debit balances
 I would like to view debit balances for EMP201 PRN
 I would like to view all debit balances between:

PRN: 1234567890
 Please capture the last 9 digits of your PRN above.
 Select Year first: 2011
 From: 2010-03 To: 2010-11

Once you have completed your selection, please click on the button below.

- You have the following options:
 - **I would like to view all debit balances** – this will provide you with all tax periods from March 2010 to date that you can assign an unallocated payment to, in other words, all tax periods that have unpaid EMP201 declarations. You would use this option if you did not have specific details of the EMP201 to which the unallocated payment should be assigned and would therefore like to view the possible alternatives.

- **I would like to view debt balances for EMP201 PRN** – this option allows you to select a specific EMP201 declaration against which the payment must be allocated. To do this, enter the last nine digits of the EMP201's PRN into the designated field.
- **I would like to view all debt balances between** – this will provide you with all tax periods that have unpaid EMP201 declarations within a specified range.
- On selection, you will be provided with a listing of all unallocated payments and a listing of unpaid EMP201 declarations to which these payments may be allocated.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

PAYE ACCOUNT MAINTENANCE

Client Details
 Client Name: A. EMPLOYER
 Trading As: A. EMPLOYER
 Registration Number: 1234567890
 Tax Reference: 1234567890

Debit per Tax Period					as at 2010/11/04	
Select	Period	PRN	Incl. in Declaration	Amount		
<input checked="" type="radio"/>	201003	LE0000135	PAYE	R 11345.27		
				Total:	R 11345.27	

Payments							as at 2010/11/04	
Add	Print Date	PRN	Amount	Allocated	Unallocated			
<input type="radio"/>	2010/03/30	L64369796	R 9803.67	R 0.00	R 9803.67			
				Total:	R 9803.67			

Once you have completed your allocation, please click on the appropriate button below in order for SARS to allocate these payments

- You are now required to select the payment and the EMP201 declaration which are to be matched by clicking the radio button that appears to the left of each transaction.
- Once you have selected the transactions, click the **Submit Allocation** button.
- A summary of the selection will be displayed for final confirmation.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

SIMPLE ALLOCATION REQUEST

Client Details
 Client Name: A. EMPLOYER
 Trading As: A. EMPLOYER
 Registration Number: 1234567890
 Tax Reference: 1234567890

Debit per Tax Period						
Period	PRN	Incl. in Declaration	Amount			
201003	LE0000135	PAYE	R 11347.83			
				Total:	R 11347.83	

Payments								
Print Date	PRN	Amount	Allocated	Unallocated				
2010/03/30	L64369796	R 9803.67	R 0.00	R 9803.67				
				Total:	R 9803.67			

Once you have completed your allocation, please click on the button below in order for SARS to allocate these payments

Note: EMP201 declarations are payable on the 7th of the month following the end of the tax period. Penalties and interest will be imposed if the selected payment has a payment date that is after the due date of the EMP201 to which it has been allocated.

- To change the allocation, click the **Back** button.
- To confirm the allocation, click the **Submit Allocation** button. The allocation will then be submitted and processed immediately by SARS.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

Allocation Request Confirmation Details

Your allocation request has been submitted successfully.

History Back to PAYE Account Search

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- To perform another allocation, click on **Back to PAYE Account Search**.
- The result of the allocation will be displayed in the listing of payments and debt balances. A payment may no longer appear available and an EMP201 declaration value would have reduced with the allocation.
- You can confirm that the payment has been allocated by viewing the payment listing. This is done by selecting the option **I would like to view ALL payments** as detailed in the step-by-step process **Obtain a Payment Listing**. The selected payment should now show as allocated.

3. HOW TO RE-ALLOCATE A PAYMENT

This function will allow you to:

- Request SARS to re-allocate a payment, in other words, amend an existing payment allocation.
- Request multiple re-allocations at any one time.

Please note that processing of this type of request does not happen immediately since SARS has to evaluate the request and agree to the re-allocation as indicated.

