

E@syFile Employer V6.6.2



SARS documentation

- Use the information available to you on www.sars.gov.za – select Tax Types – Pay As You Earn
- Business Requirement Specification (BRS) updated before every reconciliation period. Understanding CSV files, format and content
- Various help documents available on the e@syFile download page (www.sarsfiling.co.za), including user guides-You will be directed to www.sars.gov.za
- Release Notes – available with each update of the application, listing changes included in new version

The image shows a screenshot of a website page with a light blue header and a teal background. On the left, there is a vertical list of download links for various e@syFile documentation:

- e@syFile PAYE Manual
- e@syFile Quick PAYE Reconciliation Guide
- e@syFile ITA88 User Manual
- e@syFile 6 Release Notes
- e@syFile ITA88 Progress Guide
- e@syFile IT Registration Guide
- e@syFile 6 Update Guide
- e@syFile 6 User Guide

At the bottom of this list is a link to "Get ADOBE® READER®". Below the list is a "7ZIP" link. On the right side of the page, there is a large e@syFile logo with the word "Employer" underneath it. The logo features the text "e@syFile™" in a blue sans-serif font, with a stylized "e" and "s" that merge into a single swoosh. Below the swoosh, the word "Employer" is written in a smaller, dark blue sans-serif font. At the very bottom of the page, there is a small line of text: "e@syFile™ Employer - a quick, easy and accurate way to complete your declaration."

Quick links

[All Forms](#)
[All Publications](#)
[Careers@SARS](#)
[I want to...](#)
[News...](#)
[Online Tools](#)
[Tenders](#)
[What's new](#)

Quick contacts

[National Contact Centre](#)
 0800 00 7277

[International Callers](#)
 +27 11 602 2093
 (only between 8:00am and 4:00pm SA time)

[Fraud and Anti-Corruption Hotline](#)
 0800 00 2870

[eFiling](#)
 0800 00 7277

[Revenue Branch Offices](#)

[Customs & Border Posts](#)

[Tax Practitioners](#)

[Advance Tax Rulings \(ATR\)](#)

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[Scam Alert Notifications](#)

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You are here: Home > [TAX ADMINISTRATION ACT](#) > [PAYE for Employers](#)

Welcome to the South African Revenue Service (SARS)



- [Air Passenger Tax](#)
- [Capital Gains Tax \(CGT\)](#)
- [Corporate Income Tax \(CIT\)](#)
- [Diamond Export Levy](#)
- [Dividends Tax](#)
- [Donations Tax](#)
- [Estate Duty](#)
- [Excise Duties and Levies](#)
- [Income Tax](#)
- [Mineral and Petroleum Resource Royalty](#)
- [Pay As You Earn \(PAYE\)](#)
- [Provisional Tax](#)
- [Retirement Funds Tax](#)
- [Secondary Tax on Companies \(STC\)](#)
- [Securities Transfer Tax \(STT\)](#)
- [Skills Development Levy \(SDL\)](#)
- [Stamp Duty](#)
- [Transfer Duty](#)
- [Turnover Tax](#)
- [Uncertified Securities Tax](#)
- [Unemployment Insurance Fund \(UIF\)](#)
- [Value Added Tax \(VAT\)](#)

Late

[South African](#)
 Pretoria, 31 July 2012 – The South African Revenue Service today releases trade statistics for June 2012 that record a deficit of R5.7 billion.

One Million Tax Returns submitted in record time

Pretoria, 23 July 2012 – By 07:30am this morning the South African Revenue Service (SARS) had received 1,001,162 income tax returns for the 2012 Tax Season.

African treaty to reduce tax fraud and evasion

Pretoria, 23 July 2012 – The exchange of information among tax administrations to combat fraud and tax evasion will be spotlight when member states of the African Tax Administration Forum (ATAF) meet in Pretoria this week.



TAX ADMINISTRATION ACT

Now everyone can be good at tax 

PAYE for Employers

Dear Employer

Employees' Tax refers to the tax required to be deducted or withheld by an employer from remuneration paid or payable to an employee. The amounts so deducted or withheld must be paid by the employer to SARS on a monthly basis. The process of the employer deducting tax from remuneration as it is earned by an employee is referred to as Pay-As-You-Earn (PAYE). [Read more...](#)

WHAT'S NEW

- [PAYE Interim Reconciliation coming soon! The submission period will be 1 September - 31 October 2012.](#)

eFiling & e@syFile™ EMPLOYER GUIDES

These documents will assist you to quickly, easily and conveniently use the SARS systems:

- [e@syFile Guides:](#)
 - [E@syFile™ Employer User Guide](#)
 - [How to set AVG antivirus to accept e@syFile™ Employer](#)
 - [Revising your EMP201 on e@syFile™ Employer](#)
 - [Requesting a Statement of Account on e@syFile™ Employer](#)
 - [Payment Allocation on e@syFile™ Employer](#)
 - [Using the PAYE Reconciliation Assistant on e@syFile™ Employer](#)
 - [Agent Appointment e@syFile™ Employer guide](#)

eFiling Guides:

- [Revising your EMP201 on eFiling](#)
- [Requesting a Statement of Account on eFiling](#)
- [Payment Allocation on eFiling](#)
- [A guide to using eFiling to register an employee](#)

CORRESPONDENCE

GUIDELINES FOR MONTHLY EMPLOYER DECLARATION (EMP201)

These documents will assist you in the completion and submission of your Monthly Employer Declaration (EMP201):

- [A guide to the Monthly Employer Declaration \(EMP201\) process](#)
- [AS-PAYE-20 - Completion and submission of monthly EMP201 Declaration](#)
- [AS-PAYE-20-G1 - Completion and Submission of Monthly EMP201 Declaration - Guide](#)
- [PAYE Frequently Asked Questions](#)
- [AS-PAYE-20-FAQ1 - Completion and Submission of the Monthly EMP201 via e@syFile Employer](#)
- [AS-PAYE-20-FAQ2 - Manual Completion of the EMP201](#)

GUIDELINES FOR EMPLOYER ACCOUNT

These documents will assist you to manage your employee account:

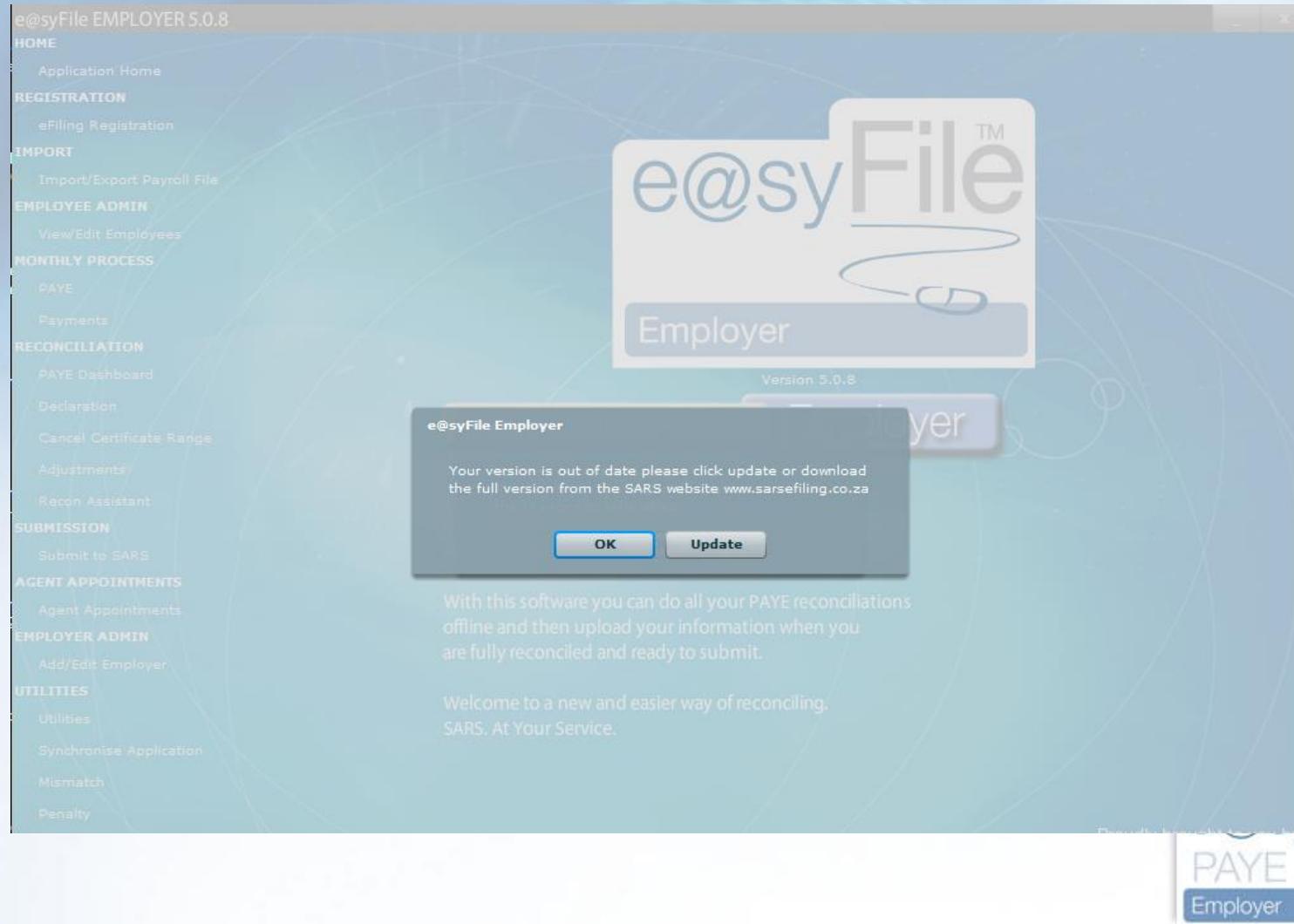
- [A simple overview of the Statement of Account \(EMPSA\)](#)
- [A guide to managing your SARS employer account](#)

