

Tax Year End

Validate Company Information



Begin your tax year end reconciliation process by validating the details on your Basic Company Information Screen.

Access the **RSA Submissions feature** under the *Utilities menu* of a payroll company.

Step 1 will allow the payroll administrator to validate the company details for each payroll.

The following details must be validated:

- Company's Registered/Trading Name (Basic Company Information tab)
- Trade Classification code (Basic Company Information tab)
- PAYE Reference Number (must start with a 7, Basic Company Information tab)
- UIF Reference and SDL Reference Numbers (Basic Company Information tab)
- Physical Address of the Company (Address Details tab)
- IRP5 Contact Person and information (Contact Information tab)
- SIC Code (on the Employment Tax Incentive tab)

The **BB** button at the bottom of the *Basic Company Information Screen* will display the company's dates.

As this is the final period in the tax year, confirm the following:

- Current Calendar Month *must* be 2
- Processing Period date *must* be the same as Tax Year End date
- The Current Processing Period must be same as Pay Periods in Tax Year (e.g.12/12)
- Tax Year End box *must* be ticked
- For wage companies, the Current Week Number and Number of Weeks in Months *must* be the same (4/4 or 5/5)

This information should be verified in all companies if multiple companies are included in your submission. Should there be any concerns, please send a print screen of the Basic Company Information screen and the BB screen dates to support.vip@sage.com