

EXTERNAL GUIDE

GUIDE TO BULK AND ADDITIONAL PAYMENTS ON EFILING

REVISION HISTORY TABLE

Date	Version	Description
09-10-2020	5	New validation rules for bulk payments.

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1 PURPOSE

- This document serves as a guide to assist eFiling users to use the Bulk and Additional Payment function on eFiling. The following is described in this document:
 - How to create and file a Comma Separated Values (CSV) file
 - How to structure and validate your file rules
 - How to upload multiple payments using the bulk payment functionality; and
 - How to create and capture additional payments.
- This guide in its design, development, implementation and review phases is guided and underpinned by the SARS strategic objectives, the SARS intent and the SARS values, code of conduct and the applicable legislation. Should any aspect of this guide be in conflict with the applicable legislation the legislation will take precedence.

2 INTRODUCTION

- In order to use this function you need to be registered for eFiling. To register:
 - Go to www.sars.gov.za
 - Click on '**Register**' and follow the easy steps.
- **Please note:** The bulk payments function is only available during off-peak periods (16:00 – 10:00 daily). The reason for this is that these bulk payments require high processing and internet bandwidth that negatively affect- the user experience of all eFiling users.

3 REQUIREMENTS TO USE THE BULK AND ADDITIONAL PAYMENT FUNCTION

- A user must have the following:
 - A valid eFiling username and password.
 - Comma Separated Values (CSV) file according to the correct format and structure to upload.
 - The 'Additional/Bulk Payment' function to upload and authorise a file.

4 ACCESS RIGHTS

4.1 WHAT ARE ACCESS RIGHTS?

- For new registrations, the registered tax user is the default administrative user for the organisation registered. By default this administrative user is linked to a 'System Default' group with full authorisation level and is able to:
 - Setup new groups and register other tax users for his/her organisation
 - Assign specific authorisation levels and user roles to these new tax users
 - Register new taxpayers and assign them to the groups, which have been setup.
- Authorisation and access rights refer to your ability to access the 'Bulk and Additional Payment' function on your eFiling profile. Please, refer to the external guide - How to register for eFiling and manage your user profile – GEN-ELEC-18-G01, which is available on the SARS website www.sars.gov.za, on how to activate this.

5 COMMA SEPERATED VALUES (CSV) FILES

- The file format CSV means this is a common text file format that contains comma-delimited values. Any spreadsheet or text editor can open the text file.
- **Warning:** When saving the text file in an Excel format you should check the file to ensure that Excel has not changed the format (for example removing the leading zeros).
- A CSV file can be created in many ways. Excel is a good example of a program used to create such a CSV. Please keep in mind that every tool used to create a CSV will be different. However, the outcome (structure, layout, and validation rules) must be in accordance to SARS's requirements as stipulated below.

5.1 CREATION OF CSV FILE

- Below are requirements when creating a CSV file:
 - A 'comma separated values' file format must be used.
 - All information for the specific fields will be validated according to the rules prescribed by SARS.
 - All validation rules as well as rules applicable to the specific transaction must be complied with when creating electronic files.
 - The file must consist of the following record types:
 - Header Record – Demographic information of the organisation making the payment
 - Details Record – Details of the payment transactions for multiple organisations or individuals
 - Trailer Record – Summary of the detail records.
 - A comma to identify the field must separate each field on all of the abovementioned record types.
 - All numeric fields with decimal values (i.e. rand and cents) must have the decimal point specified as a point and not a comma.
 - A comma must not precede the first field of each record.
 - A comma must not follow the last field of each record.
 - Each record must start in a new line.
 - The file name must be structured according to the validation rules.
 - The information required to identify the organisation must be carried in the Header Record.
 - The information required to create the payment transactions must be in the Detail Record.

5.2 REJECTION OF CSV FILES WILL OCCUR IF:

- Below are requirements to reject the CSV file:
 - File test indicator does not match system test indicator: N.
 - Trailer record count check failed. Trailer count not equal to actual count.
 - Trailer file total check failed. Trailer amount not equal to actual amount.
 - Bank branch code field in incorrect format. Expected format: ,174000,.
 - Bank account number field in incorrect format. Expected format: ,1740000000,.
 - File creation date/time is invalid: 2.01011E+13. Expected format: CCYYMMDDhhmmss.
 - Tax reference number field in incorrect format. Expected format, 0309180164,.
 - Banking information CDV validation failed. Message: Please check that you have entered the correct branch code.
 - Only one payment method allowed per payment group. CP/DP
 - Taxpayer status is invalid.

