



# DEFERRAL OF PAYMENT ARRANGNEMENTS ON EFLING



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## 1 SUMMARY

- a) The purpose of this document is to assist taxpayer to initiate a payment arrangement request on eFiling for outstanding debt.
- b) One of the 9 SARS strategic objectives is "Making it easy for Taxpayers to Comply" and in support of this objective, SARS digital channel (eFiling) has been enhanced with the functionality to enable Taxpayers to request Deferral Payment Arrangements.
- c) This functionality is available on eFiling website digital channel to allow the taxpayer to make a payment arrangement request without the need to visit a SARS branch or contact the SARS Contact Centre on 0800 00 7277.
- d) On the eFiling website, the payment arrangement request functionality will be limited to these tax types: Personal Income Tax (PIT), CIT, Dividends Withholding Tax, VAT, PAYE/UIF/SDL and Admin-Penalties.

## 2 PAYMENT ARRANGEMENT REQUEST SUBMISSION PROCESS

- a) Log on to the SARS eFiling website and navigate to on eFiling where there is outstanding debt against an assessed return in order to initiate the payment arrangement request. Payment arrangement request can be initiated from any of the following places where there is outstanding debt and only one tax type request at a time will be allowed:
  - i) Statement of account (SOA)
  - ii) SOA admin penalties
  - iii) Return Work-Page
  - iv) Notice of assessment
  - v) Notice of Assessment for admin penalties
  - vi) My Compliance Profile (MCP) functionality
  - vii) Final demand letter
  - viii) Final demand reminder letter.
- b) Once a payment arrangement request has been initiated, eFiling will present the auto-simulated payment plan to either accept, save, cancel or propose different terms;
  - i) **Accept** If you accept the simulation, you make a declaration that you have read and understood the agreement by selecting the checkbox. After that a check will be done to see if there is supporting documents required.
  - ii) **Save** If you save, the simulation will be saved and you will be able to view the simulation at a later stage (before midnight). The simulation will only be saved up until midnight. If the payment arrangement request is not finalised before midnight, the simulation will be discarded and a resimulation will be required.
  - iii) **Cancel** If you cancel the auto-simulation, it will be discarded/deleted and you will have to start the process from beginning if you want to request a payment arrangement.
  - iv) **Propose different terms** If you propose different terms, you will be asked to provide the payment term and the first instalment start date.
- c) A series of primary validation checks will be done against the tax reference number and the tax type when initiating a payment arrangement request. If the taxpayer fails these primary validations as mentioned below, the taxpayer will be stopped from proceeding with the payment arrangement request and the applicable validation error message(s) will be displayed. The taxpayer will then have to contact SARS in order to rectify the error as displayed on eFiling.

#### d) Validation checks:

- i) Where a taxpayer has outstanding return(s)
- ii) Where a taxpayer has a pending approval payment arrangement request OR an active payment arrangement request for the tax type in question
- iii) Where taxpayer has no debt / debit balance or has an unallocated credit on the account
- iv) Where a taxpayer has defaulted a previous payment arrangement
- v) Taxpayer marked as "Address Unknown", "Estate" or 'Inactive' deregistered or untraceable.



# **3 PAYMENT ARRANGEMENT FUNCTIONALITY**

- a) The payment arrangement request functionality will be made available across all portfolio types, being the Individual, Tax Practitioner and Organisation portfolio and will be limited to these tax types (PIT, CIT, DWT, VAT, PAYE/UIF/SDL and Admin Penalties).
- b) A new button labelled "Payment Arrangement" to initiate the payment arrangement request has been added to the following areas on eFiling, where there is outstanding debt:
  - i) SOA; Admin penalty SOA
  - ii) Notice of Assessment
  - iii) Notice for Admin Penalties
  - iv) Work Page
  - v) MCP functionality
  - vi) Final demand letter / reminder.

## 4 INITIATE PAYMENT ARRANGEMENT REQUEST

#### 4.1 Access Payment Arrangement from notices

- a) Once you have successfully logged onto eFiling, follow the steps below to access your payment arrangement button from Statement of Account, Notice of Assessment or Notice for Admin Penalties.
  - i) Select **<Returns**> from the menu on the top
  - ii) Select **<SARS Correspondence>** from the menu on the left
  - iii) Select either one of the notices from the menu:
    - A) <Request Historic IT Notices >
    - B) <Request VAT Notices>
    - C) <Request PAYE Notices>
    - D) <Request Admin Penalty SOA>

J Mr Johan	SARS @run	▼SARS @rena			User	Organisations	Returns	Duties & Levies	Services	Tax Status	Contact
	Portfolio	-	Taxpayer		Tax Pr	actitioner					
Tax Reference Number Identification Number											
My Profile	Search Corr	respondence			• ALL (	O READ O	UNREAD				
SARS Correspondence	Tax Types All			•	Lefter Type All						-
Search Correspondence	Tax Year All				Notice Types All						-
Request PAYE Notices	Received Date From				Message Type						
Request Admin Penalty SOA	2021/03/04			1	All						*
Request Historic IT Notices	Received Date To				Reference N	umber					
Request VAT Notices	2021/08/31			Ē			_		_		
Returns Issued								Clear		Search	
Returns History											
Returns Search	Name 1	fax Reference Number	Тах Туре	Year\Period	Dat	e Des	cription	View	Do	cument	
Third Party Data								items per pa	ge: 10 👻	0 of 0	< :

i) For Income Tax Notices:



#### Effective: 08 March 2023

J Mr Johan			Home	User Organisations	Returns Duties & Levies	Services Tax Status Contact
Ŭ	Portfolio	Taxpayer		Tax Practitioner		
Tax Reference Number						
My Profile	Search Correspond	lence		● ALL ○ READ ○	) UNREAD	
SARS Correspondence	Tax Types All		•	Lefter Type All		
Search Correspondence	Tax Year All			Notice Types All		
Request PAYE Notices	Received Date From			Message Type		
Request Admin Penalty SOA	2021/03/04		•	All		~
Request Historic IT Notices	Received Date To					
Request VAT Notices	2021/08/31		•	Reference Number		
Returns Issued					Clear	Search
Returns History						
Returns Search	Name Tax Reference	e Number Tax Tyj	oe Year\Period	Date Des	scription View	v Document
Third Party Data					items per p	age: 10 👻 0 of 0 🗶 :

- A) Select < Request Historic IT Notices >
- B) Select < Statement of Account or Notice of Assessment >
  - Click <Next>

C)

H Mr Hope		ome	User	Organisations	Returns	Duties & Levies	Services	Tax Status	Contact
	Portolo Taxpayer	÷	: Tax	Practitioner					
Tax Reference Number					Conta				_
Identification Number	Request Historic Issued Assessment Notices and Statement of Account								
My Profile	TaxPayer Details TaxPayer Name TaxPayer Reference								
	Step 1 Please choose one of the following options below.								
SARS Correspondence	I want to request a historic Notice of Assessment								
Search Correspondence	For which year: 2021  O I want to request a Statement of Account								
Request PAYE Notices	Next								
Request Admin Penalty SOA									
Request Historic IT Notices									
Returns Issued									
Returns History									
Returns Search									
Dividends Tax									

- D) Select the period, for which you would like to receive your Statement of Account or Notice of Assessment.
- E) Click <Request>
- F) Click on the link to view the statement of Account or Notice of Assessment.