GUIDELINES FOR EMPLOYER RECONCILIATION (EMP501, EMP601, EMP701 AND IRP5/IT3(a))

These documents will assist you in the completion and submission of your employer reconciliation declarations:

- [A step-by-step guide to the employer reconciliation process](#)
- [Business Requirement Specification PAYE Employer Reconciliation Updated to Version 10.1](#)
 - [Clarification Document PAYE Business Requirement Specification New](#)
- [PAYE-AE-02-POL01 - Reconciliation Extensions - External Policy - Updated](#)
- [PAYE-AE-06-G01 - Guide for Completion Submission of Employee Income Tax Certificates - External](#)
- [PAYE-AE-06-G02 - Guide for Completion and Submission of Reconciliations - External](#)
- [PAYE-AE-06-G03 - Guide for Validation Rules Applicable to Fields on Reconciliation Documents - External - Updated](#)
- [PAYE-AE-06-G04 - Guide for Codes Applicable to Employee Income Tax Certificates - External - Updated](#)
- [PAYE-AE-06-G05 - Guide for Creation of CSV for Employee Income Tax Certificates - External](#)
- [PAYE-AE-06-POL01 - Completion and Submission of Reconciliations - External Policy](#)
- [PAYE-AE-06-POL01-FAQ01 - Reconciliation - CSV e@syFile ZipCentralFile - External FAQ](#)
- [PAYE-AE-06-POL01-FAQ02 - Completion and Submission - Annual and Interim Reconciliations - External](#)

Always accept E@syfile updates(latest-6.6.2)



E@syFile Employer

New functionality and enhancements (Nothing new for the 2015/02 recon period)

- No changes in the Reconciliation process
- Documentation (Release notes) on www.sars.gov.za and www.sarsefiling.co.za

Submission of recons remains the same

- Import payroll file
- Check if certificates are in a “created” status
- Proceed to reconciliation-declaration
- Capture 12 month liability and payments for PAYE/UIF/SDL
- Self Assess-Ready to File
- Submit using the correct eFiling login name and password linked to EMP501