5.3 EXAMPLE OF A CSV LAYOUT ACCORDING TO SPECIFICATIONS

- The data in the file should look as follows when viewed:

```
H,BULKPAY,N,TestCompany XYZ,1,20101103120000,NEDB
R,ITPEN,0123456789,TestTaxpayer,01,5007155763089,,0000000000000005.00,CP,174000,17400000000,01,1,0309180164AI0000041
R,ITPEN, 0123456789,TestTaxpayer,01,6912257022087,,0000000000000005.00,CP,174000,17400000000,01,1,0232005769AI0000048
R,ITA, 0123456789,TestTaxpayer,01,6912257022087,,000000000000020.00,CP,174000,17400000000,01,1,0232005769T00000000
R,ITA, 0123456789,TestTaxpayer,01,6912257022087,,000000000000030.00,CP,174000,17400000000,01,1,0309180164T00000000
T,4,0000000000000060.00
```

5.4 FILE LAYOUT EXPLANATION

5.4.1 Header record

- This record must start with record ID type “H”.
- This record must contain all the demographic information of the organisation (e.g. file name, data type, organisation name, file transmission number, date and time created, bank name, etc.).
- This record is used to identify the organisation making the payment.

5.4.2 Layout of the header record

```
H,BULKPAY,N,TestCompany XYZ,1,20101103120000,NEDB
```

5.4.3 Details Record

- This record must start with record ID type “R”.
- This record must contain all the details of the payment transactions for the multiple organisations or individuals (e.g. tax type, tax reference number, taxpayer name, entity type, entity ID number, period, tax amount, payment method, bank code, bank account number, bank account type, payment grouping no., payment reference number)
- Each record must start in a new line.

5.4.4 Layout of the detail record

```
R,ITPEN,0123456789,TestTaxpayer,01,5007155763089,,0000000000000005.00,CP,174000,17400000000,01,1,0309180164AI0000041
```

5.4.5 Trailer Record

- This record must start with record ID type “T”.
- This record must contain the number of detail records.
- This record must contain the total value of the records in the file.

5.4.6 Layout of the trailer record

T,4.000000000000060.00

5.5 CSV FILE STRUCTURE AND VALIDATION RULES

5.5.1 Header Record Bulk Payment

Field Name	Description	Validation/Indicator	Remarks
SEC-ID	Section identifier. Identifies the type of record (Header record)	“H”	Demographic information of organisation
INFO-TYPE	Information type	“BULKPAY”	Identifies the information in the record
TEST-DATA	Test data indicator	“Y” or “N”	File indicator, where: Y-Test file N-Production file.
INFO-SOURCE	The details of the file origination (Organisation Name)	Alphanumeric	Uniquely identifies a file
TRANSMIT-NO	File transmission number created by the organisation. (This field is not mandatory)	Numeric	Sequence number to the files submitted.
GEN-TIME	Date and time of file creation	CCYYMMDDhhmmss	Uniquely identifies a file
BANK	Bank through which the payment will be processed	Alphanumeric	Bank name:e.g. “ABSA”

5.5.2 Detail Record Bulk Payment File

Field Name	Description	Format	Remarks
REC-ID	Data record identifier. Identifies the type of record (Detail record)	R	Details of the payment transactions for multiple organisation or individuals
TAX-TYPE	Tax Type (see list below for allowed entries)	Alphanumeric	The code at the beginning of the

Field Name	Description	Format	Remarks
	<ul style="list-style-type: none"> • "PAYE" – Employees Tax • "EMP" – Normal payment assigned to a specific PRN number. • "VAT" – Value-Added Tax • "PTAX" – Provisional Tax • "ITA" – Individual Assessed income tax (this can be used towards payment of Third Party appointments for assessed tax by individuals including Third Party appointment debt) • "STC" – Secondary Taxes on Companies • "CUS" – Customs payments • "RFT" – Retirement Fund Taxes • "ITPEN" – Payments towards Third Party Appointments for Adminpenalty (AA88 notices by employers) 		descriptors must be included in the field
TAX-REF	Tax reference number differ for each tax type.	Numeric	The standard 10 digit reference number.
TAXPAYER-NAME	Name of the taxpayer.	Alpha numeric	The name of the Organisation, company or fund With Individual please provided Initial and surname e.g. J Smith
ENT-TYPE	Entity Type (see below) <ul style="list-style-type: none"> • "00" – Unknown • "01" - South African ID Number • "02" - Company/CC Registration Number • "03" - Trust Deed Number • "04" - Passport Number • "05"- Fund Number 	Alpha numeric	Validation of the ID number provided
ENTITY-ID-NO	Entity ID number depends on the entity type and will be validated for completeness .	Alpha numeric	Entity ID number <ul style="list-style-type: none"> • South African ID Number - 13 digit SA ID • Company/CC Registration Number - 9999/999999/99 • Trust Deed Number -

