

Tax Year End

Frequently Asked Questions



On what payroll software version must I be to complete my Reconciliation Submission?

Sage Business Cloud Payroll Professional will be on 5.3b until 5.4a is released, which will be released in the first week of March. A notification will be posted on your subscription landing page, which will indicate the date when the update will be available. Please ensure you setup your notifications on this page to be informed as soon as the update will be available.

When will the PAYE filing season commence?

The PAYE submission period generally starts in April. SARS will communicate the dates on their site. Click [here](#) to visit the SARS website.

When is the deadline to submit my EMP501 reconciliation and tax certificates to SARS?

The deadline is generally 31 May. SARS will communicate the dates on their site. Click [here](#) to visit the SARS website.

How can I submit my EMP501 and tax certificates to SARS?

The submission can be made via one of the following channels:

- Manual – complete the relevant tax certificates (50 certificates) and return on the specified forms on eFiling, and submit electronically to SARS or visit a SARS Branch for assistance
- Electronic – Generate a tax certificate file from the payroll system and import this file into e@syFile™ Employer. Within e@syFile™ Employer, capture additional manual certificates, cancel certificates, capture EMP501 details, and submit to SARS via the eFiling online channel.
- If the employer has 50 or less IRP5/IT3(a) certificates, tax certificate file can be generated from the payroll system and this file can be imported into eFiling. Any amendments to or cancellation of or capturing of certificates can be done in eFiling if the total number of certificates does not exceed 50.

Sage CSV import files for the 2019-2020 tax year is created according the Business Requirement Specification Version 18.0.5, and IRP5 import files were only tested on e@syFile Employer, since no testing platforms are available on eFiling.

Where can I find the specifications of the IRP5 submission file?

The 2019/2020 Business Requirement Specification is available on the SARS website by following this link. Click [here](#) to download the document.

Where can I find more information on how to complete my declaration?

A step by step guide to the Employer Reconciliation Process is available on the SARS website. Click [here](#) to download the SARS Guide to the Employer Reconciliation Process.

When should I provide my employees with their tax certificates?

Once you have submitted your reconciliation and was accepted by SARS, you can hand the certificates to your employees. We recommend that you keep copies in case the employees come back to re-request the certificates. Always keep record that your employees received their certificates.

How long should I be required to keep the documentation and certificates for my employees?

As per the Tax Administrations Act, the Employer must keep records of remuneration, tax deductible deductions and Income Tax reference numbers of their employees for a period of 5 years from the date of submission of their returns.

If you have been audited by SARS, you might be instructed to keep records for even longer periods.

Where can I find more information regarding the Employment Tax Incentive (ETI) refund process?

Details on the refund process is available on the SARS website and can be accessed [here](#).

What is the deadline for Compensation Funds Return of Earnings submissions?

The deadline for submission is generally 31 March but has been extended, click [here](#) for more information. To visit the online site, click here. For more information or assistance in registering, submitting the return or any claims, click [here](#).

I need help with the submission process, what type of assistance is available?

We shared information on Sage City by breaking down the year-end process for you and providing insight into who will be able to best assist with each type of query. Click [here](#) to read more.

Please Note: if you require complete assistance with the year-end process on payroll as well as the e@syFile file imports, we recommend that you book a consultation with the Professional Services team as soon as possible. Availability is limited. Click [here](#) to book a consultation