



South African Revenue Service

Dear Employer

ENHANCEMENTS TO e@syFile™ EMPLOYER AND THE INCOME TAX REGISTRATION PROCESS FOR EMPLOYEES

SARS announced in September 2010 that all individuals in formal employment, irrespective of their income, have to register for Income Tax. To help employers, two registration options were made available to register employees namely, Individual Income Tax Registration (ITREG), where an employer can apply to register employees individually, and Bulk ITREG, where SARS registers employees using the Pay-As-You-Earn (PAYE) Reconciliation submissions provided by employers.

Enhancements

As from 22 August 2011, the process will be further enhanced by introducing the following changes:

- An additional option, namely the **Bundled ITREG** process, will be introduced to register new employees that were not part of the employer's previous PAYE reconciliation submission. This enables you to register multiple employees at a time and is available on e@syFile™ Employer only.
 - This process enables employers to apply for registration of up to 100 employees per request submitted to SARS. The details of the employees to be registered can be captured directly on e@syFile™ Employer or the employee records can be imported from the payroll application using a CSV file.
- ITREG and Bundled ITREG requests are limited to a maximum of 1 000 employees per month. Where you are required to request registration in excess of 1 000 employees within a month, the additional requests will need to be made in the following month.
- Previously SARS provided feedback to employers on the outcome of the registration process for employees that were successfully registered. SARS will now also inform employers where an employee could not be registered, due to insufficient information was provided, to advise the employee to contact SARS for further assistance.
- Version 5.0.0 of e@syFile™ Employer is now available, any information submitted to SARS using a previous version of e@syFile™ Employer, will not be accepted.

Updated version 5.0.0 of e@syFile™ Employer is now available

Please ensure that as from Monday 22 August 2011, the latest version 5.0.0 of e@syFile™ Employer is being used.

- Previous versions of e@syFile™ Employer will no longer be functional as from 22 August 2011, as a result you will be unable to submit or query any information from SARS using previous versions of the software application.
- Therefore, where any of the following error messages appears, you are required to access the latest version to continue:

- “Secure submission – An error occurred. Please attempt this operation again.....”
- “Error – There was an error connecting to the server. Please attempt this operation again.....”.

Note: Due to previous versions of e@syFile™ Employer no longer being supported, comprehensible messages could not be updated to inform employers of the updated version available.

- The updated e@syFile™ Employer software can be accessed by:
 - Visiting the SARS eFiling website www.sarsefiling.co.za and downloading version 5.0.0 of e@syFile™ Employer.
 - Calling the SARS Contact Centre on 0800 00 SARS (7277) and requesting version 5.0.0 of the e@syFile™ Employer CD to be posted. (It may take more than two weeks to be delivered to you.)

Note: It is important to always backup the current PAYE information on your computer prior to updating the e@syFile™ Employer software or installing a new version as the installation may delete the current information.

Bulk ITREG

The **Bulk ITREG** will now be performed automatically, twice a year, during the annual and interim PAYE reconciliation periods. Where an employer submits the interim or annual Employer Reconciliation Declaration (EMP501) a bulk registration process for employees, who are not registered for Income Tax, will be performed. This means employers will now be able to obtain Income Tax reference numbers for those employees that SARS could successfully register using the recent 201102 PAYE reconciliation submissions as from 22 August 2011.

Bulk ITREG requires that the same application database is maintained that the employer used for the PAYE reconciliation submission. Where a different database is used, employers will be unable to access the Income Tax reference numbers of registered employees. In this case, the system will generate a message advising the employers that the certificates for the previous PAYE reconciliation submission cannot be found.

Accessing Income Tax registration numbers on e@syFile™ Employer

To access the Income Tax reference numbers on any of the three registration options, complete the following steps:

- **Step 1:** Ensure you are using the e@syFile™ application with your database containing your **201102** PAYE reconciliation submission when performing the synchronisation
- **Step 2:** Launch e@syFile™ Employer, enter your e@syFile™ login, and select “Synchronise Application”
- **Step 3:** Select to synchronise “All” .If you have synchronised “All” previously you can also choose to synchronise only registration results by selecting “Taxpayer Income Tax Registrations”
- **Step 4:** Enter your eFiling login details
- **Step 5:** The application will synchronise and download the bulk registration information that can be matched to the submitted certificates for 201102
- **Step 6:** The registration details can be viewed in the inbox, or alternatively exported from the application by selecting “Import/Export Payroll File,” and then selecting “Export Payroll File”.

For further information on these registration processes please refer to Guidelines for Registration available on SARS website www.sars.gov.za

Feedback on results of registrations

On completion of any of the Income Tax registration options via e@syFile™ Employer, SARS will send feedback notifications to the e@syFile™ Employer inbox, providing a summary of the results of the registration applications. The results can also be viewed on the View/Edit Employees function on e@syFile™ Employer where SARS will provide feedback regarding employees that could not be registered and the reason for non-registration of these employees.

Please note: It remains the responsibility of the employer to ensure the information provided to SARS is accurate at the time of submission.

Informing employees of Income Tax registration numbers

SARS will inform employees per letter (IT150 – Notice of registration) where successful registration for Income Tax has been completed.

Further information

Please refer to the following documents available on the SARS website www.sars.gov.za:

- AS-PAYE-23-FAQ2 - Income Tax registration of Employees by Employers – External FAQs
- AS-PAYE-24 - Request and Completion of Income Tax Registration Application by Employers - External Policy
- AS-PAYE-24-G1 - Guide for Registration of Employees by Employers for Income Tax Purposes - External Guide

For more information on the process to register employees for Income Tax, call the SARS Contact Centre on 0800 00 (SARS) 7277 or visit your local SARS branch.

Sincerely

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