Field Name	Description	Format	Remarks
			number registered with SARS <ul style="list-style-type: none"> • Passport Number - number registered with SARS • Fund Number - 18204999999
PERIOD	The period depends on the tax type (see notes) <ul style="list-style-type: none"> • PAYE: CCYMM (C = century, Y = year, M = month, e.g: 200102). • ITA: YYYY eg 2006. • ITPEN: <i>No period required. Field should be empty</i> (e.g: ,,) • VAT: CCYMM (e.g: 200102). • PTAX : CCYNN (C = century, Y = year, N = period [01, 02 or 03], e.g. 200402). • STC: CCYMMDD (e.g. 20010203). • CUS: CCYMMDD (e.g. 20010203). • RFT: NMCCYY (N = period [1, 2 or 3], M = month [2 or 8], C = century, Y = year, eg: 282003). • EMP: CCYMM (e.g. 200102). 	Alpha numeric	Period code will be validated based on the Tax Type.
TAX-AMOUNT	Tax amount	Numeric	Amounts should be zero padded and include a decimal point as in the example provided: 00000000001000.25
PAY-METHOD	Payment Method: a. "CP" – Credit Push	Alpha	The payment method Credit Push needs to be identified in order to determine the bank account details needed.
BANK-BRANCH - CODE	Bank Code: a. "CP" – Blank detail can be placed in the branch code. b.	Numeric	The standard validation for branch and bank account will apply.

Field Name	Description	Format	Remarks
BANK – ACC	Bank Account Number: a. “CP” – The Account Number must contain the Account Access Number.	Numeric	The standard validation for branch and bank account will apply.
BANK – ACC-TYPE	Bank Account Type: a. “01”- Cheque or Current Account b. “02”- Savings Account c. “03”- Transmission Account	Numeric	Identifies the type of account.
PAY-GRP	Payment grouping no.: – If a single payment sequence number = 1 – If the payments are to be split into 3 groups sequence number = 1,2,3 – If each entry is required to generate a separate payment sequence = Start with 1 onwards.	Numeric	Payment grouping will consist of a numeric number that will allow the linking of payments for consolidation.
PRN	Payment Reference No PRN Format: Characters 1 – 10 = tax reference number Characters 11 = tax type Characters 12 = channel identifier Characters 13 – 18 = unique identifier per tax reference number, type and channel Characters 19 = check digit	Alpha numeric	The Payment Reference Number (PRN is a new 19 digit reference number issued by SARS. Mandatory for EMP, AA88, ITPEN, EMPDEN, VATPEN, WDT and Third Party appointment debt payment types.)

5.5.3 Trailer Record Bulk Payment File

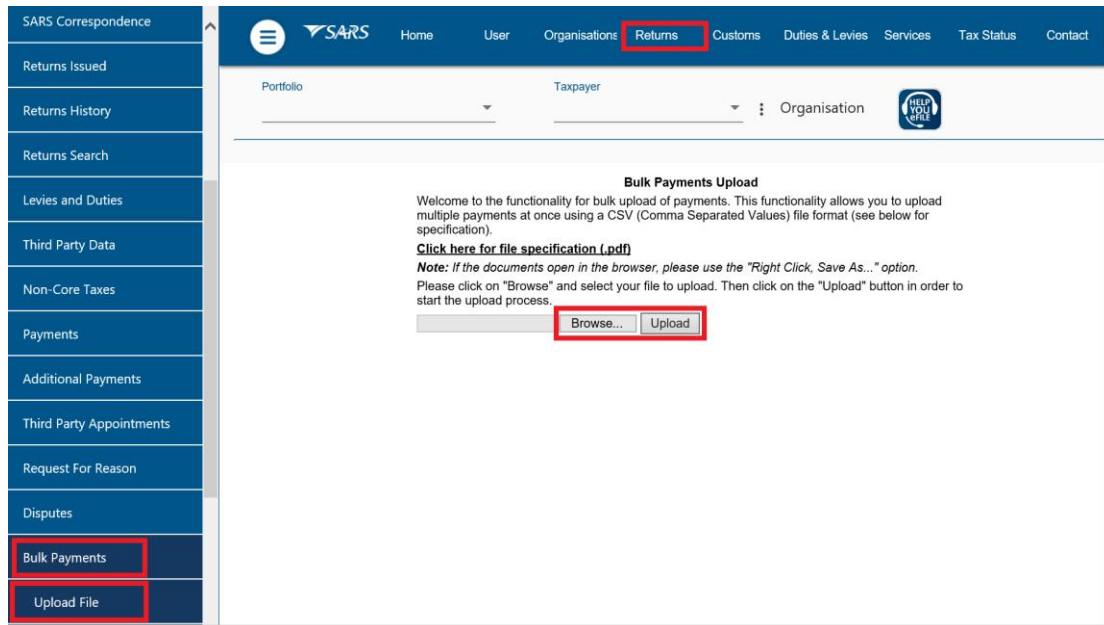
Name	Description	Validation	Remarks
SEC-ID	Section identifier. Identifies the type of record (Trailer record)	“T”	Summary of the detail record
REC-NO	The number of data records contained in this file	Numeric	The number of records in the file
TAX-AMOUNT-SUM	The total value of tax amounts contained in the data file	Numeric	The total value of bulk payment file.

