

New Account Management Payment Process

Quick guide for Customs clients

Introduction

As part of the Customs modernisation journey, a number of system and process changes have been introduced to facilitate trade in South Africa. Modernised systems and streamlined processes have resulted in faster turnaround times in processing declarations and moving commercial cargo across our borders.

A new Account Management system has also modernised Customs payment systems and methods as part of the move away from manual, paper-based processes towards greater automation. These changes are also aimed at providing Customs clients with the tools to independently manage their accounts.

These enhancements will be introduced in a phased approach at all Customs offices. The first phase of these changes will see automated allocation of payments to declarations and the introduction of a new Customs Statement of Account (CSA).

1. Automated allocation of payments at offices where the new Account Management system is implemented

SARS will provide traders with a unique Payment Reference Number (PRN) in order to allow automated allocation of payments to declarations. The new PRN will be introduced as each Customs office implements this new payment process. Any payments made prior to the roll-out will still require the trader to provide proof of payment and allocation thereof against their declaration/s.

In order for the SARS systems to link the payment to specific declaration/s, it is necessary that the correct PRN is specified when making payment via the official SARS payment channels (refer to section 3 for a list of these channels).

The allocation of monies paid will occur automatically when the new PRN is used, reducing the time and effort spent by the trader in requesting payments to be receipted.

2. Issuing of a unique Payment Reference Number (PRN) to traders

Non-deferment declarations: SARS will provide the trader with a unique PRN for each immediately payable declaration (cash declaration) in the EDI CUSRES message.

Statement of Account (CSA): SARS will provide the trader, who has a deferment or individual financial account, with a unique PRN for all payable transactions included in the CSA. The PRN appears at the bottom of the CSA under the section "Payment Advice". More details regarding the use of the CSA can be found in the Guide to new Customs Statement of Account (on the SARS website under Customs Modernisation).

Specific requested declarations: On request, SARS can provide the trader with a single PRN which is linked to various declarations on the same account.

3. Using the unique Payment Reference Number (PRN)

The trader can only make payment using the SARS official payment channels, namely:

- SARS eFiling
- Electronic Funds Transfer (internet) via ABSA, FNB, Nedbank, Investec or Standard Bank
- Over the counter at an FNB branch
- Over the counter at the SARS office which has implemented these changes.

No automated allocation can be performed where the SARS official payment channels are not used.

4. Automated allocation of a unique PRN

The payment made by the trader has to be cleared into the SARS bank account for SARS systems to identify the payment and perform the allocation to the declaration/s linked to the unique PRN. No payments will be allocated prior to the money appearing in the SARS bank accounts. The time taken to clear payments will vary depending on the payment channel that is utilised.

Traders can expect the following turnaround times for payments through the official payment channels:

Payment at banks:

- If paying via EFT or over the counter at an FNB bank branch, payment will be allocated to the respective declarations on the day following the date of payment.

Payment via eFiling:

- EFT payments will be allocated to the respective declarations immediately following approval on the bank's online (internet banking) service.

Payments made at the Customs Office will result in immediate allocation once receipted. The unique PRN and declaration reference number must be provided for receipting and automated allocation.

5. Allocating payments to declarations

The sequence of transactions is very important to understand. The process commences with the trader filing a declaration through EDI.

- If the declaration is a cash declaration (i.e. payable immediately) a PRN will be provided via EDI on the CUSRES requesting payment. The payment must then be made using this unique PRN. On receipt, SARS will automatically allocate the payment to the declaration associated to the PRN, and if fully paid, an immediate "proceed to port" will be issued (unless additional documents are requested to be uploaded via the EDI CUSRES). Non-payment or an incorrect allocation of the PRN will prevent a "proceed to port" from being issued.
- If the declaration is subject to deferment, a credit check will be performed against the deferment facility and if approved, an immediate "proceed to port" will be issued. A Customs Statement of Account (CSA) will be issued at the end of the deferment cycle requesting payment, together with a PRN. This PRN is linked to all transactions appearing on the CSA. On payment, the system will automatically assign the receipt to each of the declarations appearing on the CSA. Non-payment or an incorrect allocation (PRN) will result in the deferment facility being suspended.

