



**Vincent Laubscher and Associates**  
Taxation, Business & Investment Consultants

10 June 2014

Dear Client,

Tax season opens 1 July 2014 (due date 21 November 2014). We remain committed to provide you with excellent service. For this purpose it is **compulsory to complete the attached form** and submit all the relevant documentation.

**SUBMISSION OF 2014 TAX RETURNS:**

The Income Tax Returns will be issued by SARS from 1 July 2014. We require all documentation in support of your tax returns by **30 September 2014** in order for us to submit / complete the returns timeously.

**Please note:**

- **IRP5:** Although your IRP5's should be on e-filing, employers are still obliged, by law, to provide you with a copy. Due to the administration procedures an **additional R100** fee will be charged if we need to download your information from e-filing.
- **Bank:** Written confirmation of your **bank details** is required in order for us to ensure SARS has the correct information. Bank details can only be changed by YOURSELF in person at SARS after submission of your return.
- **Personal details:** According to the new penalty system SARS may levy an administrative penalty for failure to inform SARS of a change of address and other personal particulars. Please make sure you complete the attached form even if nothing has changed.
- **Medical expenses:** Expenses not covered by the medical aid must be supported with receipts and not statements.
- **Medical handicapped/disability claim:** Please contact us for requirements in this regard.
- **Commission earners and Sole Proprietors:** The onus is on you to keep proof any expenses you claim against your income. Kindly ensure that your records are available on request.
- **Unemployed:** We require an affidavit for periods unemployed.
- **Rental:** Rental agreements and bond interest certificates are required for rental expenses claimed and rental received.
- If you **omit income**, which SARS might receive proof of from 3<sup>rd</sup> parties, your return will be processed as incomplete and SARS will impose penalties.
- **Recordkeeping:** SARS only allows 21 days to provide them with records. You must have all records available prior to submission. All records should be kept for 5 years.

**LOGBOOK:**

Taxpayers are required to provide a detailed logbook in the following cases:

- Travel allowance received
- Use of company car
- Sole proprietor
- Commission earners

Summary of logbook and logbooks without odometer readings and proper details are not accepted by SARS.

**ACCOUNTS & FEES:**

Payment of VLA invoices is **due prior to submission of returns**.

Additional fees (excl VAT):

- If your information reaches us within the last 4 weeks prior to submission date: R200
- SARS queries / Supporting documentation / Basic audit : R600
- Objections and audits: Hourly rate@ R375per hour (min R800). Please request quote in advance.

Interest will be charged on late payment.

Yours faithfully

Lindi J v Vuuren & Antoinette Potgieter  
**VINCENT LAUBSCHER & ASSOCIATES CA (SA)**  
**Tax Consultants**