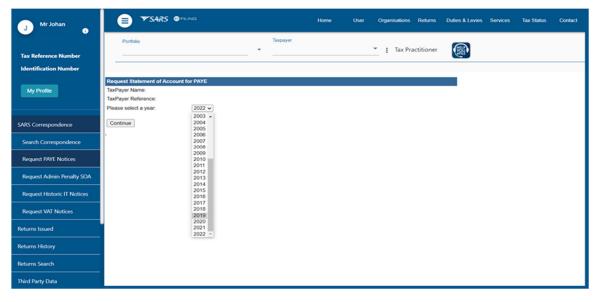
H Mr Hope			Home	User	Organisations	Returns	Duties & Levies	Services	Tax Status	Contact
	Portfolio	Taxpayer		: Tax	Practitioner					
Tax Reference Number				-		Carl				_
Identification Number	Request Statement of Account									
My Profile	Taxpayer Details TaxPayer Name: Taxpayer Reference:									
	Step 2 Select the period, for which you would like to receive your Statement of	of Account								
SARS Correspondence										
Search Correspondence	Request Back									
Request PAYE Notices	Your request to SARS has been successfully submitted Click here to view your. Statement of Account									
Request Admin Penalty SOA	Back									
Request Historic IT Notices										
Returns Issued										
Returns History										
Returns Search										

G) Click **<Payment Arrangement**> button from statement of Account or Notice of Assessment to initiate payment arrangement request.

	Close	
Statement of Account Period: 2021/03/01 To 2021/09/01		Amount: R2 427 639.35
Period. 2021/03/01 16 2021/09/01		Amount: R2 427 639.35
	Make Payment   Payment Arrangement	
	Dispute Request For Reason	

#### ii) For PAYE and VAT Notices:

- A) Select <Request VAT Notices or <Request PAYE Notices>
- B) Select the period, for which you would like to receive your Statement of Account.
- C) Click <Continue>



- D) Select <Start period> and <End Period>
- E) Click <Submit>
- F) Click on the link to view statement of Account or Account.



J Mr Johan	E TSARS @FILING Home User Organisations Returns Duties & Levies Services Tax Status Contact
	Porticio Tarpayer
Tax Reference Number	
My Profile	Request Statement of Account for PAYE       TaxPayer Name: Weideman & Vanvinkenroye       TaxPayer Reference: 7290729872       Statl Period:     2021-03 v   End Period: 2021-03 v
SARS Correspondence	Submit Back
Search Correspondence	♀ Please wait while we obtain your Statement of Account from SARS
Request PAYE Notices	, Your request to SARS has been successfully submitted Click here to view your Statement of Account
Request Admin Penalty SOA	Back
Request Historic IT Notices	
Request VAT Notices	
Returns Issued	
Returns History	
Returns Search	

G) Click **<Payment Arrangement>** button from statement of Account to initiate payment arrangement request.

	Amount: R 0.00
Payment Arrangement Dispute Request For Reason Close	
	Payment Arrangement Dispute Request For Reason Close

#### iii) For Admin Penalty Notices:

- A) Select <Request Admin Penalty SOA>
- B) Select the period, for which you would like to receive your Statement of Account.
- C) Click <Continue>

H Mr Hope	SARS (	PLNG		Home	User	Organisations	Returns	Duties & Levies	Services	Tax Status	Contact
	Portfolio		Taxpayer			Practitioner	(HL)				
Tax Reference Number			·		: 100	Practitioner	<b>®</b>				
Identification Number				_							
My Profile	TaxPayer Name: TaxPayer Reference:	enalty Statement of Account									
	Please select a year: Continue	2022 V 2008 2009									
SARS Correspondence		2009 2010 2011									
Search Correspondence	-	2012 2013									
Request PAYE Notices		2014 2015 2016									
Request Admin Penalty SOA		2017 2018 2019									
Request Historic IT Notices	2020	2020 2021 2022									
Returns Issued		2022									
Returns History											
Returns Search											

- D) Select <Start period> and <End Period>
- E) Click <Submit>
- F) Click on the link to view statement of Account.
- G) Click **<Payment Arrangement>** button from statement of Account to initiate payment arrangement request.



H Mr Hope	⇒ SARS @mund	Home	User	Organisations	Returns	Duties & Levies	Services	Tax Status	Contact
	Portolio Taxpayer		* : T	ax Practitioner	<b>A</b>				
Tax Reference Number			_ • •	A Flactuonei					
Identification Number	Request Administrative Penalty Statement of Account								
My Profile	TaxPayer Name: TaxPayer Reference:								
	Start Period: 2021-03 V End Period: 2021-09 V								
SARS Correspondence	Submit Back								
Search Correspondence	Your request to SARS has been successfully submitted Click here to view your Statement of Account								
Request PAYE Notices	Back								
Request Admin Penalty SOA									
Request Historic IT Notices									
Returns Issued									
Returns History									
Returns Search									

H) Click **<Payment Arrangement>** button from statement of Account to initiate payment arrangement request.

Administrative Penalty Date Issued: 2013-01-30			
Date Issued: 2013-01-30		Amount:R10,250.00	8
	Payment Arrangement Dispute		
-			

# 4.2 Access Payment Arrangement from Work Page

- a) Follow the steps below to access your payment arrangement button from work page:
  - i) Select **<Returns**> from the menu on the top.
  - ii) Select < Returns History > from the menu on the left.
  - iii) Select the type of return.
  - iv) Click **Open**> this option will take you to the income tax work page.
  - v) Click **<Payment Arrangement>** button from statement of Account to initiate payment arrangement request.



H Mr Hope			Home	User Orga	anisations R	teturns	Duties & Levies	Services	Tax Status	Contact
Tax Reference Number	Portfolio	Taxpayer	÷	Tax Practit	tioner					
Identification Number	INCOME TAX WORK PAGE									
My Profile	Taxpayer Name	eFiling Status	In Progress							
SARS Correspondence	Tax Period 2021 Tax Reference	SARS Notifications Nu Statement of Account Statement of Account Balance: R	mber of letters: 1 2427639.35							
Returns Issued	Return Type ITR12									
Returns History	RETURN TYPE STATUS	DATE LAST UPDATED BY VERSION 2021/08/20 H Tyira 1	CALCULATION RESULTS Not Requested							
Personal Income Tax (ITR12)	Maintain Legal Entity Details Query SARS Status Refund Status	2021/06/20 H Tylta 1	Not Requested							
Returns Search										
Third Party Data	STATEMENT OF ACCOUNT ITSA Statement of Account: Assessed Tax		DATE 2021/09/01							
Non-Core Taxes	Request Statement of Account Make Payment Payment Arran		202100101							
Payments										
Third Party Appointments										
Request For Reason										

## 4.3 Access Payment Arrangement from my Compliance Profile

- a) Follow the steps below to access your payment arrangement button from MCP:
  - i) Select **<Tax Status>** from the menu on the top
  - ii) Select **<Tax Compliance Status>** from the menu on the left.
  - iii) Select <**My Compliance Profile**> this option will take you to the MCP dashboard with status indicators marked as green (shows that the taxpayer is tax compliant)or red (shows that the taxpayer is tax non-compliant)
  - iv) Click **CEBT**>
  - v) Select **<Tax Type>** with a red indicator
  - vi) Select < Tax Reference number>
  - vii) Hover over the **<Non-compliant>** indicator and message will be displayed informing the taxpayer what to do next in order to address the specific non-compliance. this option will take you to the payment arrangement page.

