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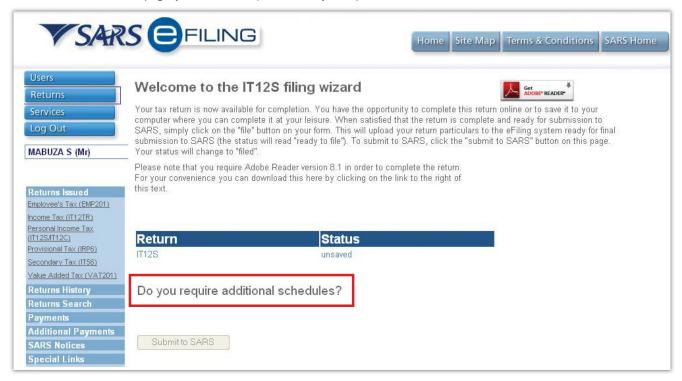
Schedule 1:   This makes provision for taxpayers who have more than 3 IRP5 or IT3a certificates
Schedule 2:   This makes provision for taxpayers who have more than 2 vehicles against which they want to claim a travel allowance
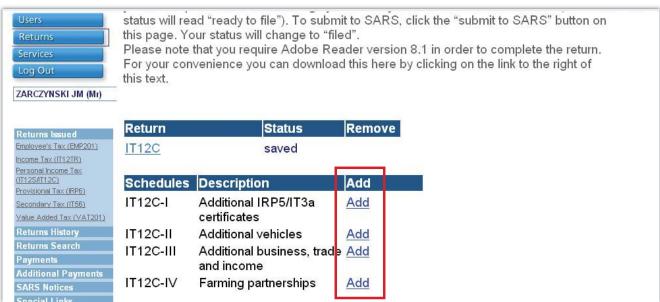Schedule 3:   This makes provision for local business, trade and professional income
Schedule 4:   This makes provision for income from partnership farming operations

Step 1: Adding a schedule

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

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.

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.

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.