6 PROCESS TO UPLOAD A BULK PAYMENT FILE

- Once the CSV file has been created, it can be uploaded to eFiling. The process to upload a bulk payment file involves the following:

Step 1 – How to upload a file

- Login to eFiling
- Select **<Returns>** from the menu on the top
- Select **<Bulk Payments>** from menu on the left
- Click **<Upload File>**
- Click **<Browse>** and select your file to upload.
- Click **<Upload>** to start the process.



- **Please note:**
 - Currently a CSV is limited to 500 records per file. If the records exceed 500, the additional records must be uploaded in another file.
 - The file format will be verified for accuracy, which will include the validation of reference numbers etc. Should the file fail the format or content verification, the process will be terminated and the error indicated next to the file. You will receive a notification once the file has been successfully uploaded.

Step 2 – How to view the uploaded file

- Select **<Returns>** from the top menu
- Click on **<Bulk Payments>** from the menu on the left
- Select **<File Status>** to view the upload status.
- The status will be displayed as 'Successful' or 'The file validation failed' with a failed reason error indicated next to each file on the right hand side of the screen.

Uploaded	File Name	File Size	Organisation Name	Transmission No	File Date	Bank	Records	File Status	Failed Reason	View
2020-08-29 07:38:51	bulk8.csv	574		1	2020-08-29 07:30:22		5	The file validation failed.	Upload failed. There has been an error. Please try again or contact us if the problem persists (130969966)	
2020-08-29 07:40:16	bulk8.csv	574		1	2020-08-29 07:30:22	FNB	5	The file validation failed.	Upload failed. There has been an error. Please try again or contact us if the problem persists (130970015)	
2020-08-31 11:20:21	BUG_48681_bulk8.csv	574		1	2020-08-31 07:30:22	FNB	5	The file validation failed.	Upload failed. There has been an error. Please try again or contact us if the problem persists (131114450)	
2020-08-31 12:58:58	MarletteFinalBatch Aug 2020.csv	2202		1	2013-02-25 14:00:00	ABSA	18	The file was uploaded successfully.		View Records
2020-08-31 14:03:29	bulk8.csv	574		1	2020-08-29 07:30:22	FNB	5	The file was uploaded successfully.		View Records
2020-08-31 16:13:40	bulk8.csv	574		1	2020-08-29 07:30:22	FNB	5	The file was uploaded successfully.		View Records
2020-09-03 11:35:31	bulk12.csv	576		1	2020-08-29 07:30:22	FNB	5	The file validation failed.	Upload failed. Payment Reference Number failed format check. Value Record: 3	
2020-09-03 11:57:55	bulk13.csv	577		1	2020-08-29 07:30:22	FNB	5	The file validation failed.	Upload failed. Payment Reference Number failed format check. Value Record: 3	

Step 3 – To view unpaid batches

- Select **<Unpaid Batches >** to see the files that were successfully uploaded for payment entries created under bulk payments.
- Click on **<View Detail>** hyperlink to view the status of each payment entry.

Uploaded	File Name	Group Num	Batch Num	Status	Payment Method	Batch Total	View	Pay
2020-08-31 12:58:58	MarletteFinalBatch Aug 2020.csv	1303	7125	To be authorised	CP	17291.34	View Detail	Pay Batch
2020-08-31 14:03:29	bulk8.csv	1	7127	To be authorised	CP	1000.00	View Detail	Pay Batch
2020-09-03 12:06:32	bulk8.csv	1	7130	To be authorised	CP	1500.00	View Detail	Pay Batch
2020-09-04 12:55:44	bulk8.csv	1	7138	To be authorised	CP	1500.00	View Detail	Pay Batch
2020-09-07 16:12:37	bulk8.csv	1	7140	Payment/s failed or reversed	CP	1500.00	View Detail	Pay Batch

- The status will be displayed as indicated below after clicking on view detail.

The screenshot shows the SARS eFiling interface. On the left is a navigation menu with options like 'SARS Correspondence', 'Returns Issued', 'Returns History', 'Returns Search', 'Levies and Duties', 'Third Party Data', 'Non-Core Taxes', 'Payments', 'Additional Payments', 'Third Party Appointments', 'Request For Reason', 'Disputes', 'Bulk Payments', 'Upload File', 'File Status', and 'Unpaid Batches'. The main content area shows 'Batch Details' with a table of unpaid batches. The table has columns: Tax Type, Tax Reference Num, Period, Payment Method, Amount, Branch Code, Account Number, Group Num, Status, Payment Reference, and Bank Error. There are five rows, all with 'Awaiting Payment Authorisation' status. A 'Back' button is visible below the table.

