

eFiling

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



www.sars.gov.za

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1. Requesting an EMP201 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.

The screenshot displays the SARS eFiling interface for 'FOR ORGANISATIONS'. The top navigation bar includes 'HOME', 'ORGANISATIONS', 'RETURNS', 'SERVICES', 'CONTACT', and 'LOGOUT'. A dropdown menu for 'Taxpayer List' is set to 'Company A'. The left-hand menu is expanded to show 'Employee's Tax (EMP201)'. The main content area is titled 'Return Search' and contains a table with the following data:

Name	Reference Num	Period	Return Type	Status	Amount Due	Complete Date	Open
Company A	1234567890	TaxPeriod: 200912	EMP201	Submitted to SARS on 06/01/2010 + Processed by SARS	7136837.20	06/01/2010	Open
Company A	1234567890	TaxPeriod: 200911	EMP201	Submitted to SARS on 07/12/2009 + Processed by SARS	9810749.05	07/12/2009	Open
Company A	1234567890	TaxPeriod: 200910	EMP201	Submitted to SARS on 06/11/2009 + Processed by SARS	4942238.04	06/11/2009	Open
Company A	1234567890	TaxPeriod: 200909	EMP201	Submitted to SARS on 07/10/2009 + Processed by SARS	4823782.68	07/10/2009	Open
Company A	1234567890	TaxPeriod: 200908	EMP201	Submitted to SARS on 07/09/2009 + Processed by SARS	4738853.43	07/09/2009	Open
Company A	1234567890	TaxPeriod: 200907	EMP201	Submitted to SARS on 07/08/2009 + Processed by SARS	4891088.06	07/08/2009	Open
Company A	1234567890	TaxPeriod: 200906	EMP201	Submitted to SARS on 07/07/2009 + Processed by SARS	4660874.01	07/07/2009	Open
Company A	1234567890	TaxPeriod: 200905	EMP201	Submitted to SARS on 01/06/2009 + Processed by SARS	5113932.46	01/06/2009	Open
Company A	1234567890	TaxPeriod: 200904	EMP201	Submitted to SARS on 21/05/2009 + Processed by SARS	4625894.26	21/05/2009	Open
Company A	1234567890	TaxPeriod: 200903	EMP201	Submitted to SARS on 07/04/2009 + Processed by SARS	5137207.09	07/04/2009	Open
Company A	1234567890	TaxPeriod: 200902	EMP201	Submitted to SARS on 11/03/2009 + Processed by SARS	5792378.73	11/03/2009	Open

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Step 3:

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

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: Company A

EMP201 WORK PAGE

TaxPayer Details
 Taxpayer Name: Company A
 Tax Period: 2010/1

Status Information
 SARS Status: Open
 Status Date:
 Statement of Account: Open Balance: R 0.00

SELECT	PAYMENT REFERENCE NUMBER	SUBMITTED DATE	PAYE	SDL	UIF	PENALTY	INTEREST	TOTAL	VIEW
<input type="radio"/>	1234567890AA0000000	22/11/2010	R 20000.00	R 20000.00	R 20000.00	R 1000.00	R 10000.00	R 71000.00	<u>Open</u>
Nett Amounts:			R 20000.00	R 20000.00	R 20000.00	R 1000.00	R 10000.00	R 71000.00	

Request For Correction Back To Search Query SARS Status

STATEMENT OF ACCOUNT	DESCRIPTION	DATE
EMPSA	Statement of Account	2010/08/19

Request Statement of Account

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.

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: Company A

Request Statement of Account for PAYE

TaxPayer Name: Company A
 TaxPayer Reference: 1234567890

Please select a year:

Continue

2008
2009
2010
2011

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.

The screenshot shows the SARS eFiling interface for organisations. The top navigation bar includes 'HOME', 'ORGANISATIONS', 'RETURNS', 'SERVICES', 'CONTACT', and 'LOGOUT'. A 'Taxpayer List' dropdown is set to 'Company A'. On the left, a sidebar menu lists various services. The main content area is titled 'Request Statement of Account for PAYE' and shows the taxpayer name 'Company A' and reference number '1234567890'. Below this, there are two dropdown menus for 'Start Period' (selected as 2007-03) and 'End Period' (selected as 2008-02). At the bottom of the form are 'Submit' and 'Back' buttons.

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.

This screenshot shows the same SARS eFiling interface after the request has been submitted. The main content area now displays 'Request Statement of Account' for 'Company A' with reference number '1234567890'. A confirmation message states 'Your request to SARS has been successfully submitted'. Below this message is a link that says 'Click here to view your Statement of Account' and a 'Back' button.

Step 7:

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

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

Step 1:

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

SARS eFILING FOR ORGANISATIONS

HOME ORGANISATIONS RETURNS SERVICES CONTACT LOGOUT Taxpayer List: Company A

USER DETAILS

User Name:	Company A
Login Name:	User1
Date Registered:	2008/11/12

COMPANY DETAILS

Trading As	Company A
Name:	User1
Registration Number:	1234567890
Date Registered:	2008/11/12

INCOME TAX QUICK SEARCH

Please enter your Income Tax Reference Number:

ALERT

Don't respond to fake emails, faxes, sms's or websites! Taxpayers should be on the alert for fake emails from an address e.g. returns@sars.co.za or refunds@sars.co.za or fake websites or sms's which inform them of refunds to be paid into their bank accounts.

Please ignore and do not enter any details into these websites or take any action. Taxpayers should report all suspicious incidents to the SARS anti-corruption hotline on 0800 00 2870 or email phishing@sars.gov.za.

Step 2:

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

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