

Account Management Guide - Payment Allocation





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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.

VSARS	FILING				FOR ORGANISATIONS
USER ORGANISATIO	ONS RETURNS SERVICES CON	TACT LOGOUT A. EMPLOYER			
Returns Issued Returns History	USER DETAILS		COMPANY DETAILS		
Returns Search Payments Additional Payments	User Name: Login Name: Date Registered:	JOE SOAP 2009/02/13	Trading As Name: Registration Number: Date Registered:	A. EMPLOYER 2000/123456/00 2009/03/06	
SARS Correspondence Disputes	INCOME TAX QUICK SEARCH Please enter your Income Tax Refe	rence Number:		SEARCH	
Bulk Payments PAYE Account Mans	World Customs Organisation Director for Capacity Building	0 1 April to 31 May 20	10		
Account Maintenance Allocation History	2010 Employers Tax Season - 1 April	il to 31 May 2010!	rr 15547		
Volumer, Envolosure Employer Reconcilliation Special Links	The NEW On a Procession of Disputsion Occurrence (In Con- Concerning) and the Concerning Occurrence (In Concerning) SARS Notice to Employees Regarding New PAYE 2010 / A Stop-By-Step Guide to the PAYE Reconcilitation Pro- A Stop-By-Step Guide to The New PAYE Reconcilitation For more Info, see our 2010 Employers Tax Season p	korj a inden dompeter y and must accompany focus a payment ses Process using <u>E@BYPILE</u> ™Employer age	da (%11)		
	2010 FIFA WORLD CU	JP S			

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

VSARS	EFILING	FOR ORGANISATIONS
HOME ORGANISATIO	ONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List A. EMPLOYER	
Returns Issued		
Employee's Tax (EMP201)	PAYE ACCOUNT SEARCH	
Returns History Returns Search Payments Additional Payments	Client Debils A. EMPLOYER Client Name: A. EMPLOYER Trading Astronomic Control	
SARS Correspondence Disputes Bulk Payments PAYE Reconciliation PAYE Account	Pleaseselect 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 pay	
Account Maintenance Allocation History Voluntary orscrostire Special Links	Once you have completed your selection, please click on the button below. Request List	

• 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.

ANISATIONS R	ETURNS	SERVICES	CONTACT LOGOUT Taxpayer List: A	. EMPLOYER		-	
PAYE	ACCO	UNT MAINTEN	ANCE				
CIE	et Detail						
Clie	nt Detail	5	A EMPLOYER				
Trac	dina As:		A. EMPLOYER				
Reg	istration I	Number:	1234567890				
nents Tax	Reference	De:	1234567890				
ndence							
Paym	ients						
Print	Date	PRN	Amount Alloc	ated Not selectable – EMP	201 process only		
iation 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	P	
2010	/05/31	L00000000	R 119681990.93	R 36323.12	R 119640007.81	11	
2010	/06/03	L0000000	R 232988.12	R 232988.12	R 0.00		
2010	/05/31	LE0000031	R 230833.86	R 230833.86	R 0.00	1	
2010 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	1	
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	LE0000067	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 013039.93	R 013039.93	R 0.00		
2010	04/30	LE0000029	R 244545.04	R 244545.04	R 0.00		
2010	05/21	LE0000029	R 117400012.90	R 117059524.39	R 341088.57	F1	
2010	000/01	110000000	D 117398791 99	R 00004.00	D 117208701 00	10 C	
2010	/07/30	1 20100700	R 73185.87	R 0.00	R 73165.87	E C	
2010	/06/30	LE0100100	R 117298791 98	B 117296791 98	R 0 00	PR	
2010	/07/30	LE0000055	R 119126494.24	R 119126494.24	R 0.00	PI C	
2010	/08/31	LE0000031	R 281203.15	R 281203.15	R 0.00	FI	
2010	/08/31	LE0000031	R 200586.23	R 200586.23	R 0.00	1	
2010	/08/31	L00000000	R 114778730.68	R 114778730.68	R 0.00	11 I	
2010	/09/30	LE0000031	R 73340.79	R 73340.79	R 0.00	1	
2010	/09/30	LE0000031	R 122840507.58	R 122840507.58	R 0.00		
				Total:	R 357835534.34		

- 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.