Step-by-step process:

- Enter the PAYE Account Maintenance function by clicking on the **Account Maintenance** tab displayed towards the bottom left of the page.
- A number of selection options will be displayed.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

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PAYE ACCOUNT SEARCH

Client Details

Client Name:	A. EMPLOYER
Trading As:	A. EMPLOYER
Registration Number:	1234567890
Tax Reference:	1234567890

Please select your desired search option below

Payments Search

I would like to Allocate all UNALLOCATED payments
 I would like to Reallocate payments
 I would like to view ALL payments

Once you have completed your selection, please click on the button below.

[Request List](#)

- Select the option **I would like to Reallocate Payments**.
- As in the case of **How to Allocate a Payment**, you will also be requested to indicate which unpaid EMP201 declarations you would like to re-allocate these payments to.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

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PAYE ACCOUNT SEARCH

Client Details

Client Name:	A. EMPLOYER
Trading As:	A. EMPLOYER
Registration Number:	1234567890
Tax Reference:	1234567890

Please select your desired search option below

Payments Search

I would like to Allocate all UNALLOCATED payments
 I would like to Reallocate payments
 I would like to view ALL payments

Debits Search

I would like to view all debit balances
 I would like to view debit balances for EMP201 PRN
 I would like to view all debit balances between:

PRN: 1234567890
 Please capture the last 9 digits of your PRN above.
 Select Year first: 2011 [Continue](#)
 From: 2010-03 To: 2010-11

Once you have completed your selection, please click on the button below.

[Request List](#)

- You have the following options:
 - I would like to view all debit balances** – this will provide you with all possible tax periods from March 2010 to date that you can assign a payment to, in other words, all tax periods that have an unpaid EMP201 declaration.
 - I would like to view debt balances for EMP201 PRN** – this option allows you to select a specific EMP201 declaration against which the payment must be allocated. To do this, enter the last nine digits of the EMP201's PRN into the designated field.
 - I would like to view all debt balances between** – this will provide you with all tax periods that have unpaid EMP201 declarations within a specified range.
- On selection, you will be provided with a listing of all fully or partially allocated payments and a listing of unpaid EMP201 declarations to which these payments may be re-allocated.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

PAYE ACCOUNT MAINTENANCE

Client Details
 Client Name: A. EMPLOYER
 Trading As: A. EMPLOYER
 Registration Number: 1234567890
 Tax Reference: 1234567890

Debit per Tax Period					Payments					
as at 2010/11/05					as at 2010/11/05					
Select	Period	PRN	Incl. in Declaration	Amount	Add	Print Date	PRN	Amount	Allocated	Unallocated
<input type="radio"/>	200810	LE0000079	PAYE SDL UIF	R 7008.94	<input type="radio"/>	2010/05/31	L00000000	R 119681990.93	R 36323.12	R 119645667.81
<input type="radio"/>	200910	LE0000055	PAYE SDL UIF	R 133224359.61	<input type="radio"/>	2010/06/03	L00000000	R 232988.12	R 232988.12	R 0.00
<input type="radio"/>	201009	LE0000081	PAYE UIF	R 136731534.60	<input type="radio"/>	2010/08/31	L00000000	R 114778730.68	R 114778730.68	R 0.00
<input type="radio"/>	201009	LE0000067	PAYE SDL UIF	R 136731645.35						
<input type="radio"/>	201010	LE0000067	PAYE SDL UIF	R 350.00						
<input type="radio"/> ALLOCATE TO PERIOD										
				Total:						R 119645667.81

Once you have completed your allocation, please click on the appropriate button below in order for SARS to allocate these payments

- A payment may be re-allocated against:
 - A single tax period, or
 - Multiple tax periods.
- A single tax period may be selected by clicking the radio button next to the applicable tax period whereas multiple periods may be selected by clicking the **ALLOCATE TO PERIOD** button.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