Any overpayments will be separately identified on the trader's account as an "unallocated" payment together with the applicable PRN. A trader may request these unallocated payments to be allocated to unpaid declarations or request a refund of such amount. This will, however, require the trader to provide proof of payment to the Customs office and a specific allocation/refund instruction.

6. Paying SARS-initiated transactions, i.e. provisional payments, without a unique PRN

The PRN that needs to be used will be supplied by the SARS office issuing the transaction. The trader will still be required to provide proof of payment to the SARS branch and request allocation of the money (as per the current process).

7. Payment via EFT

Payments can be made via the internet banking facilities of the following banks:

- ABSA
- Nedbank
- FNB
- Investec
- Standard Bank.

When making payment, select the Pre-defined Beneficiary ID "SARS-CUS" using the applicable drop-down/search provided by the bank, and capture the 19-digit PRN in the Payee Reference field.

8. Payment via eFiling

There are two types of payments made on eFiling: "Debit Pull" and "Credit Push". "Debit Pull" refers to payment transactions that the payer has requested SARS to collect on their behalf on a specified date. "Credit push" refers to payment transactions that are initiated on eFiling and presented to the bank as a bill presentation i.e. at the payer's bank as a payment request awaiting authorisation.

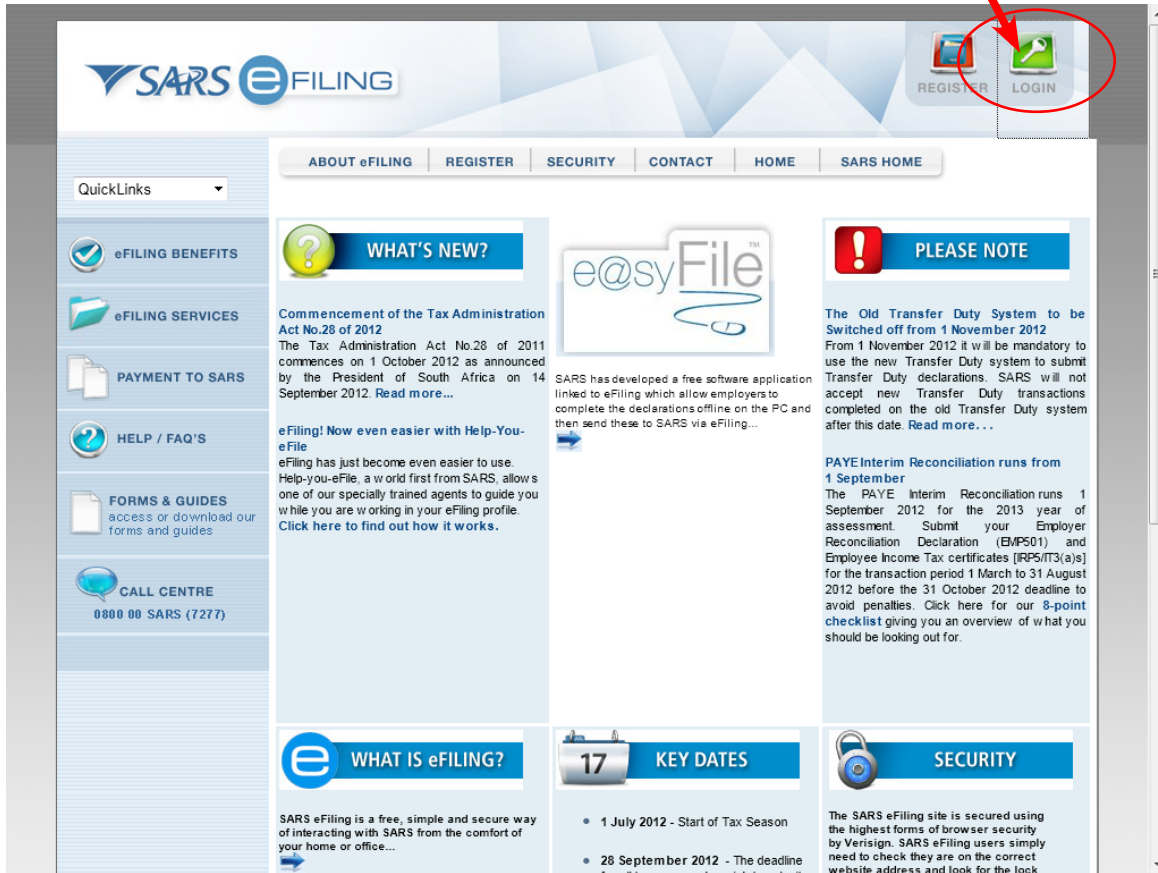
Only "Credit Push" payments may be used. The "Debit Pull" option is NOT ALLOWED for Customs payments. You therefore need to set up your bank details in order to make a "Credit Push" payment.