V SARS	FILING	
HOME ORGANISATIO	NS RETURNS SERVICES CONTACT LOGOUT Taxpayer List A. EMPLOYER	
Returns Issued		
Employee's Tax (EMP201)	PAYE ACCOUNT SEARCH	
Returns History Returns Search Payments Additional Payments	Client Details Client Name: A. EMPLOYER Trading As: A. EMPLOYER Registration Number: 1234567890 Tax Reference: 1234567890	
SARS Correspondence	Please select your desired search option below	
Bulk Payments PAYE Reconciliation PAYE Account	Payments Search ① I would like to Allocate all UNALLOCATED payments ① I would like to Reallocate payments ③ I would like to view ALL payments	
Account Maintenance Allocation History Volumery accounts une Special Links	Once you have completed your selection, please click on the button below. Request List	

- 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.

VSARS OFILING	
USER ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT A EMPLOYER	
Returns lissued PAYE ACCOUNT SEARCH Returns History PAYE ACCOUNT SEARCH Returns Search Client Details Payments A. EMPLOYER Additional Payments Client Name: SARS Correspondence Disputes Please select your desired search option below Bulk Payments Payments Payments Payments	
PArte Account I would like to Allocate all UNALLOCATED payments Management I would like to Reallocate payments Account I would like to Reallocate payments Maintenance I would like to view ALL payments	
Voluntary Disclosure De*a Search Employer Reconciliation 9 I would like to view all debit balances for EMP201 PRN PRN: 1234567890 Special Links I would like to view all debit balances for EMP201 PRN Please capture the last 9 digits of your PRN above. Select Year first: 2011 v Continue From: 2010-03 v To: 2010-11 v	
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.

V SARS	FILING									FOR ORGANISA	TIONS
HOME ORGANISATION Returns Issued Employee's Tax (EMP201) Returns History Returns Search	PAYE ACCOUNT MA Client Details Client Name: Trading As:		A EMPLOYER A EMPLOYER	A. EMPLOYER			•				
Payments Additional Payments SARS Correspondence Disputes Bulk Payments	Registration Number: Tax Reference:		1234567890 1234567890		as at 2010/11/04 🔃	Payments				as at 2010/11/04	
PAYE Reconciliation PAYE Account Management Account Maintenance Allocation History	Select Period	PRN LE0000135	Incl. in Declarat PAYE	tion (Amount Total:	R 11345.27 R 11345.27	Add Print Date 2010/03/30	<u>L54369796</u>	Amount R 98	Allocated 03.67 R 0 To	Unallocated .00 R 9803.0 tal: R 9803.0	37 37
Voluntary Disclosure Special Links											
		your ellocation, plea	se click on the encronziet	a button below in o	vier for SARS to allocate	these navments					
	Submit Allocation	Back	se click on the appropriate	e button below in or	der for SARS to allocate	r mese 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.

V SARS	FILING									NISATIONS
HOME ORGANISATIO	ONS RETURNS SERVICES CON	NTACT LOGOUT Taxpayer List: A	. EMPLOYER			•				
Returns Issued										
Employee's Tax (EMP201)	SIMPLE ALLOCATION REQU	EST								
Returns History	Client Details									
Returns Search	Client Name: Trading As:	A. EMPLOYER A. EMPLOYER								
Payments	Registration Number:	1234567890								
Additional Payments	Tax Reference:	1234567890								
SARS Correspondence										
Disputes	Debit per Tax Period				Payments					
Bulk Payments	Period PRN	Incl. in Declaration	Amount		Print Date	PRN	Amount	Allocated	Unallocated	
PAYE Reconciliation	201003 LE0000135	PAYE	puncent	R 11347.83	2010/03/30	L54369796	punount	R 9803.67	R 0.00	R 9803.67
PAYE Account Management			Total:	R 11347.83					Total:	R 9803.67
Account Maintenance	Once you have completed your alloca	tion, please click on the button below in	order for SARS to alloc	ate these payme	ints					
Allocation History	Submit Allocation Back									
Voluntary Disclosure										
Special Links										

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 is 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.



- 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.