D Mr DP	SARS @FEING	Home	Returns	Services	Tax Status	Contact
	Portolo Taxpayer	MED				
Tax Reference Number						
Identification Number	MY COMPLIANCE PROFILE TAX COMPLIANCE STATUS REQUEST					
My Profile	MY COMPLIANCE PROFILE	]				
	© REGISTRATION					
Tax Compliance Status	SUBMISSION OF RETURNS  Compilant					
Activation	DEBT      NET COMPLIANCE BALANCE ACROSSALL TAX TYPES     R 24.714.91     Compliant					
My Compliance Profile	NET COMPLIANCE BALANCE ACROSSIALL TAX TYPES R 24.714.91 Complexe					
Tax Compliance Status Request	NET COMPLIANCE BALANCE R 24,714.91 Compliant					
My Account Enquiries	© 3906039148					
Who viewed my status	Period Compliance balance Remedy Status					
Tax Compliance Status Verification	Pay the outstanding amount or make a suitable arrangement 1999 to Date R 24,714.91 with SARS. For more detail on the account request a statement conduct					
Special Links	of account. If you would like to fix this now, click here					
	PROVISIONAL TAX     Complant					
	ODVIDENDS TAX     Compliant     O     OT					
	STC     Company     Assessed Tax     Technology					



#### viii) Select<Request Payment Arrangement>

D Mr DP	SARS @FLNG				Home	Returns	Services	Tax Status	Contact
	Portfolio	÷	Taxpayer	Individual					
Tax Reference Number				-					_
Identification Number									
My Profile	CLIENT DET Client Name: Trading Name:	ALS	Last Refreshed. 2021	/09/02 03:49 58 AM			_		
Tax Compliance Status		ADDRESS NON-COMPL	IANCE						
Activation		Remedy Description:	t or make a suitable arrangement with SARS. For mo	e detail on the					
My Compliance Profile		account request a statemen		e detail on the					
Tax Compliance Status Request		SARS Recommendation: O Make Payment							
My Account Enquiries		Request Payment Arra     Fix My Account	ingement						
Who viewed my status				Continue					
Tax Compliance Status Verification									
Special Links									

## 4.4 Access Payment Arrangement from final demand letter / Reminder

- a) Follow the steps below to access your payment arrangement button from the final demand letter:
  - i) Select **<Returns>** from the menu on the top
  - ii) Select < SARS Correspondence> from the menu on the left.
  - iii) Select < Search Correspondence>
  - iv) Click <**View**> this option will take you to the final demand letter / reminder.

T Mr THEDO	■ ▼SARS	FLING						Home Return	Services	Tax Status	Contact
0	Portfolio		Taxpayer			Individual	<b>®</b>				
Tax Reference Number											_
Identification Number											
My Profile	Search	Correspondence				● ALL ○ R	EAD O UNREAD				
	Tax Types All					Letter Type All					÷
SARS Correspondence	Tax Year					Notice Types					
Search Correspondence	All			•		All					
Request PAYE Notices	Received Date	From		-		Message Type All					Ţ
Request Admin Penalty SOA	2021/03/06			5							
Request Historic IT Notices	Received Date 2021/09/02	10		5		Reference Number					
Returns Issued								Clear		Search	
Returns History											
Non-Core Taxes	Name	Tax Reference Number	Tax Type	Year\Period	Date		Description		Vie	v Docur	ment
Returns Search									_		
Payments	Mr T R DUR		Individual Income Tax (ITR12)	2021			Payment Arrangement Req		_	hew	
Request For Reason	Mr T R DUR		Individual Income Tax (ITR12)	2020			FINAL DEMAND REMINDE	ж	_	hew	
Disputes	Mr T R DUR	RHEIM 0001445865	Individual Income Tax (ITR12)	2020	2021/05/1	7 02:15:13 PM	FINAL DEMAND			hew	

v) Click <Make Payment Arrangement>

Make Paymeet Assangement



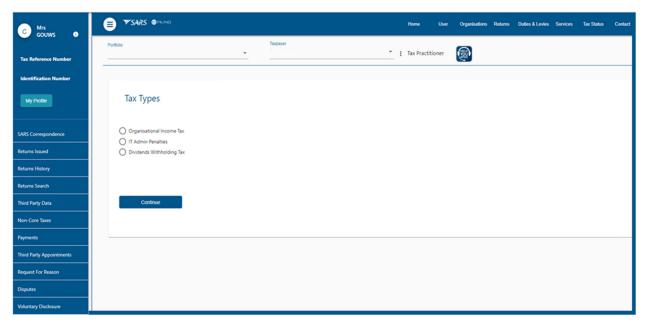
## 5 CAPTURE PAYMENT ARRANGEMENT

#### 5.1 Simulated Payment Arrangement Plan

- a) Once you have selected payment arrangement button wherever there is any outstanding debt, you will be presented with the screen to select the Tax Types.
- b) The payment arrangement request can only be done on one tax type at a time and not on multiple tax types in a single payment arrangement request.
  - i) PIT Tax Types

D Mr DP	SARS @rung					Home	Returns	Services	Tax Status	Contact
	Portfolio	÷	Taxpayer	* Individual						
Tax Reference Number					Card.					
Identification Number										
My Profile	Tax Types									
SARS Correspondence	<ul> <li>PIT Assessed Tax</li> <li>PIT Admin Penalties</li> </ul>									
Returns Issued	0									
Returns History										
Non-Core Taxes	Continue									
Returns Search										
Payments										
Request For Reason										
Disputes										
Voluntary Disclosure										
Special Links										

i) CIT Tax Types



i) VAT Tax Type



Nrs Potgieter 0	E TSARS @ PILING Home User Organisations Returns Duties & Levies Services Tax Stat	us Contact
Polyleter	Portfolio Taxpayer	
Tax Reference Number		
Identification Number		
My Profile	Tax Types	
SARS Correspondence	O Value Added Tax	
Returns Issued		
Returns History		
Returns Search	Continue	
Third Party Data		
Non-Core Taxes		
Payments		
Third Party Appointments		
Request For Reason		🍺 ASK A QUE

i) PAYE Tax Type

R Mr jonas 0		Home	User	Organisations	Returns	Customs	Duties & Levies	Services	Tax Status	Contact
Tax Reference Number	Portfolio	Taxpayer		•	: Organ	isation				
Identification Number							-			
My Profile	Tax Types									
SARS Correspondence	Pay As You Earn (PAYE)									
Returns Issued	<ul> <li>Skills Development Levy (SDL)</li> <li>Unemployment Insurance Fund (UIF)</li> </ul>									
Returns History										
Returns Search										
Levies and Duties	Continue									
Third Party Data										
Non-Core Taxes										
Payments										
Third Party Appointments									ζ	🗩 ASK A QUE

- A) Select **<Tax type>**
- B) Click **<Continue>** this option will display the auto simulated payment arrangement plan defaulted to 6 months.
- a) Once you click continue after selecting the Tax type, you will be presented with an auto-simulated payment arrangement plan defaulted to 6 months with the option of "Accepting" or "Save" the auto-simulated payment arrangement plan or "Propose Different Terms" or to "Cancel".