PAYE ACCOUNT MAINTENANCE

Client Details
 Client Name: A. EMPLOYER
 Trading As: A. EMPLOYER
 Registration Number: 1234567890
 Tax Reference: 1234567890

Debit per Tax Period					Payments					
as at 2010/11/05					as at 2010/11/05					
Select	Period	PRN	Incl. in Declaration	Amount	Add	Print Date	PRN	Amount	Allocated	Unallocated
<input type="radio"/>	200810	LE0000079	PAYE SDL UIF	R 7008.94	<input checked="" type="radio"/>	2010/05/31	L00000000	R 119681990.93	R 36323.12	R 119645667.81
<input type="radio"/>	200910	LE0000055	PAYE SDL UIF	R 133224359.61	<input type="radio"/>	2010/06/03	L00000000	R 232988.12	R 232988.12	R 0.00
<input type="radio"/>	201009	LE0000081	PAYE UIF	R 136731534.60	<input type="radio"/>	2010/08/31	L00000000	R 114778730.68	R 114778730.68	R 0.00
<input checked="" type="radio"/>	201009	LE0000067	PAYE SDL UIF	R 136731645.35						
<input type="radio"/>	201010	LE0000067	PAYE SDL UIF	R 350.00						
<input checked="" type="radio"/> ALLOCATE TO PERIOD										
				Total:						R 119645667.81

Once you have completed your allocation, please click on the appropriate button below in order for SARS to allocate these payments

- In the case of an allocation to a single period, select both transactions by clicking the radio button that appears to the left of each transaction, and click the **Continue** button.

Note: EMP201 declarations are payable on the 7th of the month following the end of the tax period. Penalties and interest will be imposed if the selected payment has a payment date that is after the due date of the EMP201 to which it has been allocated.

- A summary screen will appear indicating the selected payment. The EMP201 declaration to which this payment must be allocated is also reflected. Additional notes should be captured in the bottom left hand block explaining the reasons for the re-allocation. This will assist us in processing your request.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

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REALLOCATION REQUEST INSTRUCTIONS

Client Details

Client Name: A. EMPLOYER
Trading As: A. EMPLOYER
Registration Number: 1234567890
Tax Reference: 1234567890

Uncleared Declarations		
Period	PRN	Amount
201009	LE0000067	R 136731645.35
201010	LE0000067	R 350.00

Payment Selected for Complex Allocation					
Payment Date	PRN	Amount	Allocated	Unallocated	
2010/05/31	L00000000	R 119681990.93	R 36323.12	R 119645667.81	

Notes

Please reallocate my payment to the selected PRN, as I made another payment already.

Continue **Cancel**

- Click the **Continue** button on completion.
- You will be directed to the list of re-allocations requested for final approval and submission. You may add to the request list by clicking on **Add more**. Multiple payments can be selected and added to the list of re-allocation requests prior to submission to SARS.

Note: A specific payment may, however, only be selected once.

- Once complete, select the button **Submit Allocation** and your request will be sent to our Account Management area for resolution.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

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PAYE PAYMENT ALLOCATION LIST

Client Details

Client Name: A. EMPLOYER
Trading As: A. EMPLOYER
Registration Number: 1234567890
Tax Reference: 1234567890

Select	Payment Date	Payment Reference Number	Allocated to	Open
<input type="checkbox"/>	2010/11/05	L00000000	LE0000067	Open

Once you have completed your allocation, please click on the Submit Allocation button below in order for SARS to allocate these payments

Submit Allocation **Add More** **Delete**

- In the event that you would like to re-allocate the selected payment to multiple tax periods, click the **ALLOCATE TO PERIOD** button, and then select the **Continue** button.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

Client Details:
 Client Name: A. EMPLOYER
 Trading As: A. EMPLOYER
 Registration Number: 1234567890
 Tax Reference: 1234567890

