

# Guide to the Payment Advice Notice functionality on eFiling

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## **DISCLAIMER**

The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation, or seek a formal opinion from a suitably qualified individual.

### **For more information about the contents of this publication you may:**

- Visit the SARS website at [www.sars.gov.za](http://www.sars.gov.za)
- Visit your nearest SARS branch
- Contact your own tax advisor/tax practitioner
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 SARS (7277)
- If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).

## 1. INTRODUCTION

Errors are sometimes encountered on taxpayers' accounts due to incorrect capturing of Payment Reference Numbers (PRN's) or tax reference numbers.

An enhancement on eFiling as part of the payments process will ensure that the taxpayer can view and print a payment advice and use the pre-populated PRN as reference when making a payment at the bank or via Electronic Funds Transfer (EFT).

The payment advice notice functionality will only be available for those payments linked to a return on eFiling.

Taxpayers are encouraged to print a payment advice prior to making a payment at the bank in order for the payment to be correctly allocated to the account.

This functionality will be available for the following taxes:

- Income Tax, including Assessed Tax and Administrative Penalties
- Value-Added Tax, including VAT Penalties
- Pay-As-You-Earn, including PAYE Penalties
- Dividends Tax
- Provisional Tax

## 2. HOW TO ACCESS THE PAYMENT ADVICE NOTICE FROM RETURN SUBMISSION

### Step-by-step process:

- Select the **"Make Payment"** button on the Workpage of the specific tax after submission of the return. The example below refers to the EMP201 Workpage.

RETURN	VERSION	STATUS	STATUS DATE
EMP201	1	Filed through eFiling	2014/02/13

Request Correction    Query SARS Status    Request Statement of Account    **Make Payment**    Back To Search

- On the **"Payment Required"** message, select the **"Pay Now"** button to continue.

**Payment Required**

You have a payment due of R11.00 for this period but you also have unallocated payments to the value of R28729.92, click "Pay Now" to make a payment or click "Allocate" to allocate your unallocated payments to this period

**Pay Now**    **Allocate**    **Cancel**

- When the **"Payment Details"** screen is displayed, select the **"Cancel"** button in order for the payment to be reflected under the General Unpaid screen as below steps indicate. On cancellation of the payment step, the payment will be displayed under the General Unpaid option.

**NOTE: VAT and PAYE payments for the last 7 days will be display under General Unpaid.**

- Select **“Returns”** in the menu and select **Payments** and **General Unpaid** menu items. Individuals on eFiling will only make use of the **General unpaid** functionality to view and print a payment advice.



- A list of unpaid payments will be displayed according to the type of tax.

**Please note: The Payment Advice Notice functionality will NOT be available for additional payments on eFiling.**

**EMP201 Declarations**

Pay	Name	Reference Num	Payment Reference Num	Description	Tax Period	Status	Amount Due	View Return	Payment Advice
<input type="checkbox"/>		7	7	LE0000190	EMP201 Payment	201106	UNPAID R 200	<a href="#">View</a>	<a href="#">Print</a>
<input type="checkbox"/>		7	7	LE0000188	EMP201 Payment	201107	UNPAID R 1700	<a href="#">View</a>	<a href="#">Print</a>
<input type="checkbox"/>		7	7	LC2014010	EMP201 Payment	201401	UNPAID R 30000	<a href="#">View</a>	<a href="#">Print</a>
<input type="checkbox"/>		7	7	LC2013121	EMP201 Payment	201312	UNPAID R 14.32	<a href="#">View</a>	<a href="#">Print</a>
<input type="checkbox"/>		7	7	LC2013121	EMP201 Payment	201312	UNPAID R 14.32	<a href="#">View</a>	<a href="#">Print</a>

- If you have completed a return on eFiling, a hyperlink will be displayed for the payment advice. Select the specific return that you wish to view and print the payment advice for it.