#### Effective: 08 March 2023



Permet Term   a   b    b    b		SARS @runa			Home User Organisa	ations Returns Duties & Levies Services Tax Status Co
A John   B John    B John   B John   B John   B John   B John   B John   B John   B John   B John   B John   B John   B John   B John   B John   B John   B John   B John   B John   B Jo		Portísio	Taxpayer		* I Tax Practitioner	
a b foreces hubble   b foreces hubble <t< th=""><th>J Mr Johan</th><th>Simulated Payment Arr</th><th>angement Plan</th><th></th><th></th><th></th></t<>	J Mr Johan	Simulated Payment Arr	angement Plan			
Na balance         Image: Control of Date         Payment Date         Payment Date           201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         201-06-30         200-06-30 <td></td> <td>Payment Term</td> <td></td> <td></td> <td>Total Account Balance</td> <td></td>		Payment Term			Total Account Balance	
Payment         Payment Surt Date         Payment Surt Surt Date         Payment Surt Date <t< td=""><td>Reference Number</td><td>6</td><td></td><td></td><td>34,104.70</td><td></td></t<>	Reference Number	6			34,104.70	
Payment     Description     Description       Correspondence     Fagment Date     Installment Amount     Tax     Interest     Penalty       2011-09-10     5.787.26     0.00     7.877.56     0.00       2011-09-10     5.787.26     0.00     7.877.66     0.00       2011-10-01     5.787.26     7.986.06     4.001.50     0.00       2011-10-10     5.787.26     5.684.47     13.00     0.00       2011-10-20     5.787.26     5.684.47     0.00.11     0.00       2011-10-20     5.787.26     5.787.26     5.684.47     0.00.11     0.00       2011-10-20     5.787.26     5.787.26     5.787.26     0.00     0.00       2012-10-21     5.787.26     5.787.26     5.787.26     0.00     0.00       2012-10-22     5.787.26     5.787.26     5.787.26     0.00     0.00       2012-10-23     5.787.26     5.787.26     5.787.26     0.00     0.00       2012-10-24     5.787.26     5.787.26     5.787.26     0.00     0.00       2012-10-25     5.787.26     5.787.26     5.787.26     0.00     0.00       2012-10-25     5.787.26     5.787.26     5.787.26     0.00     0.00       2012-20-28     5.787.26     5.	ntification Number					
Scoregondance     Payment Date     Installment Amount     Tax     Interest     Penalty       store     2011-01-00     3.787.56     0.00     3.787.56     0.00       store     2011-01-01     3.787.56     0.60     0.00       store     2011-10-01     3.787.56     5.684.47     133.09     0.00       2021-11-30     3.787.56     5.684.47     100.11     0.00       2021-12-31     5.787.56     5.787.56     0.00     0.00       2021-12-31     5.787.56     5.787.56     0.00     0.00       2021-02-10     5.787.56     5.787.66     0.00     0.00       2021-02-11     5.787.56     5.787.66     0.00     0.00       2022-01-13     5.787.56     5.787.66     0.00     0.00       2022-02-13     5.787.61     5.787.63     0.00     0.00       2022-02-13     5.787.61     5.787.63     0.00     0.00       2022-02-13     5.787.61     5.787.63     0.00     0.00       2022-02-13     5.787.61     5.787.63     0.00     0.00       2022-02-13     5.787.61     5.787.63     0.00     0.00       2022-02-13     5.787.61     5.786.45     0.00     0.00       2022-02-13     5.787.61 <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td></td<>						
wins fluid       A	My Profile	2021-09-30			2022-02-28	
And Selection     Sind Selection	RS Correspondence	Payment Date	Installment Amount	Tax	Interest	Penalty
And Party Conta     5,787.56     5,684.47     133.09     0.00       And Party Conta     5,787.56     5,684.47     133.09     0.00       And Party Conta     5,787.56     5,684.47     100.11     0.00       Cont Taxes     0.00     0.00     0.00       And Party Conta     5,787.56     5,687.45     100.11     0.00       Cont Taxes     0.00     0.00     0.00     0.00       And Party Appointments     5,787.56     5,720.63     6.69.3     0.00       And Party Appointments     5,787.56     5,720.63     6.69.3     0.00       And Party Appointments     5,720.64     3,756.0     3,56     0.00       And Party Appointments     5,720.64     3,756.0     3,56     0.00       Total Instalment Amount Payable     Passe Cick here to view a breakdown of the total account balance.     5,720.64     0.00       Passe Cick here to view a breakdown of the total account balance.     5,720.64     0.00     0.00       And Party Appoint appoin	turns issued	2021-09-30	5,787.56	0.00	5,707.56	0.00
All Control     All Control     Contr	turns History	2021-10-31	5,787.56	1,786.06	4,001.50	0.00
a kind is of the local state of th	turns Search	2021-11-30	5,787.56	5,654.47	133.09	0.00
indication     indication <td>rd Party Data</td> <td>2021-12-31</td> <td>5,787.56</td> <td>5,607,45</td> <td>100.11</td> <td>0.00</td>	rd Party Data	2021-12-31	5,787.56	5,607,45	100.11	0.00
and Party Appointments       Total Instalment Amount Payable       Please click here to view a breakdown of the total account balance.         guids for Reason       34,725.41       Image: Please click here to view a breakdown of the total account balance.         Juntary Docksure       Image: Please click here to view a breakdown of the total account balance.         VI Mantematice       Image: Please click here to view a breakdown of the total account balance.         VI Mantematice       Image: Please click here to view a breakdown of the total account balance.         VI Mantematice       Image: Please click here to view a breakdown of the total account balance.         VI Mantematice       Image: Please click here to view a breakdown of the total account balance.         VI Mantematice       Image: Please click here to view a breakdown of the total account balance.         VI Mantematice       Image: Please click here to view a breakdown of the total account balance.         VI Mantematice       Image: Please click here to view a breakdown of the total account balance.         VI Mantematice       Image: Please click here to view a breakdown of the total account compliance with the agreement and many modify or cancel the agreement H with the augreement and many modify or cancel the agreement H with the support that balance total balance total balance view a breakdown of the dotal accounts balance.         VI Mantematice       Image: Please click here to view a breakdown of the dotal account compliance with the agreement and many modify or cancel the agreement H with tapag	on-Core Taxes	2022-01-31	5,787.56	5,720.63	66.93	0.00
Total Instalment Amount Payable         Peace cick here to view a breakdown of the total account balance.           pots         31,725.41         Image: State instalment approximation of the total account balance.           in state Disclosure         Image: State instalment approximation of the state instalment approximation provided approximation approximation approximation approximation approximation approximation provided approximation provided approximation approximation approximation approximation approximation provided approximation approximatin approximatin approximation approximating approximap	ments	2022-02-28	5,787.61	5,754.05	33.56	0.00
public for Maxion     34.725 41 <ul> <li></li></ul>	rd Party Appointments	Total Instalment Amount Payable		Please click been to view a breakriou	n of the total account balance.	
L the undersigned (bhan Weideman, 330 106509208); in my capacity as representative of the above stated entity (hereinafter referred to as the Mostapayer/MD), being culy authorized thereto do hereby declare that AC' the information provided for this instalment payment agreement; hereinafter referred to as the Mostapayer/MD, being culy authorized thereto do hereby declare that AC' the information provided for this instalment payment agreement; hereinafter referred to as the Mostapayer/MD, being culy authorized thereto do hereby declare that AC' the information provided for this instalment payment agreement; hereinafter referred to as the Mostapayer/MD, being culy authorized thereto as thereto as the Mostapayer/MD, being culy authorized there and payer pay instalment on the due date of the Advect approve the Advect and there to colidate there and there as thereas and there and there as a thereas and there as a thereas and there as a thereas and there and the	quest For Reason	34,725.41			to the total account onlance.	
attay Obligation instalment piyment agreement (herinafter referred to a the AcadesetMill), and fail and to the totapper is abile, for the above stated tax det (herinafter referred to a the AcadesetMill) and the taxpayse has its affect to the SubArMann Revenues Charles and the acadesetMill and the acadesetMill and and programment of the on the terms and obsci . Lapseet tab the total, together with the state as the AcadesetMill and the taxpayse has its affect to the AcadesetMill and tableset and programment of the on the terms and obsci . Lapseet tab the total, together with the part as affect to the AcadesetMill and	putes	I the undersigned (Johan Weideman	\$301065003080i is mu capacitu at represent	stice of the shoue stated entity thereinsfler	afarrad to as the MostavoauarMPD baloo dubu athorizad	d thanks do hanks darlans that \$5° the information non-ided for this
It Maintenance         this agreement is subject to SARS accepting this proposal Lacknowledge that SARS will monitor compliance with the agreement and may modify or cancel the agreement if AC the tapayer fails to pay any installment on the due date or fails to keep their objects to SARS accepting this proposal Lacknowledge that SARS will monitor compliance with the agreement and may modify or cancel the agreement if AC the tapayer fails to pay any installment on the due date or fails to keep their objects to to start be conclusioned of the tapayer.           Reference Number Request         modification or cancellation may regarded the information provided during the application process, is materially increase.         modification or cancellation may regarded the tapayer of the tapayer.           Reference Number Request         modification or cancellation may regarded the the consideration by SARS of Hune payment agreement and that failure to pay the amounts on the date(3) theom may install indication or consideration by SARS of Hune payment agreement and that failure to pay the amounts on the date(3) theom may install indication or consideration by SARS of Hune payment agreement and that failure to pay the amounts on the date(3) theom may install indication agreement and that failure to pay the amounts on the date(3) theom may install indication by the same against the tapayer and issuing a warret of execution the SARS of Hune payment against the tapayer and issuing a warret of execution the SARS of Hune payment against the tapayer.	untary Disclosure	installment payment agreement (her	einafter referred to as the &€oeagreement&€D),	is full and true; the taxpayer is liable, for th	above stated tax debt (hereinafter referred to as the ä4ce	edebtä(D); and the taxpayer binds itself to the South African Revenue
Reference Number Request modification or cancellation may negatively affect the consideration by SARS of future payment agreements and that failure to pay the amounts on the date(s) shown may also result in SARS instituting one of the following legal steps to recover the debt remains unpaid on date of cancellation The appointment a third party who holds money on behalf of the taxpayer, to pay the outstanding tax debt Entering a civil judgement against the taxpayer and issuing a warrant of execution for the Sherift to attach	/E Maintenance	this agreement is subject to SARS ac	cepting this proposal: I acknowledge that SARS	s will monitor compliance with the agreeme	It and may modify or cancel the agreement if $\delta \varepsilon^*$ the taxp	ayer fails to pay any installment on the due date or fails to keep their
	Reference Number Request	modification or cancellation may neg	patively affect the consideration by SARS of fut	ure payment agreements and that failure to	pay the amounts on the date(s) shown may also result in \$	SARS instituting one of the following legal steps to recover the debt to
	vecial Links					