Select	Period	PRN	Incl. in Declaration	Amount
<input type="radio"/>	200810	LE0000079	PAYE SDL UIF	R 7008.94
<input type="radio"/>	200910	LE0000055	PAYE SDL UIF	R 133224359.61
<input type="radio"/>	201009	LE0000081	PAYE UIF	R 136731534.60
<input checked="" type="radio"/>	201009	LE0000067	PAYE SDL UIF	R 136731645.35
<input type="radio"/>	201010	LE0000067	PAYE SDL UIF	R 350.00
ALLOCATE TO PERIOD				
Total:				R 406694898.50

Add	Print Date	PRN	Amount	Allocated	Unallocated
<input checked="" type="radio"/>	2010/05/31	L00000000	R 119681990.93	R 36323.12	R 119645667.81
<input type="radio"/>	2010/06/03	L00000000	R 232988.12	R 232988.12	R 0.00
<input type="radio"/>	2010/08/31	L00000000	R 114778730.68	R 114778730.68	R 0.00
Total:				R 119645667.81	

Once you have completed your allocation, please click on the appropriate button below in order for SARS to allocate these payments

- A summary of the selection will be displayed and you will be given an opportunity to indicate the specific tax periods and amounts per PAYE, SDL and/or UIF to which the payment should be allocated as well as add any further explanations to SARS as to the reason for the re-allocation.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

Client Details:
 Client Name: A. EMPLOYER
 Trading As: A. EMPLOYER
 Registration Number: 1234567890
 Tax Reference: 1234567890

Payment Date	PRN	Amount	Allocated	Unallocated
2010/05/31	L00000000		R 119681990.93	R 36323.12
				R 119645667.81

Period	PAYE	SDL	UIF	Total	Remove
2010 ▾ 11 ▾	5000.00	5000.00	5000.00	R 15000.00	<input type="button" value="Remove"/>
2010 ▾ 11 ▾	0.00	0.00	0.00	R 0.00	<input type="button" value="Remove"/>
2010 ▾ 11 ▾	0.00	0.00	0.00	R 0.00	<input type="button" value="Remove"/>
Total:				R 15000.00	
Payment Total:				R 119681990.93	
Difference:				R 119666990.93	

Notes
Please reallocate accordingly

- Select the **Continue** button once all the required information has been entered. Once selected, you will be directed to the list of re-allocations for final approval and submission.

- You can add to the list by clicking on **Add More**. Multiple payments can be selected and added to the list of re-allocation requests prior to submission to SARS. A specific payment may, however, only be selected once.

The screenshot shows the SARS eFiling interface for 'PAYE PAYMENT ALLOCATION LIST'. The client details are: Client Name: A. EMPLOYER, Trading As: A. EMPLOYER, Registration Number: 1234567890, Tax Reference: 1234567890. A table lists one payment with a date of 2010/11/05 and reference number L00000000. The 'Add More' button is circled in red.

Select	Payment Date	Payment Reference Number	Allocated to	Open
<input type="checkbox"/>	2010/11/05	L00000000	Allocated to periods	Open

Once you have completed your allocation, please click on the Submit Allocation button below in order for SARS to allocate these payments

Buttons: [Submit Allocation](#), [Add More](#), [Delete](#)

- Once completed, the list can be submitted to SARS by clicking on the **Submit Allocation** button.

The screenshot shows the SARS eFiling interface for 'PAYE PAYMENT ALLOCATION LIST'. The client details are: Client Name: A. EMPLOYER, Trading As: A. EMPLOYER, Registration Number: 1234567890, Tax Reference: 1234567890. A table lists three payments with dates of 2010/11/05 and reference numbers L00000000, L00000000, and L00000000. The 'Submit Allocation' button is circled in red.

