eFiling

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

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1. Requesting an EMPSA using the Monthly Employer Declaration (EMP201) Work Page

Step 1:

To access this functionality, click the **Returns** icon displayed to the top left of the screen, then click **Returns History** in the left menu pane to view the options.

Step 2:

Click **Employee's Tax (EMP201)** in the left menu pane. The **Return Search** page will be displayed.

Step 3:

Select any **return** in order to request an EMPSA. The **EMP201 Work Page** will be displayed.

Step 4:

Click the **Request Statement of Account** tab at the bottom of the screen. The **Request Statement of Account for PAYE** page will be displayed, and you can select the **particular year** from the drop-down list.

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Step 5:

Click the **Continue** tab once you have selected the **year**. The following screen will be displayed. Specify the **start** and **end period** for the EMPSA.

Step 6:

Click the **Submit** tab. The following message will be displayed on the page, "Please wait while we obtain your EMPSA from SARS". Once the request has been processed, a new page will be displayed to confirm that your request was successfully submitted.

Step 7:

Click **Click here to view your Statement of Account**. The EMPSA will then be displayed.

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2. Requesting an EMPSA using the SARS Correspondence menu option:

Step 1:

Click **SARS Correspondence**, then click **Request PAYE Notices**.

Step 2:

The **Request Statement of Account for PAYE** page will be displayed. Follow **steps 4-7 of 1 above.**

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