

IRP5 Validation Errors: SDL Reference Number Invalid



Background

There are various errors that can populate when running the IRP5/IT3a report from VIP for the Interim reconciliation / Tax Year End reconciliation.

Outstanding Information on the Basic Company Information Screen

When running the IRP5/IT3a report, validation, test or live run, certain information on the Basic Company Information is mandatory for IRP5 purposes and will be validated before either of the reports can be generated.

Below is the most common error to populate and what you need to do to resolve it.

SDL Reference Number Invalid. Please correct the Reference Number on the Basic Company Information Screen

- The message indicates the SDL reference number is incorrect
- Ensure the Employer details are completed correctly (PAYE, SDL and UIF numbers) with no spaces in front of the company name
- The PAYE must start with a 7 (not a 9), and the UIF and SDL reference numbers must be the same as the PAYE number, with the 7 replaced with a U for UIF, and replaced with a L for SDL.
- Complete the IRP5 contact person details, with no spaces in front of any fields
- Complete the Company physical address fields, with no spaces in front of any of the fields