EXTERNAL GUIDE

HOW TO SUBMIT YOUR INDIVIDUAL INCOME TAX RETURN (ITR12) VIA THE SARS MOBIAPP



REVISION HISTORY TABLE

Date	Version	Description
18-02-2022	0	PIT Phase 2 Filing Season 2021 (Initial document)
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1 PURPOSE

- The purpose of this guide is to describe how to use the SARS MobiApp to submit your Income Tax return (ITR12). The guide also describes various requirements for a successfully filed return.
- This guide in its design, development, implementation and review phases is guided and underpinned by the SARS Strategic Plan 2020/21 2024/25 and the applicable legislation. Should any aspect of this guide be in conflict with the applicable legislation the legislation will take precedence.

2 INTRODUCTION

- Income tax is imposed under the Income Tax Act No. 58 of 1962. It is a tax levied on all income and profit received by a taxpayer (which could include individuals, companies, and trusts). Collecting taxable income is a SARS mandate, inter alia assisting the citizens of South Africa in complying with their tax responsibilities. One of the complying requirements of individuals is to file/submitthe Income Tax ITR12 return every year. The completion and submission of the ITR12 return is to determine whether the taxpayer is indebted to pay any taxes or eligible for a tax refund.
- Various SARS service channels are available in which taxpayers can file/submit their return. These service platforms amongst other duties, ensure that the taxpayer is serviced efficiently and the information pertaining to their tax affairs is up to date, accurate and credible. This ultimately results to more reliable and credible assessments. The SARS MobiApp is one such service platform within the digital domain. This mobile application can be installed on your smart mobile and or a smart device.
- The SARS MobiApp mainly caters for individual taxpayers and registered tax practitioners with full access for the submission of the Income Tax Return for Individuals. In addition, when completing the Income Tax Return, you are advised to also note the Income Tax (ITR12) comprehensive guide which details the requirements of the Income Tax Return for individuals.
- The guide also includes functionalities that you may use when filing your return such as, how to respond to a duplicated IRP5 or preempt your tax assessment by viewing your tax calculated assessment. Where SARS has engaged with you and requested supporting documents, there is a section that will demonstrate how to upload the requested supporting documents.
- SARS is committed to making it easy and simple for you to comply. This guide is to assist you in that by demonstrating how you can navigate the SARS MobiApp for the purpose of submitting your Income Tax return to SARS.

3 PREREQUISITES FOR USING THE SARS MOBIAPP

- Note the following for effective use of the SARS mobile application:
 - You must be a registered SARS income taxpayer who is liable for the submission of an Income Tax (ITR12) return
 - For more information on how to register for personal income tax, refer to the following external guide.
 - IT-AE-46-G01 How to submit your Individual Income Tax return via the SARS MobiApp - External Guide

- You must be registered for the use of eFiling or the SARS MobiApp.
 - For more information refer to the following guide:
 - IT-AE-46-G01 How to submit your Individual Income Tax return via the SARS MobiApp External Guide
- You must have downloaded the SARS MobiApp on your smart device.
 - Ensure that your downloaded SARS MobiApp is always up to date.
 - Ensure your device has the latest Operating System Software.
- When using the application, your device must have data or connected to a functioning W-Fi system.
- You must have the correct username and password to be able to transact on the SARS Mobile Application.

4 DOWNLOADING THE SARS MOBIAPP

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- You can easily install the SARS MobiApp from the App Store, Google Play Store, or the Huawei App Gallery.
- The following are the operating systems versions required for your smart phone/device to enable the downloading of the SARS MobiApp:
 - Android Version 5.0 or Higher
 - iOS Version 10 or Higher



- To Download:
 - Tap on the Google Play Store/Huawei App Gallery/Apple App Store to open the store
 - Type "**SARS MobiApp**" into the Search box displayed. Once the SARS MobiApp appears as part of the search results, download the Application to your device.
 - Download and install the App as per requirements of your device. When the installation is complete, the SARS MobiApp icon will be displayed on your mobile device home screen.