EMP201 Declarations										
Pay	Name	Reference Num	Payment Reference Num	Description	Tax Period	Status	Amount Due	View Return	Payment Advice	
<input type="checkbox"/>	MB	7	7	LE0000140	EMP201 Payment	201210	UNPAID R 190089.98	<a href="#">View</a>	<a href="#">Print</a>	
<input type="checkbox"/>	MB	7	7	LE0000126	EMP201 Payment	201304	UNPAID R 1600	<a href="#">View</a>	<a href="#">Print</a>	
<input type="checkbox"/>	MB	7	7	LE0000102	EMP201 Payment	201010	UNPAID R 126250	<a href="#">View</a>	<a href="#">Print</a>	
<input checked="" type="checkbox"/>	MB	7	7	LE0000099	EMP201 Payment	201001	UNPAID R 353500	<a href="#">View</a>	<a href="#">Print</a>	

### 3. HOW TO PRINT THE PAYMENT ADVICE NOTICE

- Click the **"Print"** hyperlink in the payment advice column to view and print.

EMP201 Declarations										
Pay	Name	Reference Num	Payment Reference Num	Description	Tax Period	Status	Amount Due	View Return	Payment Advice	
<input checked="" type="checkbox"/>		7	7	LE0000190	EMP201 Payment	201106	UNPAID	R	200	<a href="#">View</a> <a href="#">Print</a>

- If you will make a cash deposit payment at the bank, select the tick box for the question **"Will a Cash Payment be made?"**

Will a Cash Payment be made?

Branch Code:

Account Number:

Account Type:

- Click the **"Continue"** button to confirm printing of the payment advice notice and the notice will open in pdf format to print.

**Confirm Printing of Remittance** ✕

Are you sure you want to continue?

- If you will not make a deposit payment by cash, capture the bank details of the account that you will use to make the payment from.

#### BANKING DETAILS

**NOTE:** In the event of a taxpayer being unable to make a payment via eFiling, subsequent request of a Payment Advice does not complete your payment transaction on eFiling. This Payment Advice is to be printed out and physically taken to your banking institution to be processed by the bank teller or taken to the SARS office and dropped off with your payment amount, or SARS office representative. Please see payment advice print out for details regarding payment amounts and accepted methods of payment.

Will a Cash Payment be made?

Branch Code:

Account Number:

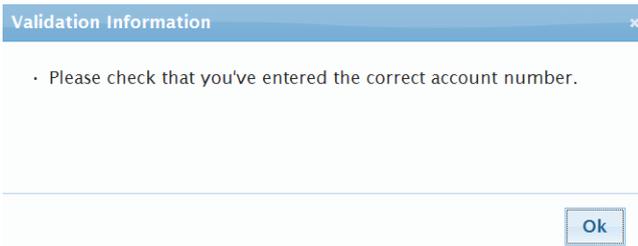
Account Type:

- Click the **"Continue"** button to confirm printing of the payment advice notice.

**Confirm Printing of Remittance** ✕

Are you sure you want to continue?

- If you have entered an invalid or incorrect bank account number, you will receive the following message.



- If you have entered valid bank details, and selected “Continue” on the banking details page, the payment advice notice will be displayed in PDF format.



P O BOX  
VAALWATER  
0530

**Payment Advice Notice**

**PAN**

Enquiries should be addressed to SARS:

**Contact Centre**

P/Bag X15, Alberton, 1450

Tel: 0800 00 SARS (7277)

Website: [www.sars.gov.za](http://www.sars.gov.za)

**Details**

Reference Number:

Date:

**2014-04-09**

Always quote the reference number when contacting SARS

TRADING NAME: DRIEHOEK VOERE/FEEDS xxx

**Transactional Details**

Document Date	Expiry Date	Transactional Reference	Description	Transactional Value	Balance
2014-04-09	2014-04-16	V00042011	VAT201 Payment	153997.70	153997.70

- At the bottom of the payment advice page, the bank details of the taxpayer will be displayed.