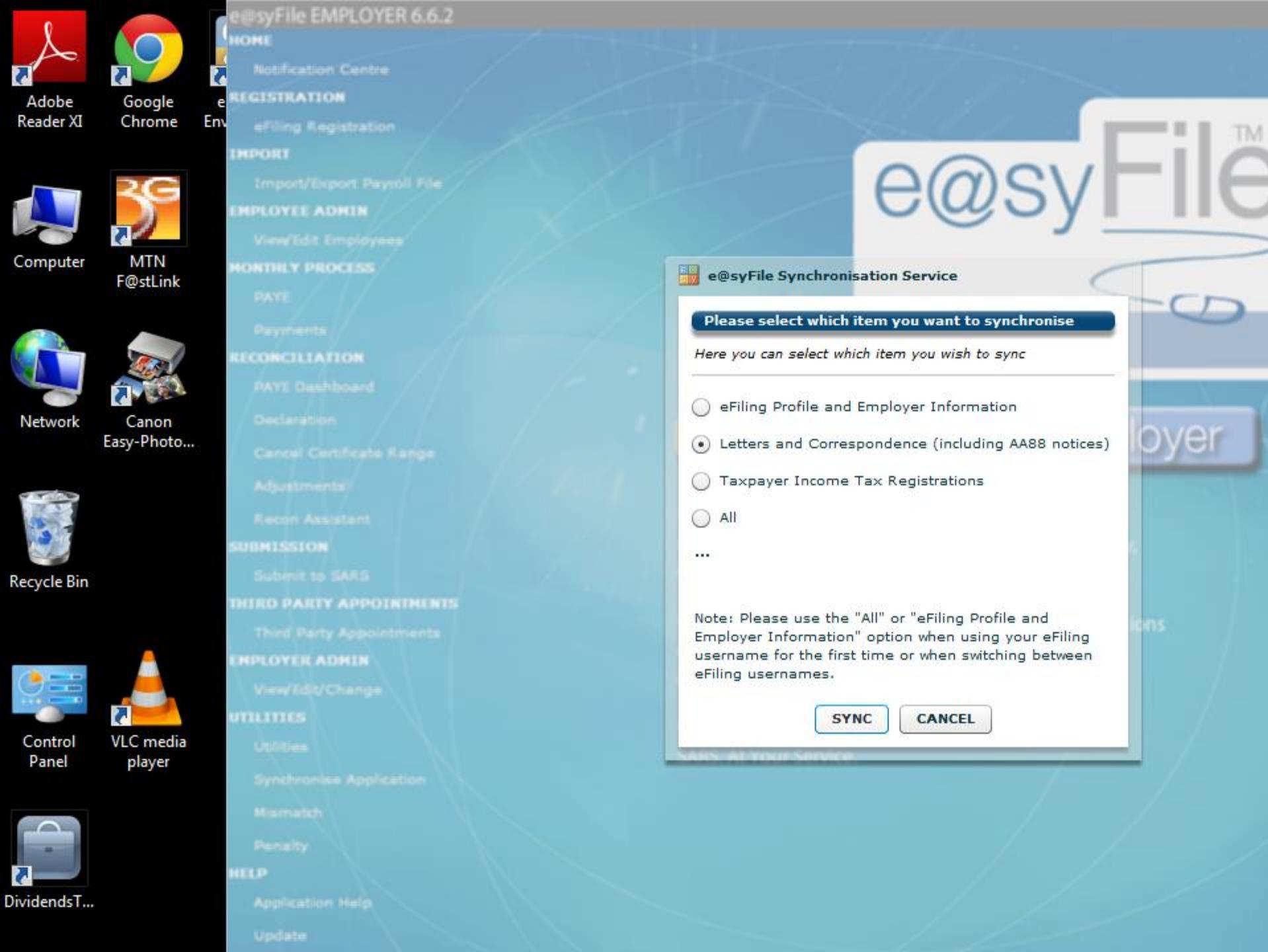


AA88 Processing Tips

- Use the eFiling login name and password that is linked to EMP201 on eFiling
- Preferably use a blank E@syfile for synchronisation
- Sync on the 15th Of every month

- Click on “synchronise application” under the Utilities option in E@syfile
- Enter eFiling login name and password linked to EM201





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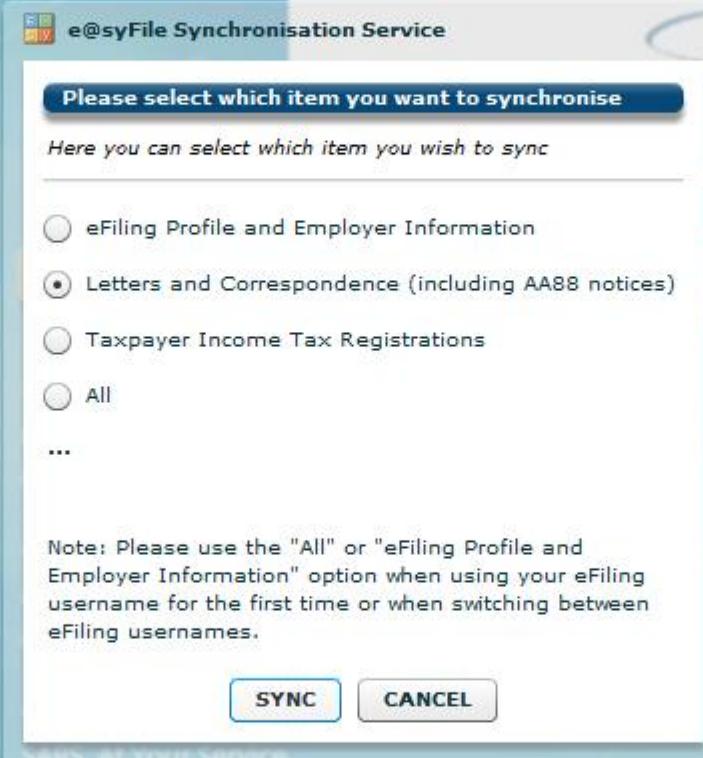
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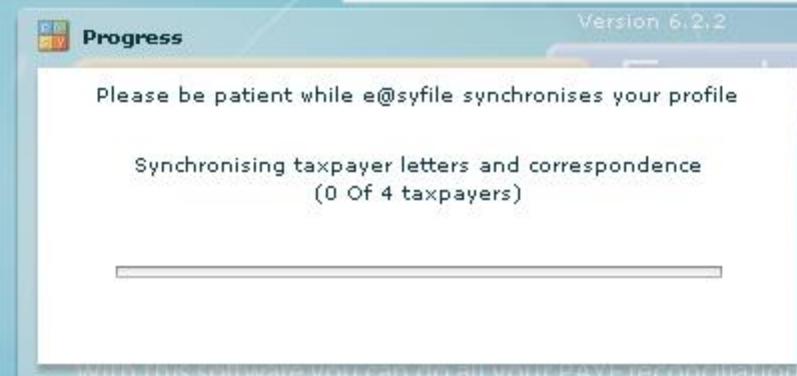
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HOME[Notification Centre](#)**REGISTRATION**[eFiling Registration](#)**IMPORT**[Import/Export Payroll File](#)**EMPLOYEE ADMIN**[View/Edit Employees](#)**MONTHLY PROCESS****PAYE**[Payments](#)**RECONCILIATION**[PAYE Dashboard](#)[Declaration](#)[Cancel Certificate Range](#)[Adjustments](#)[Recon Assistant](#)**SUBMISSION**[Submit to SARS](#)**THIRD PARTY APPOINTMENTS**[Third Party Appointments](#)**EMPLOYER ADMIN**[View/Edit/Change](#)**UTILITIES**[Utilities](#)[Synchronise Application](#)[Mismatch](#)[Penalty](#)**HELP**[Application Help](#)[Update](#)[Log off](#)