5 METHODS OF SUBMITTING YOUR INCOME TAX RETURN VIA THE SARS MOBIAPP

- Once you are registered and activated for Personal Income Tax (PIT), the applicable Personal Income Tax return (ITR12) will be issued and made available on the SARS MobiApp during filing season. Your ITR12 return can then be submitted either via the auto assessment process or by completing and submitting your ITR12 Income Tax return.
- Below is a brief description of these processes.
 - Auto-Assessment is when SARS pre-populates your income tax (ITR12) return with your most recent third-party certificate/s and proceeds by generating an estimated assessment result of your income tax.
 - You can then respond by either **accepting** the estimated assessment done by SARS or **update** your ITR12 return with the applicable information. This process is further unpacked on section 6.1 of this guide.
 - Completing and submitting your income tax return is when you open your prepopulated ITR12 return and proceed by completing/updating your return accordingly. Once completed/updated, you are required to submit your ITR12 return to SARS. This process is further unpacked in section 6.2 of this guide.

6 HOW TO SUBMIT YOUR INCOME TAX RETURN

• As described above, you can submit your return via the auto assessment process or by updating or completing your Income Tax return (ITR12). This section will detail how to respond to an auto estimated assessment and how to edit and submit your ITR12 return via the SARS MobiApp.

6.1 AUTO ASSESSMENT

• Once an auto estimated assessment of your income tax (ITR12) return has been made available to you by SARS, an SMS or email correspondence will be sent through to your preferred mode of correspondence.

• You can respond to the automated assessment by filing your original return where you do not agree with the assessment raised by SARS, else you do not have to do anything if you agree with the auto assessment

Note that you are given 40 days to respond, from the day the estimated assessment was made available to you.

- Once you have viewed your automated estimated assessment results.
 - If you are happy, accept by doing nothing.
 - If you are not happy, disagree by updating your ITR12 return and submitting your updated return to SARS within 40 days, from the day your auto estimated assessment results was issued to you by SARS.
- To access your auto estimated assessment
 - Login to the SARS MobiApp.
 - On the Landing Page, select Tax Returns
 - Select the applicable Year of Assessment
- Note the auto estimated pop-up message will be displayed



- To View your income tax estimated assessment results
 - Tap on **OK** displayed on the pop-up message
 - This will route you to the **Summary Assessment Notice Page**.

Note that you can also get to the **Summary Assessment Notice Page** by tapping on **View Assessment** icon displayed on the **Work Page**.

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- Once the auto estimated assessment has been viewed:
 - If you are in agreement with the estimated assessment results
 Close the SARS MobiApp

Note the **DOWNLOAD** tab used to download the estimated assessment results on your device

- If you are not in agreement with the estimated assessment results
 - Tap on View Return on the Work Page • This will route you to the Standard
 - This will route you to the Standard Form of your Income tax return for individuals.
 - Tap on EDIT RETURN
 - Update/Complete your Income tax return accordingly

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South African Reverse Service Taxpayer Ref No.	Income Tax Return for Individuals			
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Standard Questions	^			
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Taxpayer ceased to be a tax RSA	c resident of the			
EDIT RETURN	CLOSE			

- Note that the status of the ITR12 will be displayed as ISSUED on your Work Page
- This indicates that the return once completed must be filed/submitted to SARS.

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Version 1	Form Wizard INFORMATION TO CREATE YOUR PERSONAL ^
Last Modified 2019/06/12 Calculation Results NOT CALCULATED	This page allows you to personalize your ITR12 return in order to accommodate your individual tax requirements.
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Payment Protocy	Taxpayer Information
	Bank Details 🗸 🗸 🗸
🖉 Edit Return	SAVE TAXCALC MEPREM SUBMIT

- On how to complete and submit your income tax return, refer to section 6.2 of this guide.
- For further details on your auto assessment results, kindly visit the SARS website, or request a SARS Agent to contact you via the eBooking service.

