eFiling

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





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The Account Management

Introduction

This section details how you can go about revising a previously submitted Monthly Employer Declaration (EMP201) on your eFiling profile.

To enable the greyed-out Request for Correction option, select the applicable return in the EMP201 Work Page. The Request for Correction
option will then be highlighted

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Returns Issued Employee's Tax (EMP201) Value Added Tax (VAT201)	EMP201 WORK	PAGE									2 🔼 📾	€ Me* READEP*
Returns History	TaxPayer Detai	is				Stat	us Information					
Employee's Tax (EMP201) Value Added Tax	Taxpayer Name Tax Period:	E		THE GAP 2010/6		SAR State	S Status: us Date:					
Returns Search	-										27	
Payments	SELECT	7530764846LEC	RENGE NUMBER	SUBMITTE 26/10/201	D DATE PAYE	R 10000 00	B 10000.00	PENALTY R 10000 00	R 0 00	TOTAL R 0.00	R 30000.00	EW
Additional Payments SARS	Nett Amounts:			2010.201		R 10000.00	R 10000.00	R 10000.00	R 0.00	R 0.00	R 30000.00	<u>open</u>
Correspondence	Request For	Correction	Back To Search	Query SARS Status	Request S	tatement of Account						
Disputes												
Bulk Payments												
Management												
Voluntary Disclosure												
Employer												
Reconcilliation Special Links												
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- Once clicked, the Request for Correction option gives you access to an editable section
- You must then declare the correct amount under each of the tax types (PAYE, SDL and UIF) where required.

Note: If the new amount contains cents, you must enter it using a dot as the system will NOT automatically insert a dot. For example, if the new amount is R1250.25, enter the dot (.) before entering the cents.

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Returns History	TaxPayer Details				Stat	us Information					
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Voluntary Disclosure	Submitted Declaration amount	:		R 1000	0.00	R 10000.00	R 10000.00	R 0.00	R 0.00	R	30000.00
Employer Reconcilliation	Please enter correct amounts fo	or new declaration:									
Special Links	Calculate Back										

Step 1

Once you have entered the **new amounts** and the total amount is equal to the amount of your original declaration, the revised declaration will be available under Preview Declaration, and you can immediately file your revised EMP201.

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Returns Issued Employee's Tax (EMP201) Value Added Tax	EMP201 WORK PAGE									2	Get BEADER
(VAT201) Returns History Employee's Tax (EMP201) Value Added Tax (VAT201) Returns Search	(TaxPayer Details Taxpayer Name: Tax Period:	THE GA 2010/6	P		Status Informati SARS Status: Status Date:	on					
Payments Additional Payments						1 cm					
SARS	Submitted Dedention emount		PAYE	B 10000.00	DL		PENA	ETY B.O.O	INTEREST	TOTAL	B 20000 00
Correspondence	Blass and a stand of a			10000000	7500			500.00		500.00	R 00000.00
Disputes Bulk Paymonts	Please enter correct amounts for new declaration:			12000.00	/000.		9000.00	000.00	I	500.00	R 30000.00
PAYE Account	No difference occurs so the amounts will be redistributed.			R 2500.00	R -2500	.00 R -	1000.00	R 500.00		R 500.00	R 0.00
Management	Please ensure that you enter the cents amounts where applica	ble when captu	ring the new figure	25							
Voluntary Disclosure		PAYE	SDL	U	IF	PENALTY	INTER	EST	TOTAL	VIEW	
Employer Reconcilliation	Preview New Declaration:		R 12500.00	R 7500.00	R 9000	.00 R	500.00	R 500.00		R 30000.00	Open
Special Links	File Back										

Step 2

Alternatively, once you have entered the **new amounts** that are higher or lower than the original total declaration amount, click the **Calculate** option. The following pop-up screen will appear:



Step 3

If the actual payment you made in respect of the originally submitted declaration is less than the amount stated on the new declaration, click **OK**. There will not be any unallocated money remaining.