With this software you can do all your PAYE reconciliations offline and then upload your information when you are fully reconciled and ready to submit.

Welcome to a new and easier way of reconciling.
SARS. At Your Service.

Proudly brought to you by



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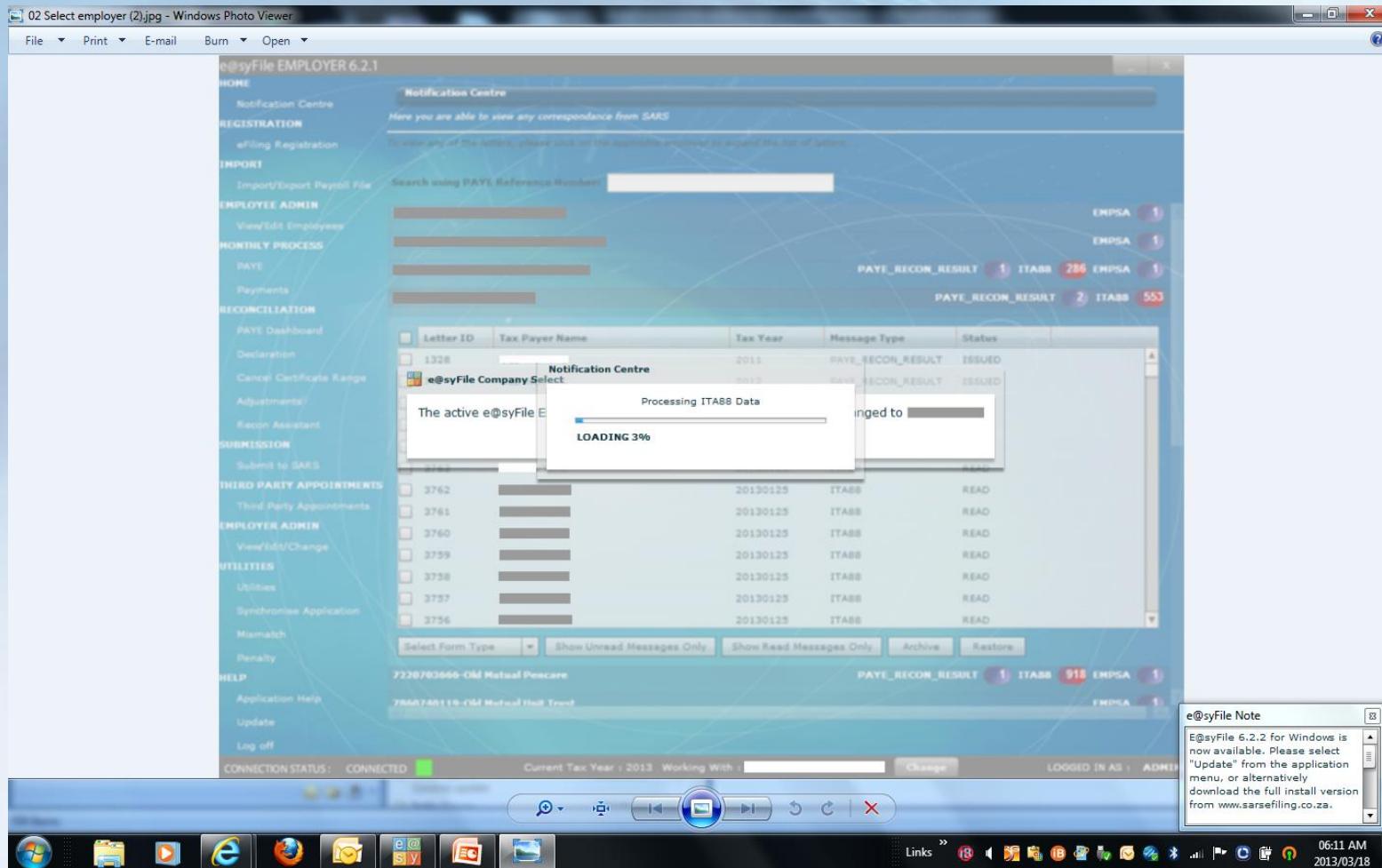


Welcome to a new and easier way of reconciling.
SARS. At Your Service.

