

## D. Receiving, completing and submitting a return with additional schedules

The IT12C return in the comprehensive return which makes allowance for additional income and deductions. However, there are also four extra schedules to accommodate those taxpayers who need even more space to declare their sources of income and deductions:

- Schedule 1: This makes provision for taxpayers who have more than 3 IRP5 or IT3a certificates
- Schedule 2: This makes provision for taxpayers who have more than 2 vehicles against which they want to claim a travel allowance
- Schedule 3: This makes provision for local business, trade and professional income
- Schedule 4: This makes provision for income from partnership farming operations

### Step 1: Adding a schedule

On the returns submission page, you will see the question: "Do you require additional schedules?"

**Users**  
Returns  
Services  
Log Out

**MABUZA S (Mr)**

**Returns Issued**  
Employee's Tax (EMP201)  
Income Tax (IT12TR)  
Personal Income Tax (IT12S/IT12C)  
Provisional Tax (IRP6)  
Secondary Tax (IT56)  
Value Added Tax (VAT201)

**Returns History**  
Returns Search  
Payments  
Additional Payments  
SARS Notices  
Special Links

**Welcome to the IT12S filing wizard**

Your tax return is now available for completion. You have the opportunity to complete this return online or to save it to your computer where you can complete it at your leisure. When satisfied that the return is complete and ready for submission to SARS, simply click on the "file" button on your form. This will upload your return particulars to the eFiling system ready for final submission to SARS (the status will read "ready to file"). To submit to SARS, click the "submit to SARS" button on this page. Your status will change to "filed".

Please note that you require Adobe Reader version 8.1 in order to complete the return. For your convenience you can download this here by clicking on the link to the right of this text.

Return	Status
IT12S	unsaved

**Do you require additional schedules?**

Submit to SARS

Click on the question and it will provide a list of schedules which you can add to your return by clicking on the "Add" button.

**Users**  
Returns  
Services  
Log Out

**ZARCZYNSKI JM (Mr)**

**Returns Issued**  
Employee's Tax (EMP201)  
Income Tax (IT12TR)  
Personal Income Tax (IT12S/IT12C)  
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**Returns History**  
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Please note that you require Adobe Reader version 8.1 in order to complete the return. For your convenience you can download this here by clicking on the link to the right of this text.

Return	Status	Remove
IT12C	saved	

Schedules	Description	Add
IT12C-I	Additional IRP5/IT3a certificates	Add
IT12C-II	Additional vehicles	Add
IT12C-III	Additional business, trade and income	Add
IT12C-IV	Farming partnerships	Add

This will upload them to your list of returns with a status of "unsaved".

You then follow the same process as with your return to complete them.

## Step 2: Removing a schedule

If you discover that you do not require a schedule which you have added, simply click on the “remove” button.

The screenshot shows the SARS eFiling web application. At the top left is the SARS eFiling logo. To the right are navigation buttons for Home, Site Map, Terms & Conditions, and SARS Home. On the left side, there is a vertical menu with buttons for Users, Returns, Services, and Log Out. Below this menu, the user's name 'POOPEDI TR (Mr)' is displayed. The main content area contains a message: 'Please note that you require Adobe Reader version 8.1 in order to complete the return. For your convenience you can download this here by clicking on the link to the right of this text.' Below the message are two tables. The first table lists returns with columns for Return, Status, and Remove. The second table lists schedules with columns for Schedules, Description, and Add. A red box highlights the 'Remove' buttons for the 'IT12C-I' and 'IT12C-II' returns.

Return	Status	Remove
<a href="#">IT12C</a>	Ready to File	
<a href="#">IT12C-I</a>	unsaved	<a href="#">Remove</a>
<a href="#">IT12C-II</a>	unsaved	<a href="#">Remove</a>

  

Schedules	Description	Add
IT12C-I	Additional IRP5/IT3a certificates	Add
IT12C-II	Additional vehicles	Add
IT12C-III	Additional business, trade and income	<a href="#">Add</a>
IT12C-IV	Farming partnerships	<a href="#">Add</a>

## Step 3: Sending a return with schedules

Once you have completed your return and the schedules, the status of all will reflect as “Ready to file” and the “Submit to SARS” button will be activated.

When you press “Submit to SARS” your return and the attached schedules are all automatically submitted together.