To make payment via “Credit Push” on eFiling, follow this process:

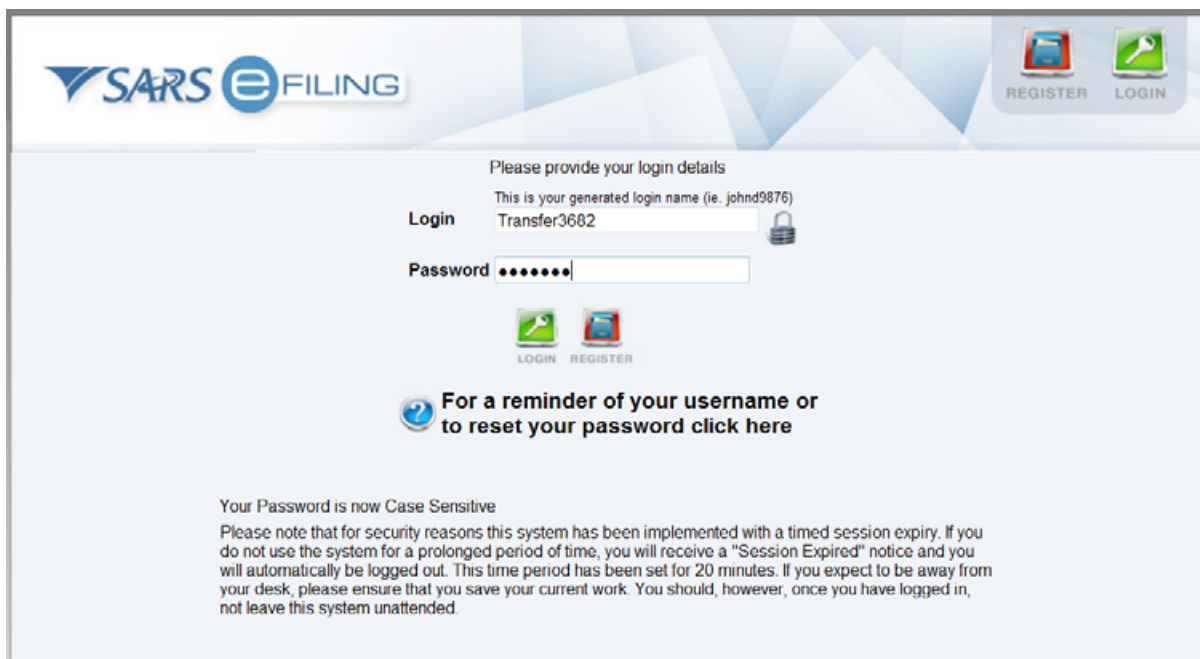
STEP 1: Login to SARS eFiling on www.sarsefiling.co.za.

If you are already registered, login to eFiling using your existing logon details. If you have not registered for eFiling, please visit the website for more details.

