

EXTERNAL GUIDE

GUIDE TO THE PAYMENT ADVICE NOTICE FUNCTIONALITY ON EFILING

REVISION HISTORY TABLE

Date	Version	Description
07-12-2020	3	Guide updated with new Payment screens for eFiling Refresh phase 3
14-12-2020	4	Inclusion of Payment History screens

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1 PURPOSE

- 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.
- The purpose of this document is to assist taxpayers to obtain a payment advice notice on eFiling in order to ensure that payments are made correctly and allocated to SARS.

2 INTRODUCTION

- Errors are sometimes encountered on taxpayers' accounts due to incorrect capturing of Payment Reference Numbers (PRNs) 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 be available only for payments that are linked to a return on eFiling.
- Taxpayers are encouraged to print a payment advice prior to making a payment at the bank or via EFT 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
 - Pay-As-You-Earn
 - Dividends Tax
 - Provisional Tax

3 HOW TO ACCESS THE PAYMENT ADVICE NOTICE FROM RETURN SUBMISSION

- Select the **"Make Payment"** button on the Workpage of the specific tax after submission of the return. The example below refers to the VAT201 Workpage.



Return Type	Status	Date	Declared Amount	Version	Last Updated By
VAT201	Filed through eFiling	2020/11/10	30.43	1	Mr

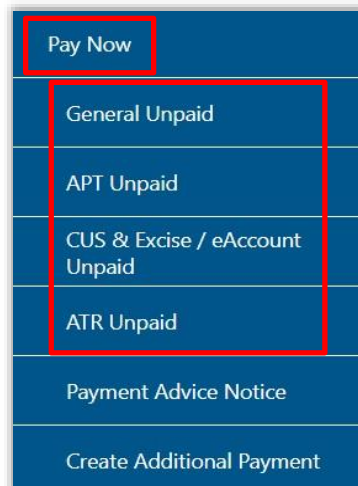
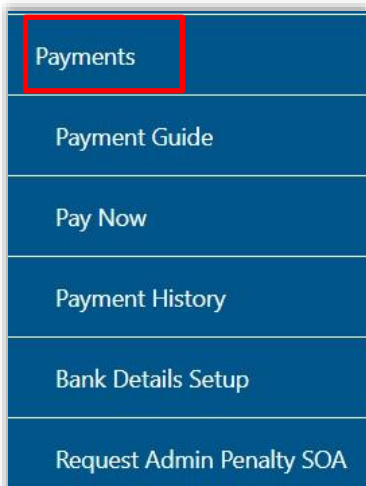
Query SARS Status | Request For Correction | Request Statement of Account | Make Payment | Refund Status

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- 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 the steps below 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 displayed under General Unpaid.

- Select **"Returns"** in the menu and select **"Payments"**, **"Pay Now"** 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.

Note: The Payment Advice Notice functionality will not be available for additional payments on eFiling.

- 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.

Taxpayer:
Payments: Outstanding

- **Note:** To access all unpaid Excise levies, select the 'CUS and Excise Unpaid' submenu from within the 'Payments' menu on the left.
- All payments "**Saved**" by the client will display under General Unpaid.
- Payments "**Rejected**" by the bank will display under General Unpaid, which the client can reselect and make payment again.
-

VAT Declaration Payments								
Pay	Name	Reference Num	Payment Reference Num	Payment Type	Status	Amount Due	Payment Advice	
<input type="checkbox"/>	PAPER	4	4	VC2020082	VAT201 Payment	UNPAID	R 30.43	Print

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Select All Payments

Total amount of Payments:	R	30.43
Total amount of Payments selected:	R	0.00
Total amount of Payments not selected:	R	30.43
Total number of Payments selected:		0
Total number of Payments:		1

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4 HOW TO PRINT THE PAYMENT ADVICE NOTICE

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

VAT Declaration Payments								
Pay	Name	Reference Num	Payment Reference Num	Payment Type	Status	Amount Due	Payment Advice	
<input type="checkbox"/>	PAPER	4	4	VC2020082	VAT201 Payment	UNPAID	R 30.43	Print

- 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

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.