Proudly brought to you



When clicking on notification centre:
application will automatically **READ** all the new
A88 letters, and transfer all A88 details to the
Third Party Appointment menu (BULK READ)



Notification centre

- The options below the employer details allow you to sort and filter through letters listed in Notification centre.
- A "tick" column was added, where users can select specific messages.
- The ARCHIVE button allows a user to hide older items from the list of correspondence displayed in the Notification Centre. Please note, these items are not removed from the E@syfile master DB, just hidden from display and search options.
- The Restore button will undo this, to display archived letters in the Notification Centre list again

mail Burn ▾ Open ▾

e@syFile EMPLOYER 6.2.1

HOME

Notification Centre

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Notification Centre

Here you are able to view any correspondence from SARS

To view any of the letters, please click on the applicable employer to expand the list of letters.

Search using PAYE Reference Number:

PAYE RECON RESULT

<input checked="" type="checkbox"/> Letter ID	Tax Payer Name	Tax Year	Message Type	Status
<input checked="" type="checkbox"/> 3757		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3756		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3755		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3754		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3753		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3752		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3751		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3750		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3749		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3748		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3747		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3746		20130125	ITA88	READ
<input checked="" type="checkbox"/> 3745		20130125	ITA88	READ

Select Form Type ▾

Show Unread Messages Only

Show Read Messages Only

Archive

Resto

All

SARS

PAYE RECON RESULT

Message displayed after opening an Employer when A88 data was transferred

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Notification Centre

Notification Centre

Here you are able to view any correspondence from SARS. To view any of the letters, please click on the applicable employer to expand the list of letters.

Search using PAYE Reference Number or Company Name

- 7580752378-The Untata Optom Management Trust
- 7580783332-Thabede and Associates Inc
- 7600777538-Miko Solar SA CC
- 761076546-Southern Shamaal SA (Pty) Ltd
- 7610780274-Lathitha,Bizana Square
- 7610784607-VISION WORKS OVERPORT

A88 Notification

1 EMPSA 1 ETREGV

EMP 1 ETREGV

EMP 1 ETREGV

EMP

e@syFile Company Select

OK

Any A88 Letters have been processed and will be available in the Third Party Appointment screen. These letters have been marked as 'Processed-Unread'

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7640746624-Spec-Savers Cape Town Station

7640766517-Spec-Savers Heidelberg

7680746775-Strategic Labour Interventions CC

7690724775-HA Jansen van Rensburg Optometrist Inc

7780779699-BVDM Trading 98 CC

A88 Notification

2 EMPSA

1 ETREGVER

1 PAYE_RECON_RES

<input type="checkbox"/>	Letter ID	Tax Payer Name	Tax Year	Message Type	Status
<input type="checkbox"/>	13727	BVDM Trading 98 CC	2013	A88 Notification	PROCESSED-UNREAD
<input type="checkbox"/>	13758	BVDM Trading 98 CC	2014	A88 Notification	PROCESSED-UNREAD
<input type="checkbox"/>	11846	BVDM Trading 98 CC	2013/01/3	EMPSA	ISSUED
<input type="checkbox"/>	13819	BVDM Trading 98 CC	2014	ETREGVER	ISSUED



THIRD PARTY APPOINTMENTS MENU

- Third party transactions and monetary information
- Third Party Appointments and Cancellations
- AA88 Reconciliations

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Third Party Transaction and Monetary Information

AA88 Online Information

This screen below contains information regarding your current SARS status of your AA88s.

What is this?

 You are in sync with SARS!

Description	# of Transactions	Amount
Issued AA88s	1	R500.00
Completed AA88s	0	R0.00
Cancelled	0	R0.00
Finalised	0	R0.00
Active AA88s	1	R500.00
Not yet due	0	R0.00
Overdue (Default)	1	R500.00

Last Online Sync Date : 2015-03-01

AA88 Transaction Changes Since Previous Synchronisation

Description	# of Status Changes
Active AA88s - Not yet due	0
Active AA88s - Overdue (Default)	0
Completed AA88s - Cancelled	0
Completed AA88s - Finalised	0
Total	0

Open

syFile EMPLOYER 6.2.1

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Application Help

Third Party Appointments / Cancellations

Third party appointments/cancellations

This screen shows all the third party appointments and cancellations

Employer: Issued date from: Search:

Name

Issued date to: Export to payroll file Import from payroll file Export to CSV Submit Manage Payments Bulk Print

ITA88 Details

ITA88 results for above search criteria

<input type="checkbox"/>	Name	1 ▲	ID Number	Income Tax Ref	Outcome	Transacti...	Print Letter
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ONCE OUTCOMES ARE UPDATED-
DEDUCTIONS CAN BE EXPORTED TO
PAYROLL-(EXPORT OPTION FROM
E@SYFILE)