6.2 COMPLETE AND SUBMIT YOUR INCOME TAX RETURN

6.2.1 COMPLETING/EDITING YOUR INCOME TAX RETURN

• To complete and submit your return, Tap on **Tax Returns**, Select the applicable year and the Standard Form [online] will be displayed. Note what is on the creation wizard and once you viewed and agree with it, tap on **OK**.



REVISION: 1

• Complete the form as detailed on the Income Tax ITR12 comprehensive external guide available on the SARS MobiApp and SARS website.

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	 We may need you to visit your local SARS branch with supporting documents. But we'll let you know 	This pa return i tax req	ige allows you to personalize you n order to accommodate your in uirements.	ur ITR12 dividual	Standard		
	 Please note that you cannot alter nor delete data provided by your Employer / Service provider. If the 	Standa	ard	~	Is this dec Practitione	laration made by a Tax r?	Y O N 💿
	information on this form is incorrect, please contact your employer or service provider to have the information corrected and	Тахрауе	r Information	~	Mark with a resident of assessment.	an "X" if you ceased to be a he RSA during this year of	
	re-submitted to SARS If you need any more information, simply visit www.sars.gov.za	Bank De Employe [IRP5/IT:	etalis se Tax Certificate Information 3(a)]	~ ~	Were you year of as receive an capital gai	unemployed for the full sessment and did not y income including any n / loss?	Y () N ()
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SA				BEE SUBMIT	SAVE	TAX CALC REFRESH	SUBMIT

- Note the red on the fields. This indicates that the field should be completed.
- Complete your income tax return by tapping on the following icons
 Image: Standard and the form, to open or close the income tax return components.

• Note the following:

- Where the pre-populated information (third party data/certificates) displayed on your ITR12 return is incorrect and uneditable, the taxpayer is advised to view/download their third-party certificates which have been submitted by their financial service provider to SARS.
- Refer to GEN-ENR-01-G09 How to view submitted third party data returns or data files via eFiling - External Guide for information on how to view/download your third-party certificates/data via eFiling
- Where there is a query on the third-party certificate/s or the certificate/s are found to contain incorrect information, the taxpayer should then contact their financial service provider and engage them regarding the incorrect information.
 - Once the financial service provider has been engaged and informed, they will then update the taxpayer's information accurately on their system and submit an updated file to SARS.

- Once the financial service provider has made the updated file containing accurate taxpayer information available to SARS, the taxpayer can then **refresh** their ITR12 return via the SARS MobiApp to populate their return with the updated information.
 - To **Refresh** (re-populate the ITR12 form with the latest third-party data/certificates), kindly refer to section 8.3 on this guide.

6.2.2 SUBMITTING YOUR RETURN

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- Once you have completed the mandatory fields on your Income Tax (ITR12) return, you are required to submit your return.
- To do this, on the Standard Form Page, select 'SUBMIT' displayed at the bottom of the page.
 - Tap on SUBMIT
- You will then be routed to the **Declaration Page**.
 - Take note of the declaration and when in agreement, select 'Confirm'
 - If **Cancel** is selected, your Income Tax (ITR12) return will not be submitted to SARS.
- Once **Confirm** is selected, an interim status of "**In Progress**" will be displayed on your device. This indicates that the return is being processed by SARS.
- Once SARS has processed and assessed your Income Tax return, the **Work Page** will indicate your Income Tax return as "**Filed**"



Note that where the ITR12 return was submitted through another channel, the status for the Income Tax ITR12 return will reflect as "*Filed through another channel*"

- Where your ITR12 return is opened and you tap on the native back button of your device, the following message will pop-up.
 - Select **Cancel** for the ITR12 return to remain open
 - Select **Ok** for the ITR12 return to close



Below are the descriptions of the various service options displayed on your Work Page:



7 HOW TO VIEW YOUR INCOME TAX RETURN

7.1 VIEWING INFORMATION ON YOUR INCOME TAX RETURN

• The SARS MobiApp enables you to submit/ file to SARS the current or the previous years of submission. To open and view your ITR12 return, login by using your login and password.