- b) Follow the steps below to continue with the auto simulated payment arrangement plan:
  - i) Verify the following information displayed on the auto simulated payment arrangement plan:
    - A) Payment term.
    - B) Total Account Balance.
    - C) Payment start date and payment end date.
    - D) Payment date.
    - E) Instalment amount.
    - F) Tax, Interest, Penalty.
    - G) Total Instalment Amount Payable.
  - ii) The Auto Simulated Payment plan will display the following buttons for selection:
    - A) **Propose Different Terms** If you select this option you will be asked to provide the payment term and the first instalment start date.
    - B) Cancel If you cancel the auto-simulation, it will be discarded/deleted and you will have to start the process from beginning if want you to request a payment arrangement.
    - C) **Save** If you select this option, the simulation will be saved and you will be able to view the simulation at a later stage, provided that it has not expired.
    - D) Accept Terms If you select this option, you are accepting the auto simulated payment arrangement plan and you make declaration that you have read and understood the agreement. The "Accept Terms" button will be disabled until you have acknowledged the "Agreement Details".
  - iii) Click the "Agreement Details" checkbox if you accept the auto simulated payment arrangement plan.
  - iv) Select < Accept Terms > the following pop up message will display if there is no supporting documents required.

Message
You have successfully accepted the payment plan. Select Continue to complete your payment details and submit the payment arrangement request
ОК



v) Click on **<OK**> this option will display the next screen (6.2) to capture your payment arrangement details.

## 5.2 Capture Payment Arrangement Details

a) Once you have accepted the auto simulated payment arrangement plan, you will be redirected to this screen which will be prepopulated with your demographic details. You are expected to complete the following mandatory fields:

J Mr Johan	SARS @rs.nd		Home	User	Organisations	Returns	Duties & Levies	Services	Tax Status	Contact
Ŭ	Partolo Taxoayer									
Tax Reference Number	· · · · · · · · · · · · · · · · · · ·		Tax Practitioner	<b>®</b>						
Identification Number										
My Profile	Capture Payment Arrangement Request Details									
SARS Correspondence	Please Note: If any information is saved and not submitted by midnight, the deferment request will expire and the Taxpayer	r must restart the	e determent request process.							
Returns issued	PERSONAL DETAILS									
Returns History	Fethane		Sumane							
Returns Search	Johan		Tax Reference Number							
Third Party Data	10 Target action. Number		Tax Heference Number							
Non-Core Taxes										
Payments										
Third Party Appointments	CONTACT DETAILS									
Request For Reason	Cel Number 000000000		Coal ga@sarsefiling.co.za							
Disputes										
Voluntary Disclosure	Home Telephone	_	Business Telephone							
PAYE Maintenance										
Tax Reference Number Request										
Special Links	PAYMENT DETAILS									
	Method Of Payment N/A	*	First Instalment Start Date 2021/09/30							
	Payment Term 6		Total Outstanding Amount 34104.7							
	· · · · · · · · · · · · · · · · · · ·									
			Please click here to view a br	reakdown (	of the total cons	olidated am	ount			
	Reason For Requesting Payment Arrangement									
	Reason For Requesting Payment Anaropment is required. 400 Characters Left									
	Workington Structures Lens New Simulation Save					5	Submit			

- i) **Cell-phone Number –** Enter the cell phone.
- ii) **Email Address –** Enter valid email address.
- iii) **Method of Payment** Click on the dropdown, then you will be presented with the following method of payment to select:
  - A) Debit Order This debit order option does not send the payment instruction to your bank. You are required to make arrangements with your banking institution and load the debit order instruction in favour of SARS. If this option is selected, the captured banking details will be validated using the Account Verification System (AVS). You will not be allowed to submit the payment arrangement request if the captured banking details was not successfully validated.
  - B) EFL (eFiling) If this option is selected, a check will be done to determine if there is banking details set-up on the profile. If there is no banking details set-up, you will be required to setup your bank details to make payment on eFiling. Refer to <u>GEN-ELEC-11-G01-Guide-to-Bulk-and-Additional-Payments-on-eFiling-External-Guide</u>
  - C) **EFT** (Electronic Funds Transfer) if this option is selected you will not be expected to capture any additional details relating to this option.
  - D) Employer If this option is selected ,you will required to complete your Employer Name and Employment number, the rest of the other fields will be prepopulated based on your demographic details.