Banking details are optional to complete if selecting Cash Payment.

Will a Cash Payment be made?

Branch Code:

Account Number:

Account Type:

close

- 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 and click “**Continue**” to proceed. Ensure that you confirm the printing of the payment advice form.

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.

Banking details are optional to complete if selecting Cash Payment.

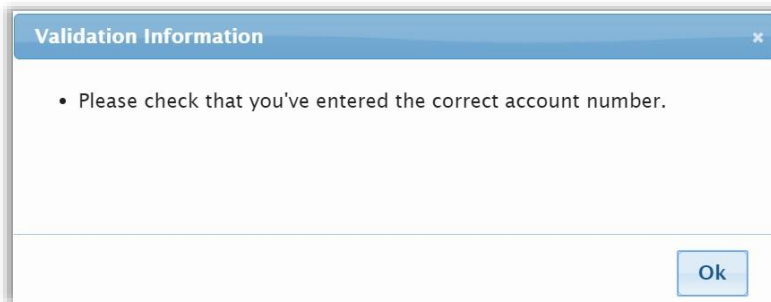
Will a Cash Payment be made?

Branch Code:

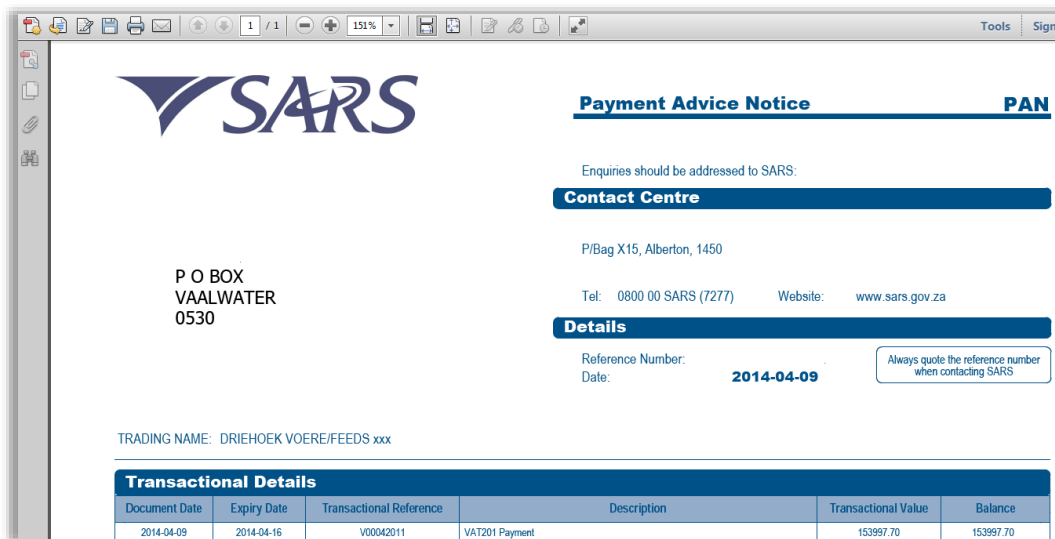
Account Number:

Account Type:

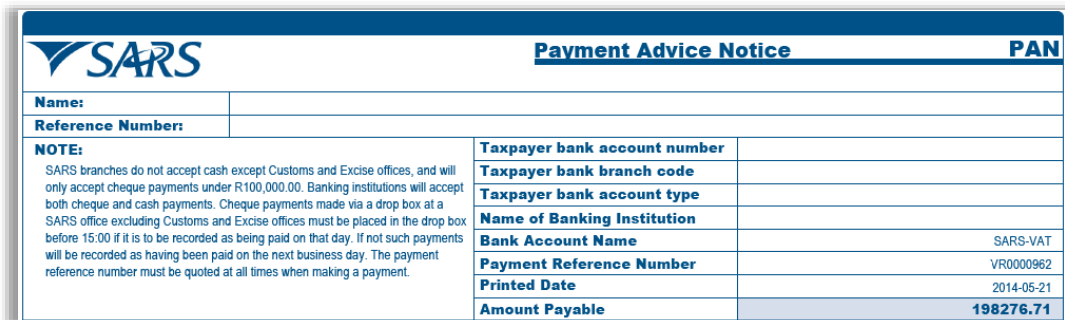
- If you have entered an invalid or incorrect bank account number, you will receive the following message.



