



South African Revenue Service

Dear Employer

## CHANGES INTRODUCED TO MAKE SUBMITTING YOUR RECONCILIATION EVEN EASIER

As from 1 September 2013 employers were required to submit their Employer Interim Reconciliation for the six month period 1 March to 31 August 2013.

A number of changes have been introduced to make submitting your reconciliation even easier:

**Please note:** The updated version 6.4.0 of e@syFile™ Employer is available and can be accessed by visiting the SARS eFiling website [www.sarsefiling.co.za](http://www.sarsefiling.co.za) and downloading. For more information on the changes which have been made read the release notes 6.4.0 available on the SARS website [www.sars.gov.za](http://www.sars.gov.za).

- ***eFiling can now be used as a submission channel for employers who have 20 or less IRP5/IT3(a)s to submit with their EMP501. For more details on how to use this submission channel why not consult our guide available on the SARS website [www.sars.gov.za](http://www.sars.gov.za)***
- A single payment reference number (PRN) per period will be phased in on the EMP201.
- New source code 3816 (3866) for the use of a motor vehicle acquired via Operating Lease (PAYE) is introduced.
- A mandatory field for period of reconciliation is now included on the EMP601.
- You can now view your submitted EMP201s on e@syFile™ Employer and your eFiling profile.
- Status updates will be provided through the same channel you used to submit to SARS concerning your EMP201, EMP501 and EMP701.
- **The postal address and banking details information on the “Employer Admin” screen on e@syFile Employer has been aligned to the Legal Entity Registration form (REG01). These fields must be updated before you submit your reconciliation submission to SARS.**
- Manually completed Reconciliation Declaration Adjustment (EMP701) received by post or SARS drop-box will not be accepted any longer.
  - EMP701s submitted via e@syFile™ Employer or at a SARS branch will only be accepted for the **periods 1999 – 2008**, where the following criteria have been met:
    - The reconciliation submission was submitted on the old tear-off pre-printed pads that were issued by the SARS branches OR
    - On an old format CSV file which was delivered to a SARS branch for validation.

**Please note:** Where a reconciliation submission was submitted **between 1999 – 2008** via e@syFile™ Employer or at a SARS branch using Service Manager a revised EMP501 must be submitted for that period.

- The EMP701 together with the EMP601 and/or the IRP5/IT3(a)s must be submitted. The certificate numbers are limited to 8 digits as was required during that period.
- For transaction year 2009 onwards a revised EMP501 must be submitted for the adjustment.

For more information watch our helpful video on <http://www.youtube.com/sarstax>, visit the SARS website [www.sars.gov.za](http://www.sars.gov.za), call the SARS Contact Centre on 0800 00 SARS (7277), or visit your nearest SARS branch.

Sincerely

ISSUED OF BEHALF OF THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE

Date: September 2013