Click on Login:

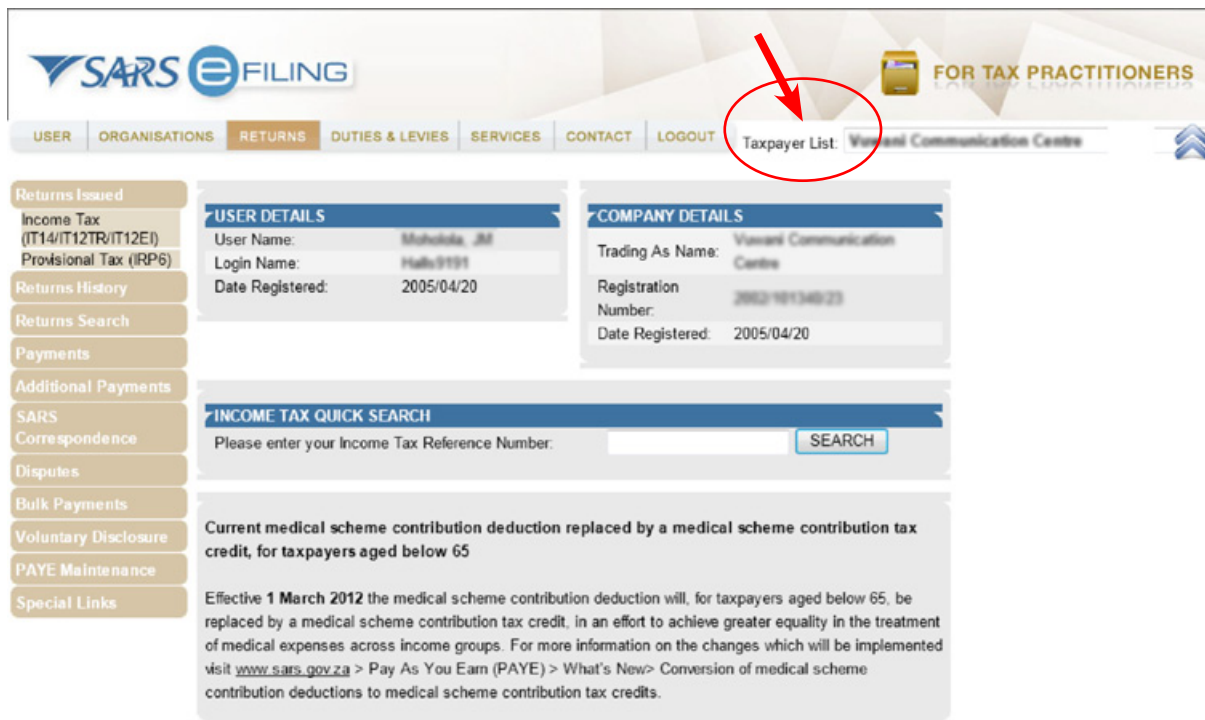


Enter your Login details:



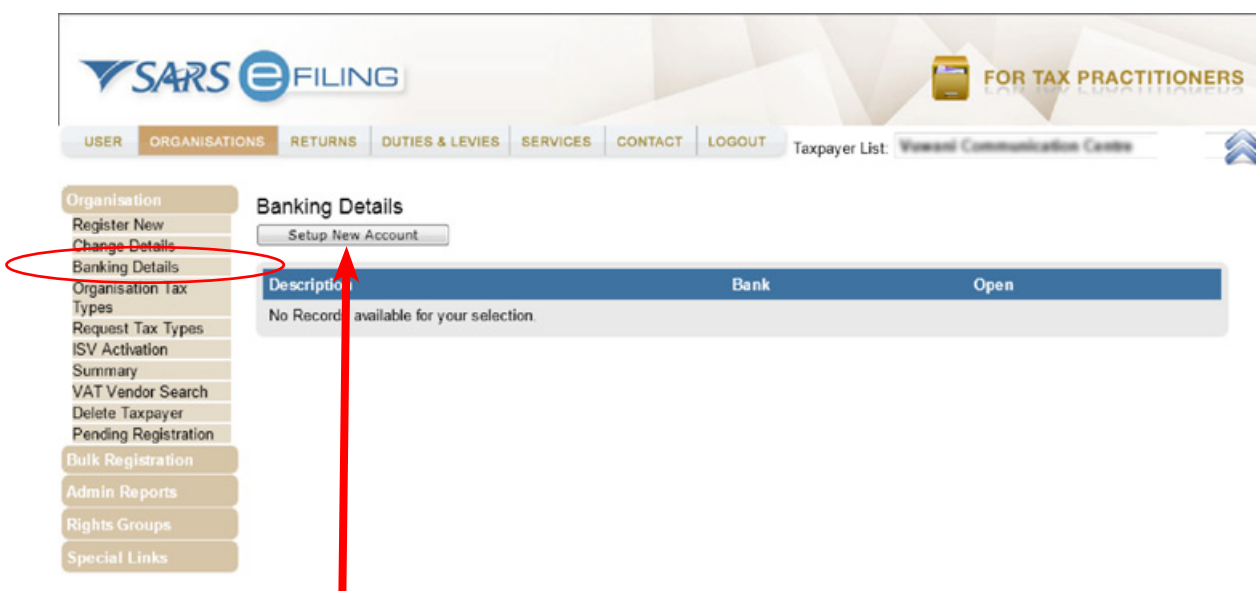
STEP 2: Select the Taxpayer profile you wish to make a payment for.

