

NEW SARS FORM FOR MANUAL IRP5 CAPTURING FOR 2007

Dear Employer

SARS has this year introduced sweeping changes to the Income Tax process aimed at making it easier and more convenient for taxpayers to meet their obligations. As part of this, we have done away with the need for taxpayers to submit supporting documentation with their Income Tax returns, relying instead on information supplied by employers, financial institutions and other third parties to verify the declarations of taxpayers.

As an Employer, you are a crucial partner in this process through the timeous supply to SARS of information relating to IRP5 and IT3(a) certificates. In April 2007 we issued you with the annual IRP 501 reconciliation form to be returned to SARS by 25 May 2007 along with copies of the individual IRP5 and IT3(a) certificates.

Most employers provide these copies to SARS in electronic format (via CD, disk or email) which allows us to instantly verify and upload them onto our systems. Some employers issue IRP5 and IT3(a) certificates manually.

It is this manual submission which presents a challenge both for you and for SARS.

To address the challenges posed by manually issued certificates, SARS has introduced a new form to capture basic employees' tax and salary information. This form is known as an IRP 511 and allows you to list your manual IRP5 certificates on one simple form which can then be easily and accurately uploaded onto the SARS system.

It is important to note that the form does not replace the IRP501 which must still be completed and returned to SARS together with the electronic IRP5 and IT3(a) certificates. Further you must continue to issue manual IRP 5's to employees as and when required, however this detail must be recorded on the IRP 511. The new IRP511 is only for manual IRP5 certificates issued in respect of the 2007 tax year, irrespective of whether the manual copies have been submitted to SARS.

The attached form (IRP 511) is also available electronically on www.sarsefiling.co.za where it can be downloaded and then completed on a computer.

You are requested to complete and submit the IRP511 in respect of all your manual IRP5's issued for the 2007 tax year by 28 September 2007.

Procedure for completion of the IRP 511

1. Complete your PAYE reference number as requested.
2. Reflect the name under which you as employer are registered for PAYE.
3. For each manual IRP5 you have issued, complete a single line with the required data fields which are:
 - a. Surname/ trading name of the employee.
 - b. The initials of the employee if the employee is a natural person.
 - c. The identity number, passport number, company registration number, CC or trust number of the employee.
 - d. The gross taxable income of the employee as reflected under code 3699.
 - e. The total employee's tax deducted from the employee as reflected under code 4103.
 - f. The income tax reference number of the employee.
4. Sign the return.
5. Submit the returns to your local SARS Branch Office or mail to SARS Alberton, 0098.

Should you require any further assistance with completing this, you can contact the Call Centre on 0860 12 12 18.