



## **TAX ALERT**

### **PAYE EMP501 201902 SUBMISSION**

**4 April 2019**

The PAYE EMP501 201902 submission filing is now open, having started on 1 April 2019 until 31 May 2019. According to SARS and Ionize Technology the best time to submit will be from around 15 April 2019 to the 15 May 2019. Taxpayers should not leave it for the last week.

Given the importance of these submission SARS and Ionize Technology communicated important and useful operational tips to Taxpayers, as noted below:

#### **Important things to remember for the PAYE EMP501 201902 submission**

Start with a Sync Application **Option 3** to check and see if there are bulk Tax numbers available. Ensure that you are using the data that was submitted for the Bi-annual period.

Export the Tax numbers via the **Import/Export** tab to your Payroll before doing Payroll run and the import for 201902.

Ensure that all the Zero's are removed in the tax number field as it only removes the warning not the Administrative penalty if introduced. If you submit 10 Zero's as a tax number you will not get the actual tax number on the sync.

Spot check your imported certificates to ensure that the data is correct especially the ETI certificates and ensure that the details are correct under the ADD ETI button when you open the certificate.

#### **When you populate the EMP501 Accept SARS data**

Check that the EMP201 figures are correct and that the PAYE amount total balances with your Certificate totals. If not investigate and correct. If the EMP201 is incorrect you need to correct it before you submit the EMP501.

The Payment column needs to be completed in full with the actual payment made and if it was short you need to correct this before you submit.

Your EMP501 needs to balance. Do not submit it if it does not balance. If you have a credit it should reflect between the EMP201 total and the Payment total. Not the PAYE and certificates.



Once submitted please update the EMP501 Dashboard in Utilities until it reflects **CLICK OK TO VIEW**.

*Now check the PAYE dashboard above the declaration tab to ensure that all your certificates populated and balance.*

Check for pop up messages and read them to understand the problems.