On the Returns page, click on "Taxpayer List" and select the name that you are registered under:



STEP 3: Set up your banking details.

If you have not yet set up your banking details to perform "credit push" payments, then do so by going to the ORGANISATIONS page and selecting "Banking details". If this has already been set up, proceed directly to step 4.



Click on "Set up New Account":

Select "Credit Push" on the banking details page, complete the banking details section, and click the "Save" button:

SARS eFILING FOR TAX PRACTITIONERS

USER ORGANISATIONS RETURNS **DUTIES & LEVIES** SERVICES CONTACT LOGOUT Taxpayer List: Viewlist Communication Centre

Organisation
Register New
Change Details
Banking Details
Organisation Tax Types
Request Tax Types
ISV Activation
Summary
VAT Vendor Search
Delete Taxpayer
Pending Registration
Bulk Registration
Admin Reports
Rights Groups
Special Links

Banking Information

Payments can be made from a banking account of your choice, by:

- Credit Push** - Payment transactions that are initiated on the eFiling site and presented to the Banking product as bill presentation - payment request. Only once the user has logged into the banking product and authorised the payment request is this transaction regarded as an effective payment. Credit Push transactions are assumed to be irrevocable.
- Authorised Debit Pull** - Payment transactions initiated on the eFiling site and authorised for each transaction. The transaction is assumed to be successful after user authorisation on eFiling. This payment mechanism utilises the inter-banking facility, ACB, that involves the initiation of payment instructions from the originating bank to the clients bank. The Debit Push mechanism may reverse due to insufficient funds once the request is processed by the originating bank. Please ensure correct branch details are provided to ensure the payment is successful.

This is a description of your bank account

Account Name: Cash Focus
Credit Push: ABISA - Cash Focus
Account Number: 4847982112
Account Type: Cheque/Current Account
Group Number: 54299
User Number: 6

STEP 4: Create a Payment Request

This step allows you to select the PRN to be paid and initiate a payment request against a nominated banking account (which would have been set up in STEP 3).

Under Returns, click on "Additional Payments", and then on "Create Additional Payment":

SARS eFILING FOR TAX PRACTITIONERS

USER ORGANISATIONS **RETURNS** DUTIES & LEVIES SERVICES CONTACT LOGOUT Taxpayer List: Viewlist Communication Centre

Returns Issued
Returns History
Returns Search
Payments
Additional Payments
Create Additional Payment
SARS Correspondence
Disputes
Bulk Payments
Voluntary Disclosure
PAYE Maintenance
Special Links

USER DETAILS

User Name: Mkhabela, JH
Login Name: JH613111
Date Registered: 2005/04/20

COMPANY DETAILS

Trading As Name: Viewlist Communication Centre
Registration Number:
Date Registered: 2005/04/20

INCOME TAX QUICK SEARCH

Please enter your Income Tax Reference Number:

Current medical scheme contribution deduction replaced by a medical scheme contribution tax credit, for taxpayers aged below 65

Effective 1 March 2012 the medical scheme contribution deduction will, for taxpayers aged below 65, be replaced by a medical scheme contribution tax credit, in an effort to achieve greater equality in the treatment of medical expenses across income groups. For more information on the changes which will be implemented visit www.sars.gov.za > Pay As You Earn (PAYE) > What's New> Conversion of medical scheme contribution deductions to medical scheme contribution tax credits.