- Once logged in, on the Landing Page
 - Tap on Tax Returns
- Select by tapping on the applicable year
- On the Standard Form page, note the information is on the wizard
- Once you have viewed and are in agreement with the information on the wizard, tap on OK



- Complete the form as detailed on the Income Tax ITR12 comprehensive external guide available on the SARS website <u>www.sars.gov.za</u>
- Tap on the applicable field • Standard Form Standard Form to expand the form This page allows you to personalize your ITR12 return in order to accommodate your individual tax requirements. ORMATION TO CREATE YOUR PERSONA OME TAX RETURN This page allows you to personalize your ITR12 urn in order to acc nodate your in Standard tax require YONO Is this declaration made by a Tax Standard Practitioner? Mark with an "X" if you ceased to be a Taxpayer Info resident of the RSA during this year of ssessment. Bank Det re you unemployed for the full Y O N 🔘 year of assessment and did not receive any income including any capital gain / loss? Were you unemployed for any period during this year of assessment? YON () Form Version - 2019.81.00 Schema Version Did you receive income that is reflected on an IRP5 or IT3(a) YONO \circ 0 SAVE SUBMIT REFRESH REFRESH

7.2 SAVING UPDATED INFORMATION ON YOUR INCOME TAX RETURN

• You can edit and save your Income Tax ITR12 return to work on it later. This section will demonstrate how to save your return on the **Work Page**.

- Once logged in, on the Landing Page,
 Tap on Tax Returns
- When the Income Tax return is open, you can update the return.
- To save the updated information
 Tap on Save
- The status on the **Work Page** will change to **Saved**.

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	Correspondence View your correspondence	Salamene of Ace Assessment Physical	
٩	Profile Management View your Profile ***		
9	My Tax Compliance Status Manage your Tax Compliance Status	🖉 Edit Return	

8 SERVICES TO MANAGE YOUR INCOME TAX RETURN

• At the bottom of your ITR12 return (Standard Form Page), the following services are offered.

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SAVE	TAX CALC	REFRESH	SUBMIT

• The use of these service icons are as follows:

		To Save your Income Tax Return
		To calculate a Tax Calculation of your Income Tax Return
\mathcal{O}		To update your Income Tax Return with the latest the third-party certificates/data
REFRESH		
		To Submit your Income Tax Return
SUBMIT	г	

8.1 HOW TO CHANGE YOUR RESIDENCY STATUS

- To change your tax residency status, you can apply via your eFiling profile. Upon application SARS will send correspondence which details the list of documents required by SARS to verify your application. This letter will be sent to all your correspondence digital platforms (eFiling or the SARS MobiApp).
- You will then be required to provide supporting documents to substantiate your application. The supporting documents are used to measure your qualifying basis. They usually include amongst others the following:

- The signed declaration indicating the basis on which you qualify (you can download the form from the SARS website <u>www.sars.gov.za</u>)
- A letter of motivation setting out the facts and circumstances in detail to support the disclosure that you have ceased to be a tax resident.
- A copy of your passport and travel diary.
- Upon successful submission of the required supporting documents, SARS will send correspondence which will disclose the results of your application.
- This section will detail on how you can enquire to change your residency via eFiling. Furthermore, we will demonstrate on the SARS MobiApp where to locate the correspondence and lastly show you how to upload the required supporting documents for the completion of your application.
- You can also refer to the SARS website on how to access your eFiling profile www.sars.gov.za
- Note the following:
 - It is required that this verification process takes place before the period of assessment is performed.
 - Once SARS receives and accepts the supporting documents, you will be coded as a "Non-Resident" on the SARS system. Additionally, correspondence will be issued to you confirming that your tax resident status has been updated.
- Login to your eFiling profile and navigate eFiling to access the RAV01 form.
 - Once logged in
 - Click on SARS Registered Details icon under My profile
 - The Maintain SARS Registered Details screen will display
 - Confirm that you are authorised to perform maintenance functions of the registered details of the company or individual.
 - The "Saved Details" message will display if SARS has received updated information for the legal entity
 - After making the applicable selection the RAV01 screen will be opened
- Once the RAV01 form is open
 - Click on the **<Tax Type Demographics>** container on the form
 - Note the field <Income Tax Liability Details>