Tax Type	Tax Reference Num	Period	Payment Method	Amount	Branch Code	Account Number	Group Num	Status	Payment Reference	Bank Error
ITA			CP	200.00	335545	5049125400	1	Awaiting Payment Authorisation.		
ITA			CP	200.00	335545	5049125400	1	Awaiting Payment Authorisation.		
ITA			CP	200.00	335545	5049125400	1	Awaiting Payment Authorisation.		
ITA			CP	200.00	335545	5049125400	1	Awaiting Payment Authorisation.		
ITA			CP	200.00	335545	5049125400	1	Awaiting Payment Authorisation.		

6.1 HOW TO MAKE BULK PAYMENTS VIA eFILING

Note that this is only applicable for non-core tax payments

- Before you can make a payment, ensure that your banking details are set up.

Step 1 – How to set up banking details

- Select <Organisations> from the menu on top
- Select <Organisation> again from menu bar on the left
- Select <Banking Details>
- Click on <Setup New Account>
- Complete the bank details.

The screenshot shows the SARS eFiling interface for setting up banking details. The top navigation bar includes 'Organisations' (highlighted in red). The left sidebar has 'Organisation' (highlighted in red) and 'Banking Details' (highlighted in red). The main content area is titled 'Banking Information' and includes a 'Setup New Account' button. Below this, there is explanatory text about payment methods: 'Credit Push' (selected) and 'Authorised Debit Pull'. The form fields include: Account Name (with a placeholder 'This is a description of your bank account'), Credit Push (dropdown menu showing 'ABSA Direct - Internet Banking'), Account Number, Access Number, and User ID (with '1' entered). 'Save' and 'Back' buttons are at the bottom.

- **Please note:**
 - There is a R500 000 limit on payments, unless you use one of the approved Banking products as a credit push. The types of product can be found by selecting credit push and at the bottom click on drop down next to Credit push.
 - You must take note in order to use this facility you need to be register at the relevant bank before use.
 - As of the end of October 2013 Debit Pull transactions has been discontinued. Taxpayers are advised to set-up a Credit Push payment option or use one of our alternative methods of payment. Refer to www.sars.gov.za for more information on the credit push set-up and payment rules.

Step 2 – How to make a Bulk Payment

- Select <Returns> on the top menu
- Click on <Additional Payments> on the left menu
- Click on <Create Additional Payment>
- Capture the payment details

- Select one of the following options:
 - **'Make Payment'** to make the payment immediately or **'Save Payment'** to make the payment at a later stage.
- If **'Save Payment'** is selected, a message will be displayed indicating that your additional payments have been saved.
- If **'Make Payment'** is selected above, a pop-up message will be displayed to confirm the payment that you want to make. Click **OK** to continue.
- The following screen will display, select the bank account from which the payment should be made and the date you wish to make the payment.
- Click on **'Pay Now'**

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.

Payment Details

Account Name: FNB
 Bank: CAMS, Online Banking, Internet Banking
 Account Number: [Redacted]

Payment Request Date: 2020/09/19 19 Sep 2020
 Please use the format: yyyy/mm/dd

Payment Amount: R 200

Comments: Test

Please make sure that you complete the payment process and receive a payment reference number as proof of payment initiation.

Pay Now Cancel

Payment Summary						
Name	Tax Reference Number	Due Date	Tax Amount	Penalty Amount	Interest Amount	Amount Due
SI		19/09/2020	200.00		0.00	R 200.00
Total						R 200.00

- Confirm if the payment details are correct and then click **'Confirm'** to continue. Once a payment is submitted the instruction cannot be reversed.

Confirm Payment Initiation

Summary of payment transaction details

Payment for: 1 Item
 Amount: R 2000.00
 Payment Request Date: 2020/09/21
 Account Name: CAMS, Online Banking, Internet Banking

Please note that by clicking on the "Confirm" button below, a payment instruction will be created and sent to your bank, which requires authorisation in order for the payment to be finalised.
 Kindly logon to your banking product to authorise this payment in order to release the required funds to SARS.