- E) Third Party If this option is selected, you will required to complete the Third Party Name and unique number, the rest of the other fields will be prepopulated based on your demographic details.
- iv) **Reason for requesting for payment arrangement –** Capture the reason for requesting payment arrangement.
- v) The following buttons will be available on the payment arrangement details screen:
  - A) **Submit button**: Selecting this button will submit the information displayed. This button will be available provided there is no supporting documents required, and all the mandatory payment arrangement details have been completed.
  - B) **Save button**: Selecting this button will direct you to the saved payment arrangement grid. The simulation will be saved and can be viewed at a later stage, provided it has not expired.
  - C) **View Simulation button**: Selecting this button will take you to the simulated payment arrangement plan screen, and the simulation that has already accepted will be loaded.
- vi) Click <**Submit**> you will be presented with the confirmation message that you have successfully submitted the Payment Arrangement Request.

D Mr DP	SARS @read	Home	Returns	Services	Tax Status	Contact
Tax Reference Number	Portolo Texpayer					
Identification Number						
My Profile	Payment Arrangement Request					_
SARS Correspondence	Saved Payment Arrangement request has been submitted to SARS					
Returns Issued	SARS will communicate the outcome of your payments Arrangement request once finalised. An SMS or E-mail will be issued to you when correspondence has been issued to yo	ir eFiling prof	ile			
Returns History						
Non-Core Taxes	ОК					
Returns Search						
Payments						
Request For Reason						
Disputes						
Voluntary Disclosure						
Special Links						

vii) Select **<Ok>** on the confirmation message, you will be redirected to the payment arrangement history screen to view the status of the payment arrangement request submitted.

D Mr DP	≡ ▼SARS @FR	ING		Home Returns Services	a Tax Status Contact
	Portfolio	Taxpayer	🔭 🗄 Individual		
Tax Reference Number					
Identification Number					
My Profile	Submitted	Payment Arrangement History			
	Date	Description	Status	Amount	View
SARS Correspondence	2021-08-21	Payment Arrangement Request	Arrangement Approved	24714.91	View
Returns Issued	2021-07-14	Payment Arrangement Request	Arrangement Not Adhered To	61533.61	View
Returns History	2021-07-05	Payment Arrangement Request	SUBMITTED	24590.16	View
Non-Core Taxes				Items per page: 20 👻	1-8 of 8 < >
Returns Search					
Payments					
Request For Reason					
Disputes					
Voluntary Disclosure					
Special Links					



## 5.3 **Propose Different Payment Terms**

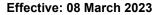
a) When you select the "Propose different Terms" button a page will be displayed where you may update the payment term value and choose to include / exclude the "debt not yet due" amount as part of the resimulation.

SARS @ring			•	ome User Organisations Rehams Duties & Levies Servi	ces Tax Status
Particle	t v	er (	* I Tax Practitioner		
			Payment Arrangment Plan	Re-Simulation	
Simulated Payment	Arrangement Plan	Payment Term 4 months			
Payment Term					
4		Description	Amount	Action	
Payment Start Date		Debt not yet due	0	🗹 include	
2021-09-30					
		Cancel	Continue		
Payment Date	Installment Amount	Cancer	Continue		
2021-09-30	8,635.41	0.00	8,635.41	0.00	
2021-10-31	8,635.41	7,481.76	1,153.65	0.00	
2021-11-30	8,635.41	8,535.54	99.87	0.00	
2021-12-31	8,635.44	8,585.36	50.08	0.00	
Total Instalment Amount Payable					
34,541.67		Please click here to view a breaks	own of the total account balance.		
🗾 l, the undersigned (Johan Wei	seman, 5301065092089), in my capacity as representative	of the above stated entity (hereinafter referred to	as the å€oetaxpayerå€0), being duly authorized thereto	So hereby declare that $\delta \varepsilon^*$ the information provided for this installment pa	yment agreemen
				frican Revenue Service (hereinafter referred to as &foeSARS&CD) for the du ct to SARS accepting this proposal: I acknowledge that SARS will monitor o	
				he information provided during the application process, is materially incor nd that failure to pay the amounts on the date(s) shown may also result in	
				ntering a civil judgement against the taxpayer and issuing a warrant of ex	

i) Select < Propose Different Terms>

	SARS @FUNG			Hom	e User	Organisations Return	ns Duties & Levies	Services Ta	Status Contact
	Portolio		faxpayer	Tax Practition	"				
J Mr Johan o	Simulated Payment A	rrangement Plan		Payment Arrangme	t Plan Re-Sin	nulation			
Tax Reference Number Identification Number	6		Payment Term	*				<u> </u>	
My Profile	Payment Start Date 2021-09-30		Description Debt not yet due	Amount 0		Action			
SARS Correspondence	Payment Date	Installment Amount	Cancel	Continue					
Returns Issued	2021-09-30	5,787.56		3,78	7.30		0.00		
Returns History	2021-10-31	5,787.56	1,786.06	4,00	1.50		0.00		
Returns Search	2021-11-30	5,787.56	5,654.47	133	09		0.00		
Third Party Data	2021-12-31	5,787.56	5,687.45	100	11		0.00		
Non-Core Taxes	2022-01-31	5,787.56	5,720.63	66.5	3		0.00		
Payments	2022-02-28	5,787.61	5,754.05	33.5	6		0.00		
Third Party Appointments	Total Instalment Amount Payable								
Request For Reason	34,725.41		Please click here to vi	iew a breakdown of the total account balance					
Disputes									
Voluntary Disclosure	installment payment agreement ()	hereinafter referred to as the &Koeagn	reementā (D), is full and true; the taxpayer	ity (hereinafter referred to as the &Coetaxpay is liable, for the above stated tax debt (herei	hafter referred to	o as the 倜debtå€D); and	the taxpayer binds itse	If to the South A	frican Revenue
PAYE Maintenance	this agreement is subject to SARS	accepting this proposal: I acknowled	ge that SARS will monitor compliance with	tions set out below. I agree that the total, to the agreement and may modify or cancel t	he agreement if	à€" the taxpayer fails to pa	ay any installment on th	e due date or fai	ils to keep their tax
Tax Reference Number Request	modification or cancellation may r	negatively affect the consideration by	y SARS of future payment agreements and	n process, is materially incorrect; or there is a d that failure to pay the amounts on the date	(s) shown may all	lso result in SARS institutin	ng one of the following I	legal steps to rec	over the debt that
Special Links	remains unpaid on date of cancell sell your assets.	ation The appointment a third party	who holds money on behalf of the taxpay	ver, to pay the outstanding tax debt Entering	a civil judgemen	t against the taxpayer and	issuing a warrant of exi	ecution for the S	heriff to attach and
	Propose Different Terms		Cancel	Save			Accept Terms		

- ii) Select < Payment Term > select any value from 1 month to 36 months
- iii) Click < **Include**> Selecting this button will give you the option of choosing to include / exclude the "debt not yet due" amount as part of the re-simulation.
- iv) Click **Continue**> this option will take you to the proposed payment arrangement plan.