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Income Tax Liability Details				^
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S - SALARY	* 2			

Click on the arrow to display the drop-down list and select <4 – Non-Resident>
 The second drop down <Taxpayer Classification> will be activated

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4 - NON-RESIDENT 2001	â
Taxpayer Classification * Its payer Classification is a marketory field. Data cased to be a marketory field.	!

 Select the applicable < Taxpayer Classification> as well as the date when you ceased to be a resident.

Taxpayer Type: Non Provisional	Category: Individual
BU - BUSINESS INCOME	
S - SALARY	
SB - SALARY INVESTMENT	
SE - OLD SITE RETURNS	
SS - SALARY WITHOUT ALLOWANCE	
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Income Tax Liability Details			
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• Save and submit the form

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VAT			
Customs			
Excise			
My Representatives			

- Note that this will trigger SARS to issue correspondence detailing the list of supporting documents required for this application. This letter will be sent through by SARS and is available under the **SARS Correspondence menu** on your eFiling profile or on the **Correspondence tab** of your SARS MobiApp.
- To access the SARS correspondence- regarding your application
 - Login to the SARS MobiApp
 - On the Landing Page
 - Tap on Correspondence
 - This will list all SARS correspondence
 - Select and open the applicable correspondence sent through

- Note that you are required to obtain the list of supporting documents mentioned on the letter
- Once all the required supporting documents have been obtained upload them as follows:
 - Tap on Add Document Add Documents
 - Follow the prompts on your device and refer to section 13.4 of this guide

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You can tap on Download
 Download the letter

≡ We	lcome to SARS
	Welcome to the SARS MobiApp Explore all its feature for your convenience #DigitalFirst #YourTaxMatters www.sars.gov.za
Tax Ret	turns Sur Tax Recurses
My Ser	vices surtaxes
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Note that you can also use your eFiling profile or the SARS Online Query System to upload the required supporting documents.

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- Once the supporting documents have been uploaded and verified by SARS, you will receive another correspondence detailing your application result
- This letter can be found under the correspondence tab on efiling or the MobiApp as well



• You can tap on **Download** Download the letter

Notice of no	on-resident tax status
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	Download

8.2 HOW TO REQUEST AN EXTENSION OF YOUR SUBMISSION DATE

- Taxpayers can request an extension to submit relevant supporting documents or their income tax return where they are of the view that they can only submit after their submission due date has lapsed.
- Note that taxpayers are given 40 business days to respond to their estimated assessment of their income tax return, where they want to update their income tax return. The business days should be tallied from the date the estimate assessment was issued by SARS to the taxpayer.
- This implies that when the extension days has been granted by SARS, there will be no penalties imposed to the taxpayer during the granted extension days.

Note that the taxpayer cannot request an extension post the 3 years of SARS raising the estimated assessment.

- On the Work Page,
 - Tap on the **Request for Extension** icon
 - This will display, the Reasons for Extension Page



- On the **Request of Extension Page**
 - Tap on Request for Extension field, and complete your reason for extension
 - Tap on the **Date of Extension**, and select the applicable date
 - Once completed, tap on SUBMIT

Reason	for Extension
Testing	1
Reason Reques days of	For Extension Description st received within 40 business f notice of assessment
Date Of	f Extension

- In response, SARS will send you correspondence with regards to your request. This will be in the form of a letter which can be accessed via the SARS MobiApp.
- To access the letter, navigate as follows:
 - On the Landing Page,
 - Tap on Correspondence
 - The Corresponding Page will be displayed



- The letters will be displayed
- Note that a letter of acknowledgement will be sent for your request. Thereafter, SARS will respond by sending another letter which will detail the outcome of your request.