Confirm Cancel

Please be aware that once a payment is submitted this instruction cannot be reversed

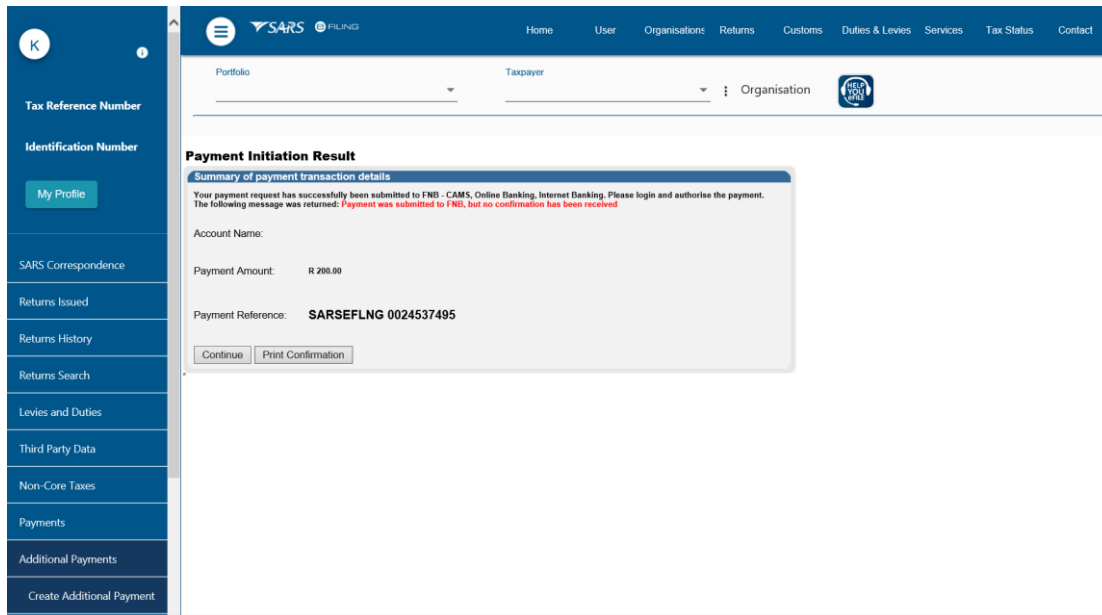
Message from webpage

You will pay SARS: R2000.00
 From account:
 On: 2020/09/21

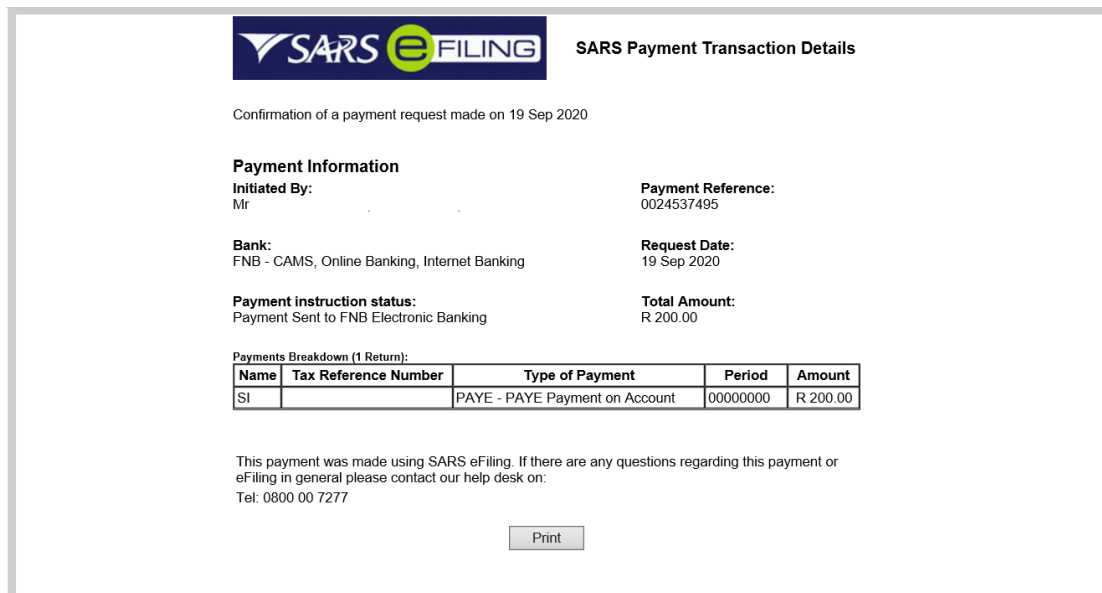
Please be aware that once a payment is submitted this instruction cannot be reversed.

OK Cancel

- A **'Payment Initiation Result'** page will be displayed indicating:
 - That the payment has been sent to the bank for processing, and
 - The Payment Reference
- **Remember:**
 - If you selected credit push as your method of payment to SARS, you will still need to login to your banking product to approve or reject the transaction.



- Click on **'Print Confirmation'** if you would like to print a copy of the **'Payment Initiation Results'** page for your records.
- Note the confirmation must say **'Successful'** or **'Payment Sent'** under **'Payment instruction status'** in order for the receipt to be accepted as a valid receipt.



6.1.1 Additional tax payments saved

- To view a list of additional tax payments captured and saved:
 - Select **<Returns>** from the top menu
 - Select **<Payments>** from the menu on the left
 - Click **<General Unpaid>**
- To finalise the payments, you can either:
 - Select the required items and make payment or

- Click on **'Select All Payments'** to make one payment for all the items listed.

