Client Preparation
Tax Year End Reconciliation

Preparation to be done on your VIP System prior to the Tax Year End Reconciliation

Steps	Procedure	Done
1.	**Basic Company Information:** (Refer to the Basic Company Information Screen) • Registered/trading name of the company (company name that must print on the tax certificates) • Physical address of the company • Trade Classification Code • Tax registration number (PAYE reference number) • UIF reference number (Uxxx number on EMP201) • SDL reference number (Lxxx number on EMP201) • IRP5 Contact Person Details (person to address reconciliation queries to) • Employment Tax Incentive (Company Eligible, SIC code, Wages Components, SEZ code)	
2.	**Employee Information:** (Refer to every individual Employee Information Screen, including employees terminated in the current tax year) **Personal Details** • Surname (no punctuation allowed) • First Two Names (no punctuation allowed) • Initials (no punctuation/spaces allowed) • Identity Number/Passport number and Passport Country (without spaces) • Date of Birth (Make sure that the date of birth corresponds with the first 6 digits of the ID number) • In a case where a Company, CC or Trust is loaded as an employee on the payroll, the following are mandatory: Trading name (instead of employee name) and Company, CC or Trust number (instead of an ID number). The Gender must be selected as Company or CC for the ID number field to Change to Company Number. **Address Details** • Residential, Postal and Work Address (remove all punctuation marks and correct all fictitious information, e.g. XXX instead of a valid address) • Country of Issue is a mandatory field for all addresses. **Statutory Details** • Confirm the Tax Status is correct • Confirm the IRP5 Start Date • Tax Office • Tax Number • Directive Number if applicable **Payment Details** • Type of account • Branch Code • Account Number • Account Holder Name • Account Holder Relationship • Name of bank and branch **Employment Tax Incentive** • Asylum Seeker and Work Permit number • Refugee and Refugee number • Tick for Related to Employer or Domestic Worker • Minimum Wage • SIC Code • SEZ codes	

3.	**Company Car subject to an Operating Lease:** These cars are owned by Car Rental Companies like Avis or Budget. The company will then "rent" the car for an employee to use it as a company car. We require details of all employees who have Company Cars subject to an operating lease.	

4.	**Medical Aid:** • For employees who belong to a Medical Aid, check that all information on the Medical History Screen (MHS) and Medical Start Date on the Employee Information Screen (Benefit Details Tab) is correct. o Confirm that the beneficiaries per month as per the MHS screen corresponds with the beneficiaries as per the Medical Aid schedule of each month o The same applies for the contribution per month • Print the Medical History Report and compare monthly dependants with the number of dependants on your Medical Aid Billings.	
Steps 1 - 12	***All items to be available <u>on the day</u> of consultation***	
1.	Copies of Payslips and Payroll Reports (March to February for the current tax year).	
2.	Copies of EMP201s submitted to SARS (March to February for the current tax year). If the EMP201 was printed selecting the detail option (per employee) it will be sufficient otherwise other reports indicating Tax amounts per employee e.g. the Earnings and Deductions Listing (E&D List).	
3.	Copies of SARS Receipts (March to February for the current tax year).	
4.	Company details: • Company Banking Details • Company Income Tax Number • Company VAT Number	
5.	If applicable, Directive numbers for all employees who are taxed according to a Directive percentage instead of normal Statutory Tables.	
6.	If applicable, Directive numbers for employees who received Lump Sums (e.g. retrenchment packages or shares) during the Tax Year.	
7.	All Manual tax certificates that were issued for this Tax Year.	
8.	Backup of your e@syFile system made after mid tax-year submissions or a backcup made of your VIP system in February (last month of the current tax year). **NOTE:** If you have issued any manual certificates from March to February (current tax year), you need to have a recent e@syFile backup.	
9.	EMP Statement of Account for the current tax year.	
10.	e@syFile username and password.	
11.	e-Filing username and password.	
12.	Pre-Printed IRP5 Stationery (not mandatory).	

Important notice:

- **LSPinc cannot take any responsibility if the SARS Services are offline during the consultation. This will result in an additional consultation in order to finish the submission via e@syFile to SARS, alternatively the client will have to complete the submission on e@syFile.**
- **It is of vital importance that you are fully prepared for this consultation; failure to do so may require rescheduling of your appointment.**