Select the "Customs (CUS)" tax type and fill in the rest of the information required:

SARS eFILING FOR TAX PRACTITIONERS

USER ORGANISATIONS RETURNS DUTIES & LEVIES SERVICES CONTACT LOGOUT Taxpayer List: Vuwani Communication Centre

Additional Payments to SARS

This page allows you to capture additional tax payment details to SARS

- Tip: You can save payments to pay at a later date. You can also save payments in order to pay multiple payments at once.
- The additional payment mechanism does not entitle the user to benefit from the VAT extension date provided by SARS to all eFilers. The incentive is only for payments of VAT returns via eFiling and as result the deadline of the 25th of the month (or last business day prior) is applicable as the due date. Any payment made after this date will be liable for penalties and interest.
- Please be aware that there is a R500,000 limit on payments unless you use one of the following banking products: ABSA - Cash Focus, ABSA Corporate Banking, ABSA Direct - Internet Banking, Autopay (Standard Bank), FNB - CAMS, Online Banking, Internet Banking, Investec Online Banking, NedTreasury (Nedbank), Netbank Business (Nedbank), Standard Bank Business Online (CATS) or CitiConnect.
- Customs and Air Passenger Tax payments: need to be paid with a credit push banking facility as mentioned above.

Tax Type (circled in red): Please select a Tax Type
 Air Passenger Tax (APT)
 Company Fees (COF)
Customs (CUS)
 Donation (DON)
 Estate Duty (ESD)
 Income Tax (IT)
 Mineral Royalties (MINR)
 Mining Royalties (MIR)
 Other Mining Leases (OML)
 Pay As You Earn (PAYE)
 Provisional Tax (PROV)
 Retirement Fund Tax (RFT)
 Secondary Tax on Companies (STC)
 Small Business Amnesty (SBA)
 Turn Over Tax (TOT)
 Value Added Tax (VAT)
 Vat Non Registered (VNR)
 Withholding Tax on Royalties (WTR)
 Please select a Tax Type

Type of Payment (circled in red): Please select a Tax Type

Taxpayer Name: [Text Field]
 Tax Reference Number: [Text Field]
 Tax Period: [Text Field]
 Payment Reference Number: [Text Field]
 Amount: [Text Field]

Make Payment Save Payment

The "Type of Payment" needs to be selected in order to make the payment.

Note: Customs offices on the new Account Management System require the "Unique PRN" option to be selected after the "Customs (CUS)" was selected. The unique PRN provided by SARS then needs to be captured.

SARS eFILING FOR TAX PRACTITIONERS

USER ORGANISATIONS RETURNS DUTIES & LEVIES SERVICES CONTACT LOGOUT Taxpayer List: Vuwani Communication Centre

Additional Payments to SARS

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- Customs and Air Passenger Tax payments: need to be paid with a credit push banking facility as mentioned above.

Tax Type: Customs (CUS)

Type of Payment (circled in red): Customs Unique PRN

Customs Unique PRN: [Text Field]

Payment Reference Number: [Text Field]

Please ensure the PRN is correct as supplied by SARS via EDI or on your new Customs Statement of Account.

Amount: 695.31

Make Payment Save Payment

Select your bank account under "Account Name". This is the account that has been set up as a "Credit Push" account:

Payment Details

Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.
Note: ABSA Direct payments can only be made and authorised on the same day. Please be aware that if you don't authorise your payment today, it will be removed from the ABSA Direct system by tomorrow.

Account Name: **Cash Focus**

Payment Request Date:

Payment Amount:

Comments:

Payment Summary

Name	Tax Reference Number	Due Date	Tax Amount	Penalty Amount	Interest Amount	Amount Due
Test	9030041611	05/11/2012	0.17	0.00	0.00	R 0.17
Total						R 0.17

Pay Now **Cancel**

Click on "Pay Now" at the bottom of the page:

Payment Details

Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.
Note: ABSA Direct payments can only be made and authorised on the same day. Please be aware that if you don't authorise your payment today, it will be removed from the ABSA Direct system by tomorrow.