VSARS	FILING	FOR ORGANISATIONS
HOME ORGANISATIO	ONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: A EMPLOYER	
Returns Issued Employee's Tax		
(EMP201)	PAYE ACCOUNT SEARCH	
Returns History	Client Details	
Returns Search	Trading As: A. EMPLOYER	
Payments	Registration Number: 1234567890 1234567890	
Additional Payments	Lax Heterop:	
Disputos	Please select your desired search option below	
Bulk Payments	Payments Search	
PAYE Reconciliation	I would like to Allocate all UNALLOCATED payments	
PAYE Account	I would like to Reallocate payments	
Management	I would like to view ALL payments	
Account Maintenance		
Voluntary Disclosure		
Special Links	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.

V SARS	FILING			FOR ORGANISATIONS
HOME ORGANISATIO	NNS RETURNS SERVICES CONTACT LOGOUT Taxpayer List:	A. EMPLOYER	-	
Returns Issued				
Employee's Tax (EMP201)	PAYE ACCOUNT SEARCH			
Returns History	Client Details			
Returns Search	Client Name: A. EMPLOYER			
Payments	Trading As: A. EMPLOYER Registration Number: 1234567890			
Additional Payments	Tax Reference: 1234567890			
SARS Correspondence	Please select your desired search option below			
Disputes	Payments Search			
Bulk Payments	C I would like to Allocate all UNALLOCATED payments			
PAYE Reconciliation	I would like to Reallocate payments			
PAYE Account	I would like to view ALL payments			
Management	o r would like to view rice payments			
Account Maintenance				
Allocation History	Debits Search			
Voluntary Disclosure	I would like to view all debit balances			
Special Links	I would like to view debit balances for EMP201 PRN	PRN: 1234567890		
		Please capture the last 9 digits of your PRN above.		
	I would like to view all debit balances between:	Select Year first: 2011 - Continue		
		From: 2010-03 💌 To: 2010-11 💌		
	Once you have completed your selection, please click on the button below	Ν.		
	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.

V SARS	e fi	LING									F	OR ORGANISATI	ONS
HOME ORGANISATIO	ONS RETU		ICES CONTACT	LOGOUT Taxpayer Lis	at: A. EMPLOYER								
Returns Issued Employee's Tax (EMP201) Returns History Returns Search Payments	PAYE A	CCOUNT MA Details lame:) As: stion Number:	AINTENANCE	A. EMPLOYER A. EMPLOYER 1234567890									2
Additional Payments SARS Correspondence	Tax Ref	ference:		1234567890									_
Disputes	Debit per	Tax Period				as at 2010/11/05 道	Pa	iyments				as at 2010/11/05 🚺	4
Bulk Payments	Select	Period	PRN	Incl. in Declaration	n Amount		A	dd Print Date	PRN	Amount /	Allocated U	Inallocated	
PATE Reconciliation	0	200810	LE0000079	PAYE SDL UIF		R 7008.94		2010/05/31	L00000000	R 119681990.93	R 36323.12	R 119645667.81	1 1
Management	O	200910	LE0000055	PAYE SDL UIF		R 133224359.61		2010/06/03	L0000000	R 232988.12	R 232988.12	R 0.00	
Voluntary Disclosure	0	201009	LE0000081	PAYE UIF		R 136731534.60		2010/08/31	L00000000	R 114778730.68	R 114778730.68	R 0.00	
Special Links	0	201009	LE0000067	PAYE SDL UIF		R 136731645.35					Total:	R 119645667.81	
	O	201010	LE0000087	PAYE SDL UIF		R 350.00							1 1
	O	ALLOCATE	TO PERIOD										
					Total:	R 406694898.50							
	Once you	have complete	d your allocation, ple	ease click on the appropriate	e button below in c	order for SARS to alloca	ite thes	e payments					
	Continue	e Back											

- 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.