**ONCE DEDUCTIONS ARE
PROCESSED ON PAYROLL SYSTEM
YOU SHOULD BE ABLE TO
GENERATE AN EXPORT FILE IN
PAYROLL TO UPDATE THE
OUTCOMES STATUS ON E@SYFILE
(IMPORT FROM PAYROLL OPTION)**

Click on Import from Payroll File to start this process. Select the relevant file, and click on Open to import.

easyFile EMPLOYER 3.8.0.7 PRE-PROD

HOME
Notification Centre
REGISTRATION
eFiling Registration
IMPORT
Import/Export Payroll File
EMPLOYEE ADMIN
View/Edit Employees
MONTHLY PROCESS
PAYS
Payments
RECONCILIATION
PAYE-Dashboard
Declaration
Cancel Certificate
Adjustments
Recon Assistant
SUBMISSION
Submit to SARS
THIRD PARTY APP
Third Party Appor
EMPLOYER ADMIN
View/Edit/Change
UTILITIES
Utilities
Synchronise Appli
Mismatch
Penalty
HELP
Application Help
Update
Log off

CONNECTION STATUS: CONNECTED Current Tax Year: 2013 Working With: 7930712176-Departement van Financies Change LOGGED IN AS: ADMIN

Third Party Appointments / Cancellations

Third party appointments/cancellations

This screen shows all the third party appointments and cancellations.

Employer: 7930712176-Departement van Financies

Search: Name

From date: To date: Canceled date:

Export to payroll file Import from payroll file Export to CSV Submit Manage Payments Bulk Print

ITAB8 Details

ITAB8 results for above search criteria

Select file to import

Look in: Export

Name	Date modified	Type	Size
export.csv	2013/02/11 11:31 ...	Microsoft Excel C...	1 KB

Recent Places

Desktop Libraries Computer Network

File name: Open Cancel

File of type: CSV files

PAYE Employer

THIRD PARTY RECONCILIATION-Indicates the appointments, cancellations, payments (movements) during calendar month

EMPLOYMENT TAX INCENTIVE

The ETI is an incentive aimed at encouraging employers to hire young and less experienced work seekers. It was implemented with effect from 1 January 2014.

It will reduce the employers cost of hiring young people through a cost-sharing mechanism with government, by allowing you to reduce the amount of Pay-As-You-Earn (PAYE) you pay while leaving the wage received by the employee unaffected.

Qualifying Employees/Employers Read manual on ETI on
www.sars.gov.za



SIC AND SEZ CODES TO BE ADDED ON EMPLOYER INFORMATION

- Notification Centre
- REGISTRATION**
 - eFiling Registration
- IMPORT**
 - Import/Export Payroll File
- EMPLOYEE ADMIN**
 - View/Edit Employees
- MONTHLY PROCESS**
 - PAYE
 - Payments
- RECONCILIATION**
 - PAYE Dashboard
 - Declaration
 - Cancel Certificate Range
 - Adjustments
 - Recon Assistant
- SUBMISSION**
 - Submit to SARS
- THIRD PARTY APPOINTMENTS**
 - Third Party Appointments
- EMPLOYER ADMIN**
 - View/Edit/Change
- UTILITIES**
 - Utilities
- Synchronise Application
- Mismatch
- Penalty
- HELP**
 - Application Help
 - Update

EMPLOYER ADMIN

On this screen you are able to create or edit an employer. Employer details entered and saved will be used to manage and complete employee tax certificates.

ADD EMPLOYER

EDIT EMPLOYER

Employer Information

Select a Company to update employer details

Company Name: **KAROO SPARES AND ACCESSORIES BK -**

Nature of Person: **Company / Close Corporation / Shareblock**

Trading or Other name: **KAROO SPARES AND ACCESSORIES BK**

Surname/Registered name: **MOTOR SPARES AND ACCESSORIES PTY LTD**

Reference Numbers: PAYE: **7020705085** SDL: **L020705085** UIF: **U020705085**

Initials:

Date Of Birth:

ID Number:

Passport Number:

Country of Issue:

CK Number: **199501918023** Income Tax Reference: **9230001068**

VAT Reference Number: **4510114475**

Activity within Major Division: **1520**

Employer SIC7:

Employer Address and Phone Information

Employer Bank Information

Employer Contact Details - Report

Employer Contact Details - Contact

Employer Contact Details - Tax Practitioner

...