SARS		Payment Advice Notice		PAN
<b>Name:</b>				
<b>Reference Number:</b>				
<b>NOTE:</b>		<p>SARS branches do not accept cash except Customs and Excise offices, and will only accept cheque payments under R100,000.00. Banking institutions will accept both cheque and cash payments. Cheque payments made via a drop box at a SARS office excluding Customs and Excise offices must be placed in the drop box before 15:00 if it is to be recorded as being paid on that day. If not such payments will be recorded as having been paid on the next business day. The payment reference number must be quoted at all times when making a payment.</p>		
		<b>Taxpayer bank account number</b>		
		<b>Taxpayer bank branch code</b>		
		<b>Taxpayer bank account type</b>		
		<b>Name of Banking Institution</b>		
		<b>Bank Account Name</b>	SARS-VAT	
		<b>Payment Reference Number</b>	VR0000962	
		<b>Printed Date</b>	2014-05-21	
		<b>Amount Payable</b>	<b>198276.71</b>	

## 4. PAYMENT ADVICE NOTICE FUNCTIONALITY

Under the Payments tab on the Tax Practitioner and Organisation profiles on eFiling, a “**Payment Advice Notice**” menu item has been added. This functionality will only be available on the Tax Practitioner and Organisation profiles on eFiling.



- The Payment Advice Notice screen will be displayed.

### Payment Advice Notice

**Note:** In the event of a taxpayer being unable to make a payment via eFiling, subsequent request of a Payment Advice does not complete your payment transaction on eFiling. This Payment Advice is to be printed out and physically taken to your banking institution to be processed by the bank teller or taken to the SARS office and dropped off with your payment amount, or SARS office representative. Please see payment advice print out for details regarding payment amounts and accepted methods of payment.

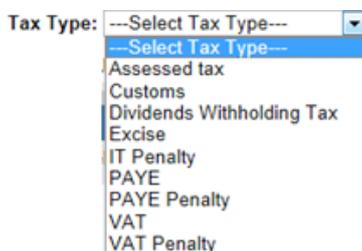
Tax Type:

Select All Payments

Select	Name	Reference Num	Payment Reference Num	Payment Type	Status	Amount Due
Please Select a Tax Type						

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- Select the relevant “**Tax Type**” from the dropdown option for which you want to generate a payment advice.



**NOTE: The Provisional tax option will not be available on this functionality.**

- If you have selected a tax type and there are no outstanding payments, the following screen will be displayed.

### Payment Advice Notice

**Note:** In the event of a taxpayer being unable to make a payment via eFiling, subsequent request of a Payment Advice does not complete your payment transaction on eFiling. This Payment Advice is to be printed out and physically taken to your banking institution to be processed by the bank teller or taken to the SARS office and dropped off with your payment amount, or SARS office representative. Please see payment advice print out for details regarding payment amounts and accepted methods of payment.

Tax Type:

Select All Payments

IT Penalty						
Select	Name	Reference Num	Payment Reference Num	Payment Type	Status	Amount Due
No Outstanding Payments Found						

- Select all the payments that you want a payment advice to be generated for. Multiple selections are available in this functionality.

VAT						
Select	Name	Reference Num	Payment Reference Num	Payment Type	Status	Amount Due
<input checked="" type="checkbox"/>	...	Limited 4	5VC2013087	VAT201 Payment	UNPAID R	40.65
<input checked="" type="checkbox"/>	...	Limited 4	5VC2013051	VAT201 Payment	UNPAID R	4218.79
<input type="checkbox"/>	...	Limited 4	5VC2013051	VAT201 Payment	UNPAID R	4218.79
<input type="checkbox"/>	...	Limited 4	5VC2013051	VAT201 Payment	UNPAID R	4218.79
<input checked="" type="checkbox"/>	...	Limited 4	5VC2013049	VAT201 Payment	UNPAID R	30.36

- At the bottom of the screen, there will be banking details fields to be captured. The **“Create Payment Advice Notice”** button will be inactive if there are no banking details entered and you will not be able to print the payment advice.
- If you will make a cash deposit payment at the bank, select the tick box for the question **“Will a Cash Payment be made?”**

### BANKING DETAILS

Will a Cash Payment be made?

Branch Code:

Account Number:

Account Type:

- Click the **“Continue”** button to confirm printing of the payment advice notification and the notice will open in pdf format to print.

**Confirm Printing of Remittance** ✕

Are you sure you want to continue?

- Capture the bank details of the account that you will use to make the payment from in the case of a cheque or internet payment (EFT).

Select All Payments

Total amount of Payments:	R	603563.10
Total amount of Payments selected:	R	153997.70
Total amount of Payments not selected:	R	449565.40
Total number of Payments selected:		1
Total number of Payments:		3

### BANKING DETAILS

Will a Cash Payment be made?

