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Dear Taxpayer

If you are one of more than 1 million taxpayers that filed their 2013 Income Tax Returns at one of our branches, we have the solution for you.

No more queues, no more using up valuable time. Why not register and use SARS eFiling to file your return this year?

eFiling is easy, quick, secure and convenient – available 24/7 from the comfort of your home or office. If you are still unsure of whether eFiling is suitable for you, just click on the Help-You-eFile icon displayed on eFiling login page and follow the prompts. It gives you access to our friendly Contact Centre agents while you're completing your return online with eFiling. With your permission, our agent is able to see exactly what you are doing on the screen and will help you every step of the way. Rest assured – our agent cannot see any sensitive information such as your banking details.

Ready to try eFiling? Register today at www.sarsefiling.co.za and join the millions of eFilers who already do it the easy way. It takes just minutes to sign up and receive your unique, secure personal profile where you can conduct your business with SARS – including completing your pre-populated tax return, checking the outcome with our tax calculator and ... when ready ... submitting it and within minutes you will get your assessment! This year we have also created a personal inbox for eFilers on their eFiling profile where all notices and letters relevant to you are available.

Changing your banking details: If you need to change your banking details you can do it on eFiling when you are completing and submitting your ITR12 return. To protect you against fraud, any changes that you make to your banking details will be verified by SARS before updating your banking profile. Any refunds due to you (if applicable) will be processed after your banking details have been verified. Please note that you will be required to visit a SARS branch with the relevant supporting documents if SARS fails to validate the banking details changed via eFiling.

To change your banking details at a SARS branch please bring the following supporting documents with you:

- A valid original or temporary ID, Passport or Driver's Licence **and** a certified copy of the ID, Passport or Driver's Licence
- Bank statements with the original bank stamp not more than three months old
- Proof of residential address.

For more information on changing your banking details with SARS visit the SARS website www.sars.gov.za.

Still want to file your return at a SARS branch? Simply visit your nearest SARS branch armed with your personal particulars and tax details and our friendly staff will help you to submit your return and will give you the outcome of your assessment before you leave! You will get a choice to receive your assessment via email, SMS or a printed version. For the printed version you will unfortunately have to join another queue in the branch.

Supporting documents: Please remember to bring the following documents with you when visiting a SARS branch:

Original ID or passport, **plus** a certified copy, or, in the absence of an ID/passport, an affidavit together with a temporary ID/passport.

Tax documents such as:

- IRP5/IT3(a) employee tax certificates
- IT3(b) interest certificates
- Medical aid tax certificates and receipts

- Pension fund and retirement annuity tax certificates.

Do you use a tax practitioner? Please remember that all Tax Practitioners are now required to be registered with a recognised controlling body (RCB) as well as with SARS.

You can ask your Tax Practitioner for their SARS and Controlling Body registration details to verify that you are working with a registered and reputable practitioner.

A person who is not registered with a RCB and who prepares tax returns on your behalf will now be regarded as a tax preparer. They may not charge you and they may not submit the return on your behalf. In order to submit a return prepared by a tax preparer:

- You can register for eFiling and complete and submit the return yourself or
- You can register for eFiling and obtain shared access from your Preparer and then submit on eFiling the saved return completed by that Preparer or alternatively
- You can visit a SARS branch to file your return.

Also please take into consideration that even though a Tax Practitioner is completing and submitting your ITR12 on your behalf, the responsibility still rests with you as the taxpayer to make a true declaration and for any outstanding returns, payments and penalties.

Do the right thing, make your payment to SARS. Did you know that making full payment to SARS – when due – ensures that you won't incur any interest? It also shows your commitment to the positive growth of our country's economy which in turn benefits all South Africans. You can easily make payment to SARS via eFiling.

If you are unable to make payment in full to SARS, in certain circumstances SARS can reach an agreement with you to defer your tax debt for later payment or for payment by instalments. Please bear in mind that you will need to discuss your financial position openly and honestly with SARS.

For more information:

- Call our SARS Contact Centre on 0800 00 SARS (7277) between 08:00 to 17:00 on weekdays, except on Wednesdays when operating hours are from 09:00 to 17:00.
- Visit a SARS branch.

Beware of scams! SARS will never request your banking details in any correspondence that you receive via post, email or SMS. SARS will also not send you hyperlinks to other websites – even those of banks. Please note that the SARS website does not have links to any banks. Should you wish to verify the authenticity of correspondence from SARS, kindly call the SARS Contact Centre on 0800 00 SARS (7277).

Don't miss the deadline! We'd hate for you to miss the deadline and get a penalty!

- Taxpayers who submit their returns with the help of a SARS agent at a SARS branch or who use eFiling (provisional & non-provisional) have until Friday 21 November 2014 to submit their returns.
- Provisional taxpayers (those taxpayers who have additional income like rental or business income) who submit their returns via eFiling have until Friday 30 January 2015.

For further information about Tax Season 2014, visit our website www.sars.gov.za.

Sincerely

SOUTH AFRICAN REVENUE SERVICE

Please do not reply to this email. Replies to this message will be sent to an unmonitored mailbox. If you have any questions, visit the SARS website on www.sars.gov.za or call the SARS Contact Centre on 0800 00 7277.

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*Please note that SARS will never request a taxpayer's banking details in any correspondence that you receive per post, via email or SMS. SARS will also not send you hyperlinks to other websites that request you to supply or change sensitive information such as your banking details, personal information or passwords, or request you to accept payments from any source (including banks). Should you wish to verify the authenticity of correspondence from SARS, kindly call the SARS Contact Centre on **0800 00 7277**. Information about the latest phishing scams and fraudulent emails abusing the SARS brand is regularly updated on the SARS website. Go to www.sars.gov.za for examples of these scams. Report all suspicious incidents to the SARS Anti-Corruption Hotline on **0800 00 2870** or email phishing@sars.gov.za*