Growing of cereals (except rice), leguminous crops and oil seeds

Growing of rice

Growing of vegetables and melons, roots and tubers

Growing of sugar cane

Prev **Next**

Cancel all Changes **Update Employer**

ETI -SIC and SEZ codes when adding a certificate manually

Notification Centre

REGISTRATION

- Filing Registration

IMPORT

- Import/Export Payroll File

EMPLOYEE ADMIN

- View/Edit Employees

MONTHLY PROCESS

PAYE

- Payments

RECONCILIATION

- PAYE Dashboard
- Declaration
- Cancel Certificate Range
- Adjustments
- Recon Assistant

SUBMISSION

- Submit to SARS

THIRD PARTY APPOINTMENTS

- Third Party Appointments

EMPLOYER ADMIN

- View/Edit/Change

UTILITIES

- Utilities
- Synchronise Application
- Mismatch
- Penalty

HELP

- Application Help
- Update
- Log off

CERTIFICATE SERVICES

On this screen you are able to view and edit Certificate Data.

BARLOW

Transaction Year: |

Period of Reconciliation: |

Certificate Number:

Final Certificate Submission

Certificate Type: |

Year of Assessment: |

Pay Periods Worked:

Pay Periods in Tax Year:

Employed From:

Employed To:

Certificate Status:

Certificate Source:

Date Created:

Date Submitted:

Directive Numbers:

Directive Number 1:

Directive Number 2:

Directive Number 3:

Employment Tax Incentive

ETI

Employee SIC7 Code:

Employee SEZ Code:

Income Received

Description	Code	Value

Total Income Received

Description	Code	Value

Deductions/Contributions

Description	Code	Value

Total Deductions/Contributions

Description	Code	Value

Tax Credits and/or Employer / Employee Contributions

Description	Code	Value

Growing of cereals (except rice), leguminous crops and pulses

Growing of rice

Growing of vegetables and melons, roots and tubers

Growing of sugar cane

CONNECTION STATUS: CONNECTED

Current Tax Year : 2015 Working With : 7020705085 -

LOGGED IN AS : ADMIN

ADDING ETI ON DECLARATION PAGE

e@syFile EMPLOYER 3.9.6.9

HOME

Notification Centre

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eFiling Registration

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Import/Export Payroll File

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MONTHLY PROCESS

PAYE

Payments

RECONCILATION

PAYE Dashboard

Declaration

Cancel Certificate Range

Adjustments

Recon Assistant

SUBMISSION

Submit to SARS

THIRD PARTY APPOINTMENTS

Third-Party Appointments

EMPLOYER ADMIN

View/Edit/Change

UTILITIES

Utilities

Synchronise Application

Mismatch

Penalty

HELP

Application Help

Update

EMPLOYER SELF ASSESSMENT

Select a company and relevant transaction year to start the self assessment. Click the 'Self Assess' button when all relevant fields are filled in.

Company Fillet:

ERH501 STATUS

NOT SUBMITTED

Company Name:

OLD MUTUAL - 7950704025

Period of Reconciliation:

201502

PAYE Reference No:

7950704025

SDL Reference No:

ETI Reference No:

Summary of Employer Liability

Month	PAYE	SDL	ETI	Total Monthly Liability	Total Payments
March	0			0	0
April	0			0	0
May	0			0	0
June	0			0	0
July	0			0	0
August	0			0	0
September	0			0	0
October	0			0	0
November	0			0	0
December	0			0	0
January	0			0	0
February	0			0	0
Total	0			0	0
Difference - Liability & Certificate Values	0			0	0
Total value of Tax Certificates	0			0	0
Total Value of Electronic Tax Certificates	0			0	0
Total Value of Manual Tax Certificates	0			0	0

Declared Liability:

0

Due by/to you:

0

Add ETI

Save

View ERH502

Self Assess

Ready to File

HOME

Notification Centre

REGISTRATION

Filing Registration

EMPLOYEES

EMPLOYER SELF ASSESSMENT

Select a company and relevant financial year to start the self assessment. Click the 'Self Assess' button when all relevant fields are filled in.

Company Name:

[Empty Text Box]

EMPLOYER STATUS

NOT SUBMITTED

Company Number:

OLD MUTUAL - ZRS0704023

Period of Assessment:

2013/02

Employment Tax Incentive Details

Employment Tax Incentive ID: PWS0704023

	PAYE Rand(s) only, no cents	Employment Tax Incentive (ETI) Rand(s) only, no cents	Brought Forward Rand(s) only, no cents	Carried Forward Rand(s) only, no cents	Next PAYE Rand(s) only, no cents
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
July	0	0	0	0	0
August	0	0	0	0	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
Grand Total	0	0	0	0	0

Close

Save

HELP

Application Help

Updates

Add ETI

Save

Print Details

Print PDF

FAQS :

- E@syfile does not run after installing latest version-JAVA related issue
- Resubmission of older years- always use SARS current validation rules so that recon passes pre-submission validation
- SIC and SEZ codes (industry and employment zone) compulsory on certificates and employer details
- Making E@syfile back-ups -The importance



E@syfile Questions



Yolanda Shole

SARS Support Consultant for
eFiling and E@syfile Products

Regions - Gauteng: Edenvale
and Randburg and Limpopo
yolandashole@sarsfiling.co.za

