

# employer connect

## **Bulk registration of employees**

As an employer you are required to include employees income tax reference numbers and all other additional demographic information in the IRP5/IT3(a) data supplied as part of the employer reconciliation declaration.

To assist employers with obtaining the IT reference numbers SARS will take all the interim reconciliation declarations received for the period up until August 2010 and run the files through a set of validations to either confirm, correct or automatically register all individuals that are not registered for income tax.

SARS will supply the income tax reference numbers to employers via e@syFile™ Employer and communicate the registration to the individuals.

If your payroll system allows, the file that will be created from the e@syFile™ Employer application can be imported into your payroll system to populate the correct income tax reference numbers for your employees in your payroll system.

[Click here for more information on employee registration.](#)