Request For Extension to Submit R :	C Request For Extension to Submit R :
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Add Documents Download	Add Documents Download

8.3 HOW TO REFRESH THIRD PARTY DATA (CERTIFICATES)

• You can update your Income Tax (ITR12) return with the latest Third-Party Data information available at SARS. This includes the latest IRP5 information.

- Begin by opening your Income Tax (ITR12) return.
- To do this, on the Landing Page,
 - Tap on Tax Returns



Note the following:

- Expect a warning message. Once noted, tap on OK and your selected third-party information • will be updated on your IRP5 information and populated on your Income Tax Return.
- You may select any of the following Third-Party Data options using the checkbox displayed • on your pop-up screen:
 - IRP5
 - Medical Details
 - **Retirement Annuity**
 - Investment Income
 - Tax Free Investment.
- The SARS MobiApp will display the ITR12 with updated third-party data/certificates. •

- In instances where your Third-Party Data on your saved return has been automatically refreshed, the following message will be displayed.
- Take note the message and tap on **OK**

- Note that you may be prompted to refresh Third Party data of your ITR12 return issued and/or saved before filing season opening date to ensure that the return contains the latest Third-Party data information. The following options will be displayed on your device for selection.
 - *View the saved return* This will direct you to the saved return in **read-only mode**. This will allow you to either copy or capture any information prior to refreshing the data.
 - Refresh the data This will initiate the refresh process and update all the information related to the third-party data.

8.4 HOW TO REQUEST A TAX CALCULATION

- You can request a tax assessment of your completed Income Tax return. This is done by selecting the **TAX CALC** option displayed at the bottom of the Standard form screen.
- Once logged in, on the Landing Page, tap on Tax Returns. This will open your saved Income Tax return.

•	Once your Income	10:55 ← Standard Form [Online	🗢 🚥 1 💷	10:01 < Back	TAX Calc Results
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		Gross Employment Income Gross Employment Income (fa R 350000	3696 3699	Advanced & Baseman & The Stateman American Ameri	test and a second
•	This will display the	Deductions / Contributions / Information	~	Para Calabada San Monet Las Cruzada instanto Manuel Las Cruzada instanto Administrativa Restanto parallela Restanto parallela Restanto Restanto Restanto Calabada de Resta	**************************************
	TAX Calc Results Page.		4102	Office backness Proc. Background and proceeding of the second s	The Society and the control table of the approximation of the control table of the society of th
•	To download the Tax Assessment	R PAYE on Lump Sum Benefit	4115	anny for the period to anticipation of	TELN ALAM No IN
	□ Tap on DownIoad	R Employee and Employer UIF C	4141		
	Download			R1444346,89 2019/08/27	Download

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Work Page

Refresh Your Third Party Data

Please note that SARS has received new data since you last saved your return. Your return will be reirsehed to reflect the latest data which MAY require you to recapture the data previously manually captured. Please click "OK" to combinue.

OK

Note that you can request a tax calculation whenever you select the **Tax Calc** icon and not only when your ITR12 return was saved.

9 POSSIBLE PROSPECTS ON YOUR INCOME TAX RETURN

9.1 REJECTED INCOME TAX RETURNS

• Rejected income tax returns occur in instances where you submitted a return with a lump sum amount (tax directive) declared on your IRP5, however upon verification, SARS determined that it is not correct. The messages that will be displayed as an error message must be noted as they will direct you on how the error occurred and how it can be resolved.

9.2 DUPLICATION OF IRP5 CERTIFICATES

 Duplication of the IRP5 certificate occurs when SARS detects that your IRP5 certificate submitted to SARS is a duplicate of the one already submitted by another taxpayer, or where the PAYE number on your submitted IRP5 does not exist. Where such duplications are detected by SARS, take note of the error message that will be displayed on your device and respond accordingly.

10 INCOME TAX ASSESSMENT (ITA34)

- Once you have filed your return, you can view your assessment by tapping on View Assessment icon on your Work Page.
- This will display the **Notice of Assessment (ITA34)** page. Tap on the selected Original Assessment to view your notice of assessment.