Additional Tax Payments

Pay	Name	Reference Num	Return Type	Tax Period	Status	Amount Due	Edit Payment	Payment Advice
<input type="checkbox"/>	Test		Income Tax Advanced Payment	G0000029	UNPAID	R 1	Edit	
<input type="checkbox"/>	Test Chrome 1		Income Tax Advanced Payment	G0000017	UNPAID	R 3	Edit	
<input type="checkbox"/>	Test Chrome 1		Income Tax Advanced Payment	00000000	UNPAID	R 1	Edit	
<input type="checkbox"/>	Test FF		Income Tax Advanced Payment	00000000	UNPAID	R 2	Edit	
<input type="checkbox"/>	Test FF 3		Income Tax Advanced Payment	00000000	UNPAID	R 1	Edit	
<input type="checkbox"/>	Test FF 2		Income Tax Normal Payment	G0000029	UNPAID	R 3	Edit	
<input type="checkbox"/>	Test Chrome 2		Income Tax Normal Payment	G0000017	UNPAID	R 7	Edit	
<input type="checkbox"/>	Test 2		Income Tax Normal Payment	00000000	UNPAID	R 2	Edit	
<input type="checkbox"/>	Test Chrome 2		Income Tax Normal Payment	00000000	UNPAID	R 4	Edit	

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<input type="checkbox"/> Select All Payments	
Total amount of Payments	R 24.00
Total amount of Payments selected	R 0.00
Total amount of Payments not selected	R 24.00
Total number of Payments selected	0
Total number of Payments	9

Make electronic payment

Manual Payments - Capture details of payments made outside of this system

7 CANCELLATION OF PAYMENT

- A new functionality has been introduced to enable eFiling users to cancel payment requests **before it is** authorised with their banks. The payment request will be initiated on eFiling as per the current process.
- After the payment has been submitted on eFiling, navigate to **'History'** under the **'Payments'** menu to view details of payments made to SARS.
- Click the **'Open'** link to view the payment details of each transaction.

Additional Tax Payments

Name	Reference Num	Return Type	Tax Period	Status	Amount Due	Payment Details
ooo		Company Fees Normal Payment	00000010	Payment Reversed/Cancelled	R 111.00	Open
SI		Income Tax Advanced Payment		Payment to Bank	R 200.00	Open
SI		PAYE Payment on Account	N/A	Payment to Bank	R 200.00	Open
All Star		EMP201 Payment	N/A	Payment Successful	R 1414.77	Open
Mr L		EMP201 Payment	N/A	Payment Successful	R 256.78	Open
All Star		VAT201 Payment	C2011050	Payment Successful	R 36564.22	Open
All Star		EMP201 Payment	N/A	Payment Successful	R 1414.77	Open
Mr L		EMP201 Payment	N/A	Payment Successful	R 256.78	Open
All Star		VAT201 Payment	C2011050	Payment Successful	R 36564.22	Open

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- Below is an example of the selected transaction that shows the history of payment.
- Click the open link on the transaction with the status "Payment Awaiting Authorisation."
- Select **<Cancel Payment>** from the payment details.

- Click 'OK' from the displayed message to continue.

The screenshot shows the SARS eFiling interface. On the left is a navigation menu with options like 'SARS Correspondence', 'Returns Issued', 'Returns History', 'Returns Search', 'Levies and Duties', 'Third Party Data', 'Non-Core Taxes', 'Payments', 'Payment Guide', 'General Unpaid', 'APT Unpaid', 'CUS & Excise / eAccount Unpaid', 'ATR Unpaid', 'Payment Advice Notice', 'History', and 'Additional Payments'. The main content area displays a 'History of Payment' table with columns for Date, Name, Return Type, Tax Period, Status, Bank Reference, Amount Paid, and Details. Below this is the 'Payment Details' section for 'From: Mr K', including a description 'FNB Electronic Banking Payment to SARS', status 'FNB Electronic Banking Payment Awaiting Authorisation', and various payment details like method (FNB BANKit EFT), entry date (21 Aug 2020 14:19:44), and bank account information. A summary table shows a total of 111.00. A dialog box is overlaid on the screen, asking 'Are you sure you want to cancel this payment?' with 'OK' and 'Cancel' buttons.

- The following payment cancellation results screen will be displayed after the payment has been cancelled.
- Click on 'Return to payments' and you will be taken back to payment history.

The screenshot shows the 'Payment Cancellation Result' screen in the SARS eFiling interface. The navigation menu on the left is similar to the previous screenshot but includes 'Third Party Appointments' and 'Request For Reason'. The main content area displays a 'Payment Cancellation Result' section with a 'Cancel Payment' header and a 'Return to payments' button.