Account Name: **Cash Focus**

Bank: **ABSA - Cash Focus**

Account Number: **4047862112**

Group Number: **14299**

User Number: **6**

Payment Request Date: **2012/11/07** **11** 7 Nov 2012

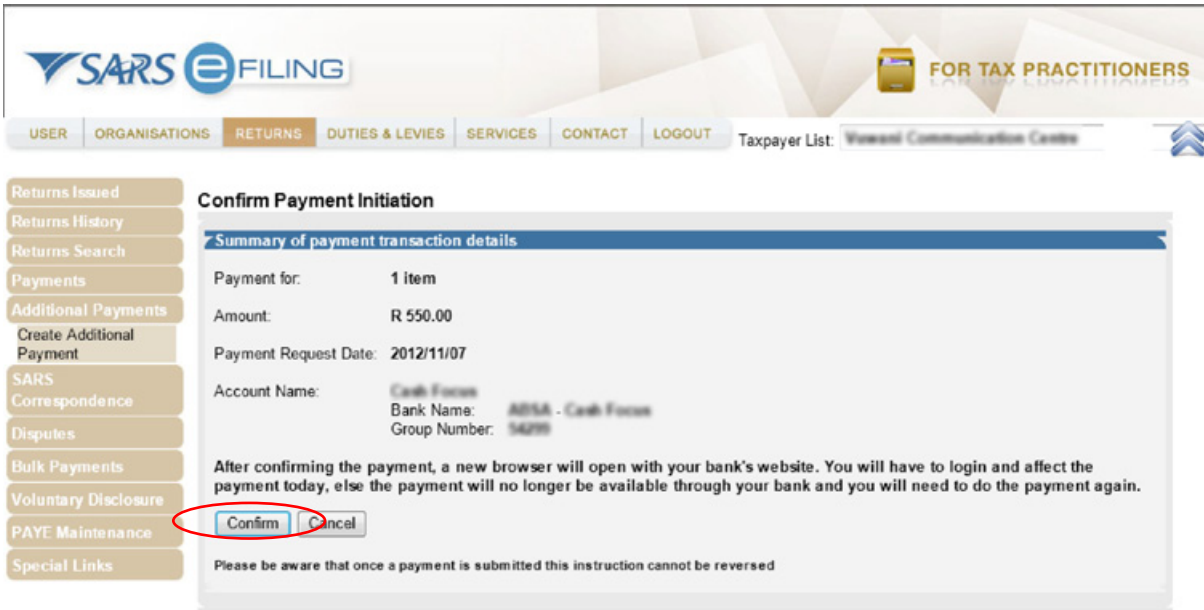
Please use the format: yyyy/mm/dd

Payment Amount: **R 550.00**

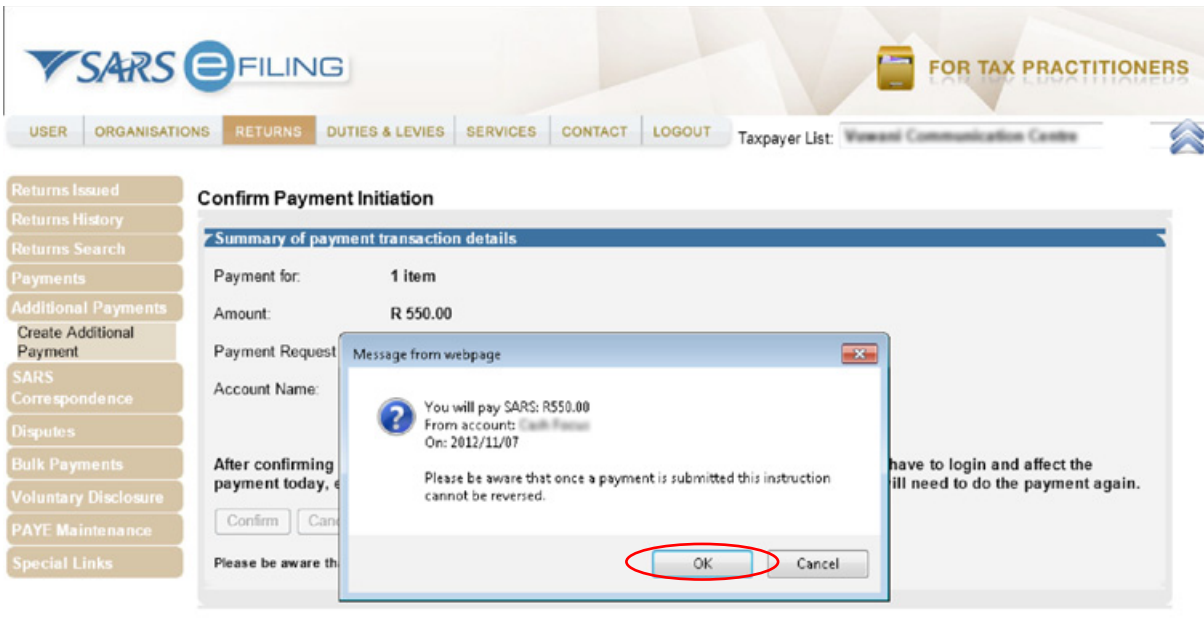
Comments:

Pay Now **Cancel**

To confirm your payment request, click on "Confirm":



A pop-up will appear requesting confirmation of the payment. Check your payment detail. If correct, click on "OK":



A payment confirmation will appear on your screen confirming that your request has been successfully received by your bank. Click on "Continue" or "Print Confirmation" to continue:

The screenshot shows the SARS eFiling interface. At the top, there is a navigation bar with links for USER, ORGANISATIONS, RETURNS, DUTIES & LEVIES, SERVICES, CONTACT, and LOGOUT. Below this is a sidebar menu with options like Returns Issued, Returns History, Returns Search, Payments, Additional Payments, Create Additional Payment, SARS Correspondence, Disputes, Bulk Payments, Voluntary Disclosure, PAYE Maintenance, and Special Links. The main content area is titled 'Payment Initiation Result' and contains a 'Summary of payment transaction details' box. The summary text reads: 'Your payment request has successfully been submitted to ABSA - Cash Focus. Please login and authorise the payment. The following message was returned: Payment request was successfully submitted to ABSA. Message from bank: Successful'. Below the text, the following details are listed: Account Name: Cash Focus, Payment Amount: R 550.00, and Payment Reference: SARSEF 0008852138. At the bottom of the summary box, there are two buttons: 'Continue' and 'Print Confirmation', both of which are circled in red.

STEP 5: Authorise the payment.

Please note that the payment has not yet been made at this point. To finalise the payment:

- Log on to your online banking service and authorise the payment
- Each banking solution has a specific service where 'eFiling/Tax authorisations' can be finalised. The payment has to be approved and will only be reflected thereafter as paid.

9. Submitting Vouchers of Correction (VOCs) relating to payments.

The current requirement for submission of VOCs, where duty has changed, is that the trader submits a VOC to bring any under-payments to account first, and thereafter the trader can submit a second VOC to claim a refund of any over-payments. This is a scenario where over- and under-payments occur between different duty types on the same declaration.

This process is to be enhanced as follows:

- SARS will be introducing the offsetting concept which means that for any declaration where an amendment results in a combination of both debits/credits across different duty types, the billing of such debits/credits will be offset across all lines to derive a final amount for accounting purposes. This implies that only one VOC will be required to cater for the debit/credit.
- However, should trade continue submitting two VOCs, as they currently do, the Customs system will use the first VOC to perform the billing based on net line items (offsetting), as per the first bullet above. The second VOC (which currently is the refund) will be processed by CAPE as a free declaration due to the over- and under-payments already processed.
- VOCs reflecting a net credit, including any VOC where a credit is due on VAT, will be subject to a refund audit and the submission of a refund application and supporting documents. Kindly note that SARS cannot issue refunds without valid banking details for the client and therefore no refund VOC will be accepted without validated banking details. No cheques will be issued; only transfers via EFT.

10. More information on the SARS official payment rules.

For more information regarding SARS payment rules, please go to www.sars.gov.za and select "I want to make a payment..." to view the SARS payment rules.