Branch Code:

Account Number:

Account Type:

- Once bank details are entered, the **“Create Payment Advice Notice”** button will be activated.

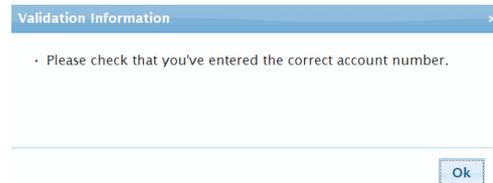
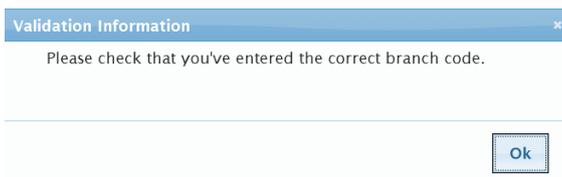
### BANKING DETAILS

Branch Code:

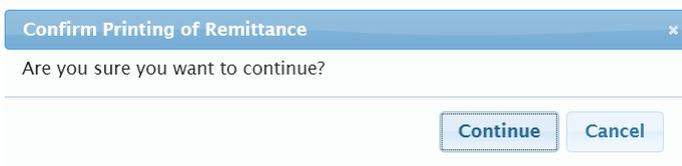
Account Number:

Account Type:

- Click the **“Create Payment Advice Notice”** button to continue. Validations will be done by the system to ensure that valid bank details are entered. If you have entered an invalid or incorrect bank branch code or bank account number, you will receive the following message.



- Click the **“Continue”** button to confirm printing after you have entered the correct bank details.



- The Payment Advice Notice is generated. Note that a new PRN is created if you have selected multiple items to be paid.



Payment Advice Notice

PAN

Enquiries should be addressed to SARS:

Contact Centre

P/Bag X15, Alberton, 1450

Tel: 0800 00 SARS (7277)

Website: www.sars.gov.za

MR  
P O BOX  
VAALWATER  
0530

Details

Reference Number: 4  
Date: 2014-04-09

Always quote the reference number when contacting SARS

TRADING NAME: DRIEHOEK VOERE/FEEDS xxx

Transactional Details

Document Date	Expiry Date	Transactional Reference	Description	Transactional Value	Balance
2014-04-09	2014-04-16	4 VC2011056	VAT201 Payment	295567.70	295567.70
2014-04-09	2014-04-16	4 V00042011	VAT201 Payment	153997.70	153997.70
2014-04-09	2014-04-16	4 V00042011	VAT201 Payment	153997.70	153997.70

SARS		Payment Advice Notice		PAN
<b>Name:</b>				
<b>Reference Number:</b>				
<b>NOTE:</b> SARS branches do not accept cash except Customs and Excise offices, and will only accept cheque payments under R100,000.00. Banking institutions will accept both cheque and cash payments. Cheque payments made via a drop box at a SARS office excluding Customs and Excise offices must be placed in the drop box before 15:00 if it is to be recorded as being paid on that day. If not such payments will be recorded as having been paid on the next business day. The payment reference number must be quoted at all times when making a payment.	<b>Taxpayer bank account number</b>	*****8885		
	<b>Taxpayer bank branch code</b>	632005		
	<b>Taxpayer bank account type</b>	Cheque/Current Account		
	<b>Name of Banking Institution</b>	ABSA, FNB, NEDBANK, STANDARD BANK		
	<b>Bank Account Name</b>	SARS-VAT		
	<b>Payment Reference Number</b>	VR0000974		
	<b>Printed Date</b>	2014-05-21		
	<b>Amount Payable</b>	<b>198276.71</b>		

## 5. MANUAL PAYMENTS MADE OUTSIDE OF EFILING

- If you have made a payment outside of eFiling, select the payment in the “**General Unpaid**” section and click on the “**Manual Payments**” button.