SARS @mma			Home Use	r Organisations Returns Duties & Lewies Services Tax Status
Portulo	Terpayer		* I Tax Practitioner	
Simulated Payr	nent Arrangement Plan			
Payment Term			Total Account Balance	
4			34,104.70	
Payment Start Date 2021-09-30			Payment End Date 2021-12-31	
			101-10-01	
Payment Date	Installment Amount	Tax	Interest	Penalty
2021-09-30	8,635.41	0.00	8,635.41	0.00
2021-10-31	8,635.41	7,481.76	1,153.65	0.00
2021-11-30	8,635.41	8,535.54	99.87	0.00
2021-12-31	0,635.44	8,585.36	50.08	0.00
Total Instalment Amount Po 34,541.67	yable	Please click here to view a breakdown of th	e total account balance.	
				e that #C" the information provided for this installment payment agreement (her prvice (hereinafter referred to as #CoeSARS#CD) for the due and proper payment
on the terms and con	sitions set out below. I agree that the total, together with interest at the p	prescribed rate per month, will be paid as follows an	d that the conclusion of this agreement is subject to SARS accept	ing this proposal. I acknowledge that SARS will monitor compliance with the ag rovided during the application process, is materially incorrect; or there is a mate
change to the financi	I conditions of the taxpayer. Furthermore, I acknowledge that modification	on or cancellation may negatively affect the consider	ation by SARS of future payment agreements and that failure to	pay the amounts on the date(s) shown may also result in SARS instituting one o igement against the taxpayer and issuing a warrant of execution for the Sheriff (
and sell your assets.	a recorder one ontoes these recorders anyoers on seals on central eachers on egypo		the aspect, is pay the constrainty as only in the second pro-	gennens agamas one sangagen and sasangy a manans si nanosis in onesation na one generation
		_		
Propose Different Terms	Cancel		Save	Accept Terms

- v) Click **<Check box>** by clicking on the checkbox you accept the proposed simulation payment arrangement plan and make a declaration that you have read and understood the agreement.
- vi) Select < Accept Terms > Selecting this button will trigger either one of the messages with the following buttons:
  - A) **OK** by selecting this button you will be redirected to capture your payment arrangement details. Refer to 6.2
  - B) **Continue** by selecting this button you will be redirected to supporting documents screen so that you can upload and submit supporting
  - C) **Upload Later –** by selecting this button you be will redirected to saved payment arrangement screen to upload document at a later stage.

Message						
You have successfully accepted the payment plan. Select Continue to complete your payment details and submit the payment arrangement request						
ОК						
Message						
You have successfully accepted the payment plan. Please note that based on your payment arrangement plan, you are required to submit supporting documents. Select Continue to proceed with submitting supporting documents or upload document at a later stage. Please note that you will not be able to Submit your payment arrangement request until all the required documents have been submitted						
Continue Upload Later						



## 6 CAPTURE PAYMENT ARRANGEMENT

- a) When you accept the simulation, a check will be done to see if supporting documents are required:
  - i) If supporting documents are required, a message will be displayed. Please use the supporting documents functionality to upload the requested information, as indicated below. Once submitted, you will be able to complete the payment arrangement details so that the request can be finalised. You can choose to upload supporting documents at a later stage, however, the payment arrangement request will not be finalised without supporting documents been uploaded.
  - ii) If there is no supporting documents required, you will proceed to complete the payment arrangement request details and submit once all the mandatory fields have been captured.
- b) The required supporting documentation includes, but is not limited to:

#### i) For Company / Close Corporation / Trust / Sole Proprietor/ Partnership

- A) Copies of bank statements for the past three months
- B) Cash flow statement for the next 12 months
- C) Previous three year financial statements (where applicable, dependant on the request)
- D) Management accounts from last financial statements up to date
- E) A detailed asset register including disposals for the last 3 years
- F) Detailed list of debtor and creditor's analysis.

#### ii) For Individual (salary income)

- A) Copies of bank statements for the past six months
- B) Copy of most recent payslip
- C) Proof of outstanding accounts.
- c) Follow the steps below to upload and submit supporting documents after selecting continue from this message:

Message
You have successfully accepted the payment plan. Please note that based on your payment arrangement plan, you are required to submit supporting documents. Select Continue to proceed with submitting supporting documents or upload document at a later stage. Please note that you will not be able to Submit your payment arrangement request until all the required documents have been submitted
Continue Upload Later

- i) Select <Continue>
- ii) Capture the following payment arrangement request details:
  - A) Cell-phone Number
  - B) Email Address
  - C) Method of Payment
  - D) Reason for requesting for payment arrangement.



Mr Johan	SARS @rung			Home User	Organisations Returns	Duties & Levies Service	s Tax Status Contact
J Mi Johan 0	Portfolio	Taxpayer	-	Tax Practitioner			
Tax Reference Number					600		
Identification Number	Capture Payment Arrangement						
My Profile	Please Note: If any information is saved and not submi	ted by midnight, the deferment request will expi	ire and the Taxpayer must re	istart the deferment request	t process.		
	PERSONAL DETAILS						
SARS Correspondence	First Name Johan			Sumane			
Returns Issued	D Repatration Number			Tax Reference Number			
Returns History							
Returns Search	CONTACT DETAILS						
Third Party Data	Cell Number			Email			
Non-Core Taxes	000000000			qa@sarsefiling.co.za			
Payments	Home Telephone			Business Telephone			
Third Party Appointments							
Request For Reason	PAYMENT DETAILS						
Disputes	Method Of Payment Employer		-	First instaiment Start Date 2021/09/30			
Voluntary Disclosure	Payment Term			Total Outstanding Amount			
PAYE Maintenance	13			34104.7 Please click here to view a	breakdown of the total const	olidated amount.	🗁 АБКА О
Tax Reference Number Request	Reason For Requesting Payment Arrangement						
Special Links	400 Characters Left						
	View Banulation	Bave			Bubmit		
	Document Details						
	Document Type	Status	Upload		View		
	Payment Arrangement Supporting Documents	AWAITING	Upload				

iii) Select **<Upload>** button on the payment arrangement request details screen, this option will take you to upload documents screen.

D Mr SIBISI O	SARS @FUNG					Home	Returns	Services	Tax Status	Contact
	Portfolio		Taxpayer	lividual						
Tax Reference Number					and .					
Identification Number										
My Profile		Upload Documents								
SARS Correspondence		vortant: Please note that the following file types may be uploaded, undefined.doc , .docx, .gif , Jiff, .jpegJpg , .pdf , .Png , .xts , .xtsc . Maximum allowable file size may not exceed 5M8. er documents have been uploaded, please click on the Submit button.								
Returns Issued										
Returns History	Copies of bank statements for the past 3 Months									
Non-Core Taxes	Upload Status	Document Name		Up	load			_		
Returns Search	Converted and stored	SOA PAR.pdf		0	$\otimes$					
Payments	Copies of most recent 3 Mont	h's payslins								
Payment Guide				_	_					
Pay Now	Upload Status	Document Name		Up	koad			_		
Payment Arrangement History	Converted and stored	SOA PAR.pdf		0	$\otimes$			_		
Saved Payment Arrangement					_					_
Submitted Payment Arrangement						Back			Submit	
Payment History										

- iv) Select <Upload>
- v) Browse for the file on your computer to select the documents to be uploaded.
- vi) Upload the supporting documents.
- vii) Select **<Submit>** by selecting this button a confirm submission message will display.





viii) Select **<Continue>** by selecting this button you be will redirected to the payment arrangement request details screen to view the supporting documents uploaded.

