

# Tax Year End Backup Procedure



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. (Reference to the Act Chapter 4 of the Tax Administration Act Paragraph 14(1)) of the 4th Schedule)

It is thus important to keep the documentation and data safe for the prescribed period, in case you need to reference back to the specific year e.g. for resubmissions and audit purposes.

In addition to keeping backups of your payroll data, we have the following recommendations:

- Activate Stop Further Entry in all your Tax Year End system companies, to ensure no one changes your payroll data once the Live run was done.
- When you have made backups, label the backup files to include the PAYE number and Software Release number e.g. TYE20197999999999R49a.zip
- Make a backup of your e@syFile database and label it correctly
- We recommend that you save all data backups an external hard drive or to a cloud-based storage, not on-premises

Click on the links below for a guide how to make a backup of your Tax Year End data

- [How to make a backup on Sage VIP](#)
- [How to make a backup on Sage 200c VIP](#)