- 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. Below is an example of the Payment Advice Notice.



- The bank details of the taxpayer will be displayed at the bottom of the payment advice page.



5 PAYMENT ADVICE NOTICE FUNCTIONALITY

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

Payments
Payment Guide
Pay Now
General Unpaid
APT Unpaid
CUS & Excise / eAccount Unpaid
ATR Unpaid
Payment Advice Notice

- 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.

Tax Type:

---Select Tax Type---

Assessed tax

Dividends Withholding Tax

Excise

IT Penalty

PAYE

VAT

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

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: VAT

VAT								
Select	Name	Reference Num	Payment Reference Num	Payment Type	Status	Amount Due		
<input checked="" type="checkbox"/>	PAPER	4	4	VC2020082	VAT201 Payment	UNPAID	R	30.43

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Select All Payments

Total amount of Payments:	R	30.43
Total amount of Payments selected:	R	30.43
Total amount of Payments not selected:	R	0.00
Total number of Payments selected:		1
Total number of Payments:		1

NOTE: Banking details are optional to complete if selecting Cash Payment.

BANKING DETAILS

Will a Cash Payment be made?

Branch Code:

Account Number:

Account Type:

- 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.

NOTE: Banking details are optional to complete if selecting Cash Payment.

BANKING DETAILS

Will a Cash Payment be made?

Branch Code:

Account Number:

Account Type:

- 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

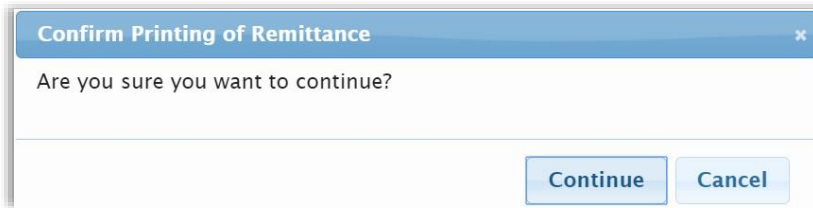
Will a Cash Payment be made?

Branch Code:

Account Number:

Account Type:

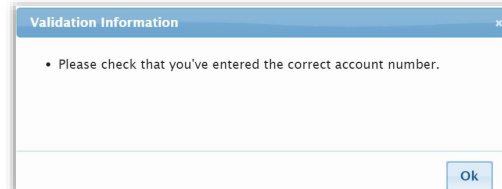
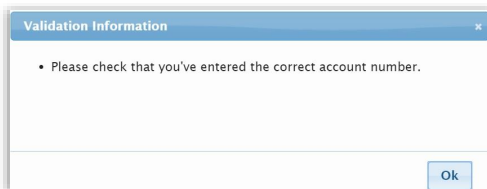
- Click the **“Create Payment Advice Notice”** button and **“Continue”** to confirm printing of the payment advice notice and the notice will open in pdf format to print.



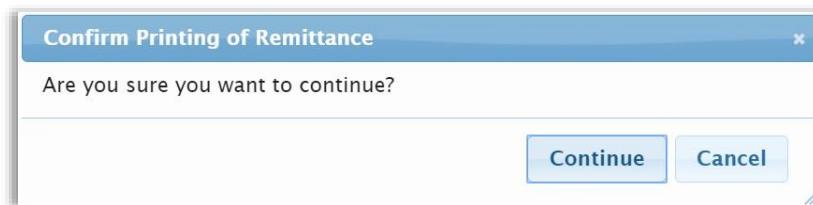
- Capture the bank details of the account that you will use