Select	Payment Date	Payment Reference Number	Allocated to	Open
<input type="checkbox"/>	2010/11/05	L00000000	Allocated to periods	Open
<input type="checkbox"/>	2010/11/05	L00000000	LE0000079	Open
<input type="checkbox"/>	2010/11/05	L00000000	LE0000067	Open

Once you have completed your allocation, please click on the Submit Allocation button below in order for SARS to allocate these payments

Buttons: [Submit Allocation](#), [Delete](#)

- On submission, a case will be created. You can request a status update for each case.
- SARS will respond to the user on finalisation of all payment re-allocation requests and inform you of the outcome for each payment re-allocation request.

4. HOW TO REQUEST A PAYMENT ALLOCATION STATUS

What this function will allow you to do:

- Allow you to view previously submitted allocation requests.

Step-by-step process:

- You can view the payment history of each payment by clicking on the payment. This will indicate not only the current allocation of the payment (i.e. the tax periods the payment is allocated to) but also all previous allocations.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

Allocation History

Reference Number	Name	Status	Open
1234567890	A. EMPLOYER	Filed through eFiling on 2010/11/05	Open
1			

- The payment request can be reviewed as a 'view only' transaction. If you click on **Open**, the details of each case will be displayed.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

PAYE PAYMENT ALLOCATION LIST

Client Details

Client Name: A. EMPLOYER
Trading As: A. EMPLOYER
Registration Number: 1234567890
Tax Reference: 1234567890
Case Number: 000000

Payment Date	Payment Reference Number	Allocated to	Open
2010/11/05	L00000000	Allocated to periods	Open
2010/11/05	L00000000	LE0000079	Open
2010/11/05	L00000000	LE0000087	Open

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- Re-allocation to a specific debit and PRN will display as follows:

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A. EMPLOYER

REALLOCATION REQUEST HISTORY

Client Details

Client Name: A. EMPLOYER
Trading As: A. EMPLOYER
Registration Number: 1234567890
Tax Reference: 1234567890

Uncleared Declarations		
Period	PRN	Amount
200910	LE0000055	R 133224369.61

Payment Selected for Allocation				
Payment Date	PRN	Amount	Allocated	Unallocated
2010/05/31	L00000000	R 119681990.93	R 36323.12	R 119645667.81

[Check Status](#) [Back](#)

- Re-allocation to tax periods will display as follows:

The screenshot shows the SARS eFiling portal interface. At the top, the user is logged in as 'A. EMPLOYER'. The main navigation bar includes 'HOME', 'ORGANISATIONS', 'RETURNS', 'SERVICES', 'CONTACT', and 'LOGOUT'. A dropdown menu for 'Taxpayer List' is set to 'HEALTH'. On the left, a sidebar contains various menu items such as 'Returns Issued', 'Employee's Tax (EMP201)', 'Returns History', 'Returns Search', 'Payments', 'Additional Payments', 'SARS Correspondence', 'Disputes', 'Bulk Payments', 'PAYE Reconciliation', 'PAYE Account Management', 'Account Maintenance', 'Allocation History', 'Voluntary Disclosure', and 'Special Links'. The main content area is titled 'REALLOCATION REQUEST HISTORY' and shows 'Client Details' for 'A. EMPLOYER' with registration and tax reference numbers. Below this is a table 'Payment Selected for Allocation' with columns for 'Payment Date', 'PRN', 'Amount', 'Allocated', and 'Unallocated'. A final table shows the 'Period' breakdown with columns for 'PAYE', 'SDL', 'UIF', and 'Unallocated' amounts. The '2004-02' period is circled in red.

Payment Date	PRN	Amount	Allocated	Unallocated
2010/05/31	L00000000		R 119681990.93	R 36323.12
R 119645667.81				

Period	PAYE	SDL	UIF	Unallocated
2004-02	R 50000.00	R 38000.00	R 45000.00	
2005-01	R 100000.00	R 75000.00	R 90000.00	
2005-04	R 90000.00	R 65000.00	R 80000.00	

Buttons:

- Each individual payment request can then be viewed by the user, once the item has been accessed. You can view the current status of the case by clicking on **Check Status**.

eFiling ACCOUNT MANAGEMENT GUIDE