E Work Page :	no stil ♥ 1545 ■ >	13:56 🔷 🖛 🗢
MR	ORIGINAL ASSESSMENT	← Notice of Assessment (ITA34)
Tax Ref No:	Date of Assessment: 05/06/2019	Hi
ITR12	Date of Assessment, Objody2019	
Year of Assessment 2019		Net amount Payable: R0.00
		Reference Number :
Version 7 Last Modified: 2019/06/05		Date of Assessment : 2019/06/11
		Year of Assessment : 2019
eFiling Status		Type of Assessment ORIGINAL ASSESSMENT
CORRECTION FIELD		Period (days) : 365
Calculation Results CALCULATED		Payment Due Date : 2019/07/31
Statement Statement at Acc		Account Summary Information
		Income : R-450,000.00
		Deduction Allowed : R100,000.00
		Taxable Income : R-450,000.00
Upload/View View Letters Payment Dock History View Tax Calc		Assessed tax after rebates : R0.00
		Amount Due : R0.00
Done		View ITA34 P <u>df Rate Inform</u>

11 HOW TO UPLOAD SUPPORTING DOCUMENTS

- To upload the required supporting from your submission, proceed by tapping on **Upload/View Docs** icon displayed on your **Work Page**.
- This will route you to the **Supporting documents** page.
- Tap on Add Documents displayed at the bottom of your page.
- Proceed by browsing through your device to find your document(s).

12:09 🕈 🖬	12:09 🗢 🖅	12:10 💿 🐨
K Back Supporting Documents	Supporting Documents	Supporting Documents
Important to Note: The following file types may be uploaded, .pdf, .doc, .docx, .xis, .xisx, .jpg and .gif Maximum allowable file size may not exceed 5MB Uploaded files may not consist of the following - Documents with the same name - Password protected documents - Spreadsheets with multiple sheets - Blank or empty documents Please Upload Your Documents	Please ensure that all documents are successfully uploaded before submitting this group	Please ensure that all documents are successfully uploaded before submitting this group taxcalc.pdf 90,77 KB 2019/06/19 Uploaded

- Once found, tap on **Upload.** The document(s) will be uploaded to the **Supporting Documents** page.
- To submit the document(s), tap on **Submit Documents**.

The following pop-up messages will be displayed on your device.



- Confirm by selecting **yes**. To decline select **no**.
- Once Yes and Ok is tapped the status of your uploaded documents will change from <u>uploaded</u> to <u>submitted</u> and a pop-up message will be displayed detailing that your supporting documents have been uploaded successfully.

12 CROSS REFERENCES

DOCUMENT TITLE	APPLICABILITY
Comprehensive Guide to the ITR12 Return for Individuals – External Guide	All
How to eFile your Personal Income Tax Return – External Guide	All
How to Register for eFiling and Manage Your User Profile – External Guide	All
Book an appointment at a SARS Branch – External Guide	All
How to register for the use of the SARS MobiApp – External Guide	All
How to make payments to SARS via the SARS MobiApp – External Guide	All
Services offered via the SARS Mobi App – External Guide	All

13 ACRONYMS AND DEFINITIONS

AP	Admin Penalty(ies)
HYEF	Help-you-eFile
IT	Income Tax
ITR12	Personal Income Tax Return (for Individuals)
IT34/ ITA34	Notice of Assessment for Income Tax
IT150	Notice of Registration
	South African Identity Number (issued by the Department of Home
טו	Affairs)
MOBIAPP	SARS Mobile Application
PIT	Personal Income Tax
RFC	Request for Correction
SARS	South African Revenue Service
SMS	Short Message Service
SOA	Statement of Account
SOQS	SARS Online Query System (available on the SARS website)
TCS	Tax Compliance Status
TRN	Tax Reference Number

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
- Visit your nearest SARS branch by making an appointment on the SARS website
- Contact your own tax advisor/tax practitioner
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 SARS (7277)
- If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).

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