- The payment history screen below will be displayed and will indicate that the payment has been cancelled.

SARS Correspondence

Returns Issued

Returns History

Returns Search

Levies and Duties

Third Party Data

Non-Core Taxes

Payments

Payment Guide

General Unpaid

APT Unpaid

CUS & Excise / eAccount Unpaid

ATR Unpaid

Payment Advice Notice

History

Additional Payments

Third Party Appointments

Home User Organisations Returns Customs Duties & Levies Services Tax Status Contact

Portfolio Taxpayer Organisation

Taxpayer: Mr
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.

Additional Tax Payments						
Name	Reference Num	Return Type	Tax Period	Status	Amount Due	Payment Details
ooo		Company Fees Normal Payment	00000010	Payment Reversed/Cancelled	R 111.00	Open
SI		Income Tax Advanced Payment		Payment to Bank	R 200.00	Open
SI		PAYE Payment on Account	N/A	Payment to Bank	R 200.00	Open
All Star		EMP201 Payment	N/A	Payment Successful	R 1414.77	Open
Mr L		EMP201 Payment	N/A	Payment Successful	R 256.78	Open
All Star		VAT201 Payment	C2011050	Payment Successful	R 36564.22	Open
All Star		EMP201 Payment	N/A	Payment Successful	R 1414.77	Open
Mr L		EMP201 Payment	N/A	Payment Successful	R 256.78	Open
All Star		VAT201 Payment	C2011050	Payment Successful	R 36564.22	Open

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

- **NOTE:** You will only be able to cancel a payment initiated request on eFiling if you have NOT authorised your payment at your bank.

8 MORE INFORMATION

- Should you require any further assistance, you can:
 - Visit the SARS website on www.sars.gov.za
 - Call the SARS Contact Centre on 0800 00 SARS (7277) where the operating hours are: 08:00 to 17:00 on weekdays. The Contact Centre is closed on weekends and public holidays
 - Make an appointment to visit your nearest SARS branch.

9 DEFINITIONS AND ACRONYMS

ACRONYM	DEFINITION
Alpha	An alpha field will include: <ul style="list-style-type: none"> • Alphabet A until Z • Upper Case and Lower Case • Dash (-) • Space () • Comma (,) • Apostrophe (') • Characters such as ê, ë etc.
Alphanumeric	An alphanumeric field will include: <ul style="list-style-type: none"> • Any alphabetic letters (i.e. A to Z) in upper or lower case; • Dash (-) • Space () • Comma (,) • Apostrophe (') • Alphabetical characters such as ê, ë, etc. • Numbers 0 to 9

BANK – ACC	Bank Account Number
BANK – ACC-TYPE	Bank Account Type
BULKPAY	Identifies the information in the record
CDV	
CP	Credit Push
CSV file	Comma Separated Value file
DP	Debit Pull
ENT-TYPE	Entity Type (see below) <ul style="list-style-type: none"> • “00” – Unknown • “01” – South African ID Number • “02” – Company/CC Registration Number • “03” – Trust Deed Number • “04” – Passport Number • “05”- Fund Number
GEN-TIME	Date and time of file creation (CCYYMMDDhhmmss)
ID-number	The 13 digit identity number indicated in the green bar-coded identity document
INFO-TYPE	Information type
Mandatory	Fields that must be completed as a rule, permitting no option and cannot be disregarded
Numeric	Numbers from 0 to 9
PAY- METHOD	The payment method for either Credit Push or Debit Pull
PAY-GRP	Payment Grouping Number
PERIOD	A period, whether of 12 months or not, commencing on the day following the last day of the preceding alternate period. The period depends on the tax type (ITA - YYYY e.g. 2006).
PRN	The Payment Reference Number (PRN) is a new 19 digit reference number issued by SARS
SARS	The South African Revenue Service
SEC-ID	Section identifier
TAX-REF	The standard 10-digit Tax reference number.
TAX-TYPE	Tax Type (see list below for allowed entries) <ul style="list-style-type: none"> • “PAYE” – Employees Tax • “EMP” – Normal payment assigned to a specific PRN number. • “VAT” – Value-Added Tax • “PTAX” – Provisional Tax • “ITA” – Individual Assessed income tax (this can be used towards payment of Third Party appointments for assessed tax by individuals) • “STC” – Secondary Taxes on Companies • “CUS” – Customs payments • “RFT” – Retirement Fund Taxes • “ITPEN” – Payments towards Third Party Appointments for Admin penalty (AA88 notices by employers)
ZERO PADDED	To pad a numeric value with leading zeros to a specific length e.g. 00000000001000.25

10 CROSS REFERENCES

DOCUMENT TITLE	APPLICABILITY
How to Register for eFiling and Manage Your User Profile - External Guide	All

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
- 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 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).