Mr Johan	SARS @reng	Home User Organisations Returns Duties & Levies Services Tax Status Contact
J Mr Johan	Portolo Texpeyer	Tax Practitioner
Tax Reference Number	· · · · · · · · · · · · · · · · · · ·	i nav Province
Identification Number	Capture Payment Arrangement Request Details	
My Profile	Please Note: If any information is saved and not submitted by midnight, the deferment request will expire and the	e Taxpayer must restart the deferment request process.
	PERSONAL DETAILS	
SARS Correspondence	First Name Johan	bunane
Returns Issued	(Difegulation Number	Tax Reference Number
Returns History		
Returns Search	CONTACT DITAILS	
Third Party Data	CONTACT DETAILS	
Non-Core Taxes	Cet Number 0000000000	cnus qa@sarsefiing.co.za
Payments	Home Telephone	Business Telephone
Third Party Appointments		
Request For Reason	PAYMENT DETAILS	
Disputes	Method Of Payment Employer	Final Installment Start Date     2021/09/30
Voluntary Disclosure	Payment Term	1000 Cutationing Amount
PAYE Maintenance	13 Reason for Requesting Payment Anangament	34104.7 💬 ASKA 0
Tax Reference Number Request	400 Characters Left	
Special Links	View Rendultion Rave	State 1
	Document Details	
	Document Type Datus Upload	Vev
	Payment Arrangement Supporting Documents SUBMITTED	✓ View

- ix) Click <View> to check if you have uploaded the correct documents.
- x) Click **<Submit>** if the correct documents are successfully uploaded, by selecting this button you will be redirected to the confirmation screen indicating that the payment arrangement request has been submitted to SARS.



#### Effective: 08 March 2023

D Mr DP	■ ▼SARS @FLING				Home	Returns	Services	Tax Status	Contact
Tax Reference Number	Portfolio	Taxpayer	* Individual						
Identification Number									
My Profile	Payment Arrangemen	t Request							
SARS Correspondence	Saved Payment Arrangement request h								
Returns Issued	SARS will communicate the outcome of	f your payments Arrangement request once finalised. Ar	n SMS or E-mail will be issued to you when corresponden	te has been issued to you	ir eFiling prof	ile			
Returns History									
Non-Core Taxes	Ok								
Returns Search									
Payments									
Request For Reason									
Disputes									
Voluntary Disclosure									
Special Links									

xi) Click **<OK>** by selecting this button you be will redirected to the submitted payment arrangement history screen:

dana.	→ SARS @ ™				
D Mr DP	■ ▼SARS @ru	~~		Home Returns Services	a Tax Status Con
	Portfolio	Taxpayer	🝸 i Individual 🛞		
Tax Reference Number					
Identification Number					
My Profile	Submitted	Payment Arrangement History			
	Date	Description	Status	Amount	View
SARS Correspondence	2021-08-21	Payment Arrangement Request	Arrangement Approved	24714.91	View
Returns Issued	2021-07-14	Payment Arrangement Request	Arrangement Not Adhered To	61533.61	View
Returns History	2021-07-05	Payment Arrangement Request	SUBMITTED	24590.16	View
Non-Core Taxes				items per page: 20 👻	1-8 of 8
Returns Search					
Payments					
Request For Reason					
Disputes					
Voluntary Disclosure					
Special Links					

## 7 VIEW HISTORY OF PAYMENT ARRANGEMENT REQUESTS

- a) A list of all the payment arrangement requests saved and successfully submitted will be available under the following grids:
  - i) **Saved Payment Arrangement History** this grid will display payment arrangement requests where a "SAVED" button, "Upload Later" button or where there was failed validations.
  - ii) **Submitted Payment Arrangement** this grid will display payment arrangement requests with the following the following status:
    - A) Submitted;
    - B) Arrangement Approved
    - C) Arrangement Terminated
    - D) Arrangement Declined
    - E) Arrangement Finalised
    - F) Arrangement Not Adhered To.
- b) Follow the steps below to view saved payment arrangement requests:



- i) Select < Returns> top menu item
- ii) Select <Payment> side menu item
- iii) Select < Payment Arrangement History > sub-menu item
- iv) Select **<View >**hyperlink on the Payment Arrangement Request page to view the appropriate error validation message.

D Mr DP	SARS @FLING					Home	Returns	Services	Tax Status	Contact
Tax Reference Number	Portfolio	÷	Taxpayer	- Individual						
Identification Number										
My Profile	Saved Paymer	nt Arrangement History								
	Date	Description		Status		Amount		View		
SARS Correspondence	2021-09-02	Payment Arrangement Request		Error						
Returns Issued	2021-09-02	Payment Arrangement Request		Your request cannot be submitted due to an existing Payment						
Returns History	2021-08-24	Payment Arrangement Request								
Non-Core Taxes	2021-08-19	Payment Arrangement Request		Arrangement or debit order. P cancelation of existing Payme	nt Arrangem	ent or debit order		View		
Returns Search	2021-08-14	Payment Arrangement Request		contacting SARS Contact Cer	tre on 0800	00 SARS (7277).		View		
Payments	2021-07-22	Payment Arrangement Request		ок				View		
Payment Guide	2021-05-13	Payment Arrangement Request		PAILED		0		View		
Pay Now	2021-05-13	Payment Arrangement Request		FAILED		0		View		
Payment Arrangement History							items per pag	: 20 - <del>-</del>	1 - 8 of 8	<
Saved Payment Arrangement										
Submitted Payment Arrangement										
Payment History										

- a) Follow the steps below to view submitted payment arrangement request:
  - i) Select < **Returns>** top menu item
  - ii) Select <Payment> side menu item
  - iii) Select <Submitted Payment Arrangement> sub-menu item
  - iv) Select **<View >**hyperlink on the Payment Arrangement Request page to view the details of the payment arrangement.

D Mr DP	SARS @FLING				Home Returns	Services	Tax Status	Contact
Tax Reference Number	Portfolio	Taxpaye	yer	• Individual				
Identification Number								
My Profile	Submitted P	ayment Arrangement History						
	Date	Description		Status	Amount		View	
SARS Correspondence	2021-08-21	Payment Arrangement Request		Arrangement Approved	24714.91		View	
Returns Issued	2021-07-14	Payment Arrangement Request		Arrangement Not Adhered To	61533.61		View	
Returns History	2021-07-05	Payment Arrangement Request		SUBMITTED	24590.16		Vitw	
Non-Core Taxes					items per pag	: 20 ¥	1 - 11 of 11	< >
Returns Search								
Payments								
Payment Guide								
Pay Now								
Payment Arrangement History								
Saved Payment Arrangement								
Submitted Payment Arrangement								
Payment History								

- a) Note
  - i) The taxpayer will not be able to cancel a payment arrangement request once it has been submitted.



## 8 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

AVS	Account Verification System
CIT	Corporate Income Tax
DWT	Dividends Withholding Tax
MCP	My Compliance Profile
SOA	Statement of Account
SARS	South African Revenue Service
PAYE	Pay As You Earn
PIT	Personal Income Tax
SDL	Skills Development Levy
UIF	Unemployment Insurance Fund
VAT	Value Added Tax
SARS	Corporate Income Tax

#### 9 DOCUMENT MANAGEMENT

Business Owner	Head: Business Design and Engineering
Detail of Change	Update to new Template and debit order method

#### DISCLAIMER

The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation or seek a formal opinion from a suitably qualified individual.

#### For more information about the contents of this publication you may:

- Visit the SARS website at www.sars.gov.za;
- Make a booking to visit the nearest SARS branch;
- Contact your own tax advisor / tax practitioner;
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 SARS (7277); or
- If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).