VSARS	e fi	ILING								FC	OR ORGANISATIONS
HOME ORGANISATI	ONS RET		ICES CONTACT	LOGOUT Taxpayer Li	st: A. EMPLOYER			•			6
Returns Issued Employee's Tax (EMP201) Returns History Returns Search Payments Additional Payments SARS Correspondence	Client Client Tradin Registr Tax Re	ACCOUNT M Details Name: g As: ration Number: eference:	AINTENANCE	A. EMPLOYER A. EMPLOYER 1234567890 1234567890							r
Disputes	Debit pe	r Tax Period				as at 2010/11/05 🚺	Payments				as at 2010/11/05 道
Bulk Payments PAYE Reconciliation PAYE Account Management Account Maintenance Allocation History Voluntary Disclosure Special Links	Select © © © © © ©	Period 200810 200910 201009 201009 201010 ALLOCATE	PRU LE0000079 LE0000055 LE0000081 LE0000087 LE0000087 LE0000087	Incl. in Declaratio PAYE SOL UIF PAYE SOL UIF PAYE UIF PAYE SOL UIF PAYE SOL UIF PAYE SOL UIF	n Amount	R 7008.94 R 133224359.01 R 136731534.60 R 136731645.35 R 350.00 R 400694898.50	Add [Print Date @ 2010/05/31 (2 2010/08/33 (2 2010/08/31	PRN L00000000 L00000000 L00000000	Amount All R 119681990.93 R 232988.12 R 114778730.88	ocated Ur R 36323.12 R 23298.12 R 114778730.68 Total:	nallocated R 119945067.81 R 0.00 R 0.00 R 119045067.81
	Continu	rave complete	ed your allocation, ple	ease click on the appropriate	e putton pelow in c	rder for SARS to alloca	te tnese 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 is 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.

V SARS		3									TIONS
HOME ORGANISATIO	ONS RETURNS	SERVICES CONTAC	LOGOUT T	axpayer List: A. EMI	PLOYER		•				
Employee's Tax (EMP201) Returns History	REALLOCATIO	N REQUEST INST	RUCTIONS								
Returns Search Payments Additional Payments	Client Name: Trading As: Registration Num Tax Reference:	ber:	A. EMP A. EMP 1234 1234	LOYER LOYER 567890 567890							
SARS Correspondence Disputes Bulk Payments	Uncleared Dec	larations	Amount		Payment Selected f	or Complex Allocation	Amount		Illocated	Unallocated	
PAYE Reconciliation PAYE Account Management	201009 201010	LE0000087 LE0000087	randunt	R 136731645.35 R 350.00	2010/05/31	LOOOOOOO	, modin	R 119681990.93	R 36323.11	R 119645667.8	81
Account Maintenance Allocation History Voluntary Disclosure	Notes Please reallocate	e my payment to the se	lected								
Special Links	PRN, as I made a	another payment alrea	dy.								
	Continue) Cano	pel .									

- 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.

VSARS	VSARS EFILING								
HOME ORGANISATI	ONS RETURNS SERVICES CON	TACT LOGOUT Taxpayer List: A. EMPI	LOYER	▼					
Returns Issued)								
Employee's Tax (EMP201)	PAYE PAYMENT ALLOCATION	LIST							
Returns History	Client Details								
Returns Search	Client Name:	A. EMPLOYER							
Payments	Trading As: Registration Number	A. EMPLOYER 1234567890							
Additional Payments	Tax Reference:	1234567890							
SARS Correspondence									
Disputes	Select Payment Date	Payment Reference Number	Allocated to	Open					
Bulk Payments	2010/11/05	L0000000	LE0000067	Open					
PAYE Reconciliation									
PAYE Account Management	Once you have completed your allocat	on, please click on the Submit Allocation bu	tton below in order for SAF	RS to allocate these payments					
Account Maintenance	Submit Allocation Add More	Delete							
Voluntary Disclosure									
Special Links									
opecial Links	•								

 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.