<input checked="" type="checkbox"/>	7	7	LC2013121	EMP201 Payment	201312	UNPAID	R	14.32	<a href="#">View</a>	<a href="#">Print</a>
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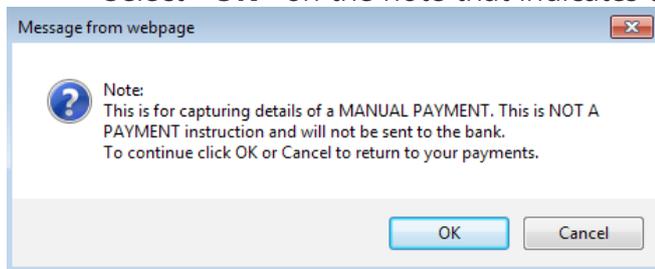
Select All Payments

Total amount of Payments:	R	31928.64
Total amount of Payments selected:	R	14.32
Total amount of Payments not selected:	R	31914.32
Total number of Payments selected:		1
Total number of Payments:		5

[Make electronic payment](#)

[Manual Payments - Capture details of payments made outside of this system](#)

- Select “**OK**” on the note that indicates that it is only a manual payment.



- Complete all the relevant fields and click the “**Save**” button to continue.

### Payment Details

How did you pay?

Payment Date   
Please use the format: dd/mm/yyyy

Bank Reference number   
Cheque number

Your Reference number

Bank Account

Other Bank Details

Amount Paid R

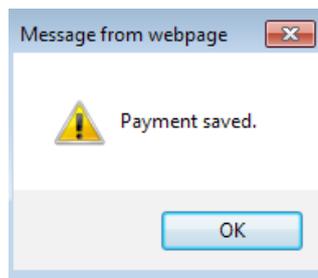
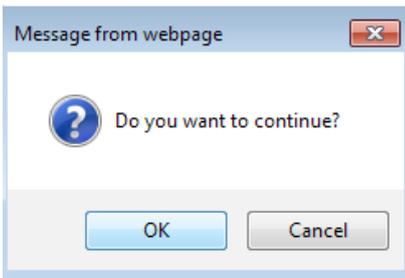
Comments

[Save](#) [Back](#)

### Payment Summary

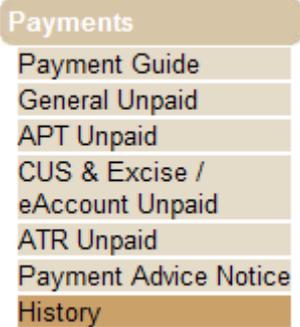
Name	Tax Reference Number	Tax Amount	Penalty Amount	Interest Amount	Amount Due
	7	14.32	0.00	0.00	R 14.32
<b>Total</b>					<b>R 14.32</b>

- Click “**OK**” to continue. You will receive a message to indicate that the payment has been saved.



## 6. HISTORY OF PAYMENTS

- Select the “**History**” item to view all payments made to SARS via eFiling.



- The payment history screen will be displayed that will indicate the all previous payment made.

**Taxpayer:**  
**Payment History**

**This page allows you to view the details of payments made to SARS**

**Note:** Only the top 10 payments per tax type are listed below. Click on [More](#) below each section to see additional payments.

Provisional Tax Declaration Payments					
Name	Reference Num	Description	Status	Amount Due	Payment Details
	9	PTAX Payment	Manually Paid	R 0.50	<a href="#">Open</a>

[More](#)  
[Back to Top](#)

- If you select the “**Open**” hyperlink, the details of the payment will be displayed.

**From: Mr**

Description:  Payment to SARS

Status: Payment Successful

Payment Method: **Electronic Transfer**  
Entry Date: **03 Nov**  
Payment Request Date: **05 Nov**  
Actual Payment Date: **06 Nov**  
Your Reference Number: **EF 00**  
SARS Bank Reference: **00**

Bank Account: **Current**  
Bank:  
Branch Name:  
Branch Code:  
Account Number:

Description	Tax Amount	Penalty	Interest	Total Paid
EMP	40886.73	0.00	0.00	40886.73
<b>Total</b>	<b>40886.73</b>	<b>0.00</b>	<b>0.00</b>	<b>40886.73</b>

Comments:

[Print Confirmation](#)

**Please note that if a taxpayer’s profile is moved, the payments history will not move with the taxpayer’s eFiling profile.**

For more information on the Payment Advice Notification process visit the SARS website [www.sars.gov.za](http://www.sars.gov.za), call the SARS Contact Centre on 0800 00 SARS (7277) or go to your nearest SARS branch.

Guide to the Payment Advice Notice functionality on eFiling