Step 4

If the actual payment you made in respect of the originally submitted declaration matches the amount stated on the new declaration, click **Cancel**. If there is any unallocated money in this scenario, the unallocated money can be reallocated at a later stage.

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1. Increasing a previous declaration

Step 1

If the new amount entered exceeds the amount previously declared, you must make an additional payment.

Step 2

A summary of the new amounts you have declared, and the amount owed, will be displayed.

Step 3

You can view the new declaration by clicking **Open** alongside Preview New Declaration.

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Additional Payments			PAYE	Isr	1	UIF	PENALTY	NTEREST	
SARS Correspondence	Submitted Declaration amount:			R 10000.00	R 10000.00	R 10000.00	R 0.00	R 0.00	R 30000.00
Disputes	Please enter correct amounts for new declaration:			15000.00	10500.00	12000.00	500.00	250.00	R 38250.00
Bulk Payments	Amount to be paid in:			R 5000.00	R 500.00	R 2000.00	R 500.00	R 250.00	R 8250.00
PAYE Account Management	Please ensure that you enter the cents amounts where app	licable when captu	ring the new figure	5					
Voluntary Disclosure		PAYE	SDI		F	PENALTY	INTEREST		
Employer Reconciliation	Preview New Declaration:		R 5000.00	R 500.00	R 2000.00	R 500.00	R 250.00	R 8250.00	<u>Open</u>
Special Links	File Back								

Step 4

Click File to submit the additional return to SARS. The Return Details screen will be displayed with the following options:

- The Back to EMP201 Landing option allows you to go back to the Returns Search screen
- The Make Payment option takes you to the Payment Details screen to make the required additional payment.



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2. Decreasing a previous declaration

Step 1

If the amount entered is less than the amount previously declared, a credit is made available.

Step 2

You can either allocate this credit to other periods, or leave the credit unallocated by selecting **0 periods** (this is the default option). If you use the default option, you may reallocate the credit at any stage.

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Disputes	Please enter correct amounts for new declaration:		7500.00	7500.00	7000.00	500.00	250.00	R 22750.00
Bulk Payments	Amount to be allocated:		R -2500.00	R -2500.00	R -3000.00	R 500.00	R 250.00	R -7250.00
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Step 3

Select the number of periods to which you would like to reallocate the credit, and click Allocate.

Step 4

Additional fields will be displayed, allowing you to reallocate the available credit to different periods and tax types.

Note: You will not be able to reallocate a credit to the same period as that of the originally submitted declaration. Credit reallocations may be made for periods extending one month into the future, or back until the 1999 tax year.

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Note: If you select more than one period, you will only be able to enter the same period once under Please select period.

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Step 5

Once you have completed the relevant periods with the allocations, click Submit.

Step 6

The declarations completed will be displayed in the SUMMARY table of the EMP201 Work Page.

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USER ORGANISAT	IONS RETURNS S		T LOGOUT THE GAP									
Returns Issued Employee's Tax (EMP201) Value Added Tax (VAT201)	EMP201 WORK	PAGE									2	Cet #
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Employee's Tax	Taxpayer Name:			THE GAP			SARS Status:					
EMP201) Value Added Tax (VAT201)	Tax Period:			2010/6			Status Date:					
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Step 7

Click File to submit your adjusted and additional returns.

Step 8

The Return Details screen will be displayed with the following options:

- The Back to EMP201 Landing option allows you to go back to the Returns Search screen
- The Make Payment option takes you to the Payment Details screen to make the required additional payment.

Return Details		
Your tax return has bee	successfully submitted for period 2009/10	

If the value of the Monthly Employer Declaration (EMP201) is increased, SARS will create an additional EMP201 with a new payment reference number (PRN). At this point, SARS will ask you to settle this debt using this new PRN. Filing an increased EMP201 will therefore not use any overpaid monies available, since the PRN would not be the same as the original EMP201 PRN.

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