V SARS	e fi	LING									OR ORGANISATIO	ONS
HOME ORGANISATIC	ONS RET	JRNS SERV	ICES CONTACT	LOGOUT Taxpayer Lis	t: A. EMPLOYER			•			•	
Returns Issued Employee's Tax (EMP201) Returns History Returns Search Payments	PAYE A Client I Client N Trading Registra	CCOUNT M Details Name: 9 As: ation Number:	AINTENANCE	A. EMPLOYER A. EMPLOYER 1234567890								
Additional Payments SARS Correspondence	Tax Re	ference:		1234567890								-
Disputes	Debit per	r Tax Period				as at 2010/11/05 🚺	Payments				as at 2010/11/05 🔃	
Bulk Payments	Select	Period	PRN	Incl. in Declaration	Amount		Add Print Date	PRN	Amount	Allocated	Unallocated	
PAYE Reconciliation	0	200810	LE0000079	PAYE SDL UIF		R 7008.94	2010/05/3	L0000000	R 119681990.93	R 36323.12	R 119645667.81	
PAYE Account Management	O	200910	LE0000055	PAYE SDL UIF		R 133224359.61	2010/06/03	3 <u>L00000000</u>	R 232988.12	R 232988.12	R 0.00	
Account Maintenance	O	201009	LE000081	PAYE UIF		R 136731534.60	2010/08/3	L0000000	R 114778730.68	R 114778730.68	R 0.00	
Allocation History	۲	201009	LE0000067	PAYE SDL UIF		R 136731645.35				Total	P 119845887 81	
Voluntary Disclosure	0	201010	LE0000067	PAYE SDL UIF		R 350.00				rotal.	R 113040007.81	
Special Links	O	ALLOCATE	TO PERIOD									
					Total:	R 406694898.50						
	Once you	have complete	ed your allocation, plea	ase click on the appropriate	button below in a	order for SARS to alloca	te these payments					1
	,00		,									
•	Continu	e Back										
												_

• 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.

V SARS	FILING							
HOME ORGANISATI	ONS RETURNS SERVIC	CES CONTACT	LOGOUT Taxpayer L	ist: A. EMPLOYER		•		
Returns Issued Employee's Tax (EMF201) Returns History Returns Search Payments Additional Payments SARS Correspondence	REALLOCATION REG Client Name: Trading Asumoser: Registration Number: Tax Reference:	QUEST INSTRI	JCTIONS A. EMPLOYER A. EMPLOYER 1234567890 1234567890					
Disputes Rulk Raymonts	Payment Selected for	or Complex Alloca	tion	0		811	Usediased	
PAYE Reconciliation	2010/05/31		L0000000	Amount	R 119681990	0.93	R 36323.12	R 119645667.81
PAYE Account Management Account Maintenance Allocation History Voluntary Disclosure Special Links	Period PAYE 2010 11 1 2010 11 2 2010 11 2 Add Row 2 2	5000.00 0.00 0.00	SDL 5000.00 0.00 0.00	UIF Total: 0.00 0.00 Total: Payment Total: Difference:	tal Remove R 15000.00 Remove R 0.00 Remove R 0.00 Remove R 15000.00 R 119681990.93 R 119686990.93			
(Votes Please reallocate accor	dingly	v					

• 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.

V SARS	FILING				FOR ORGANISATIONS
HOME ORGANISATI	ONS RETURNS SERVICES CONT	ACT LOGOUT Taxpayer List: A. EMPL	.OYER	•	
Roturns Issued					
Employee's Tax (EMP201)	PAYE PAYMENT ALLOCATION	LIST			
Returns History	Client Details				
Returns Search	Client Name:	A. EMPLOYER			
Payments	Trading As: Registration Number:	1234567890			
Additional Payments	Tax Reference:	1234567890			
SARS Correspondence					
Disputes	Select Payment Date	Payment Reference Number	Allocated to	Open	
Bulk Payments	2010/11/05	L0000000	Allocated to periods	Open	
PAYE Reconciliation					
PAYE Account Management	Once you have completed your allocation	on, please click on the Submit Allocation but	tton below in order for SARS to	allocate these payments	
Account Maintenance Allocation History	Submit Allocation Add More	Delete			
Voluntary Disclosure					
Special Links					

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

V SARS	FILING						GANISATIONS		
HOME ORGANISATIO	ONS RETURNS SERVICES CONTAC	Taxpayer List: A. EMPLO	YER	•					
Returns Issued									
Employee's Tax (EMP201)	PAYE PAYMENT ALLOCATION L	IST							
Returns History	Client Details								
Returns Search	Trading As:	A. EMPLOYER A. EMPLOYER							
Payments	Registration Number:	1234567890							
Additional Payments	Tax Reference:	1234567890							
SARS Correspondence									
Disputes	Select Payment Date	Payment Reference Number	Allocated to	Open					
Bulk Payments	2010/11/05	L0000000	Allocated to periods	Open					
PAYE Reconciliation	2010/11/05	L0000000	LE0000079	Open					
PAYE Account	2010/11/05	L0000000	LE0000067	Open					
Management									
Account Maintenance Allocation History	Account Maintenance Once you have completed your allocation, please click on the Submit Allocation button below in order for SARS to allocate these payments								
Voluntary Disclosure Special Links	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.

V SARS	VSARS OFILING									
HOME ORGANISATIO	NS RETURNS SERVICES CONTACT LOGOL	Taxpayer List: A. EMPLOYER	•							
Returns Issued Employee's Tax (EMP201)	Allocation History									
Returns History	Reference Number	Name	Status	Open						
Returns Search	1234567890	A. EMPLOYER	Filed through eFiling on 2010/11/05	Open						
Payments	1									
Additional Payments	L									
SARS Correspondence										
Disputes										
Bulk Payments										
PATE Reconciliation										
Management										
Voluntary Disclosure										
Special Links										

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

V SARS	FILING				FOR ORGANISATIONS
HOME ORGANISATI	ONS RETURNS SERVICES CONTACT	LOGOUT Taxpayer List: A. EN	IPLOYER	•	
Returns Issued					
Employee's Tax (EMP201)	PAYE PAYMENT ALLOCATION LIS	ST			
Returns History Returns Search Payments Additional Payments SARS Correspondence Disputes Bulk Payments PAYE Reconciliation PAYE Account	Client Details Client Name: Trading As: Registration Number: Tax Reference: Case Number: Payment Date 2010/11/05 2010/11/05 2010/11/05	A. EMPLOYER A. EMPLOYER 1234567890 1234567890 000000 0000000 L00000000 L00000000 L000000	Allocated to Allocated to periods LE0000079	Open Open Open Open	
Management Account Maintenance Allocation History Voluntary Disclosure Special Links	Back	2000000		<u>open</u>	

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

V SARS	FILING						FO	R ORGANISATIONS
HOME ORGANISATI	ONS RETURNS SERVICES CON	Taxpayer List: A. EMP	PLOYER		•			
Returns Issued)							
Employee's Tax (EMP201)	REALLOCATION REQUEST HI	STORY						
Returns History	Client Details	A EMPLOYER						
Payments	Trading As:	A. EMPLOYER						
Additional Payments	Registration Number: Tax Reference:	1234567890 1234567890						
SARS Correspondence								
Disputes	Uncleared Declarations		Payment Selected f	or Allocation				
Bulk Payments	Period PRN 200910 LE0000055	Amount R 133224359.61	Payment Date 2010/05/31	PRN L00000000	Amount	Allocated R 119681990.93	Unallocated R 36323.12	R 119645667.81
PAYE Account								
Management	Check Status Back							
Allocation History								
Voluntary Disclosure								
Special Links	•							

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

V SARS	FILING	A. E	MPLOYER			
HOME ORGANISATIO	ONS RETURNS SERVICES CO	NTACT LOGOUT Taxpayer List: HE	ALTH	-		
Returns Issued						
Employee's Tax (EMP201)	REALLOCATION REQUEST H	IISTORY				
Returns History	Client Details	A EMPLOYER				
Returns Search	Client Name: Trading As:	A. EMPLOYER				
Payments	Registration Number:	1234567890				
Additional Payments	Tax Reference:	1234567890				
SARS Correspondence						
Disputes	Payment Selected for Allocatio	n.				
Bulk Payments	Payment Date	PRN	Amount	Allocated	Unallocated	
PAYE Reconciliation	2010/05/31	L0000000		R 119681990.93	R 36323.12	R 119645667.81
PAYE Account						
Management	Paried PAVE	102	lus.			
Allocation History	2004-02	R 50000.00	R 38000.00	R 45000.00		
Valuation History	2005-01	R 100000.00	R 75000.00	R 90000.00		
Consist Lists	2005-04	R 90000.00	R 65000.00	R 80000.00		
Special Links						
	Check Status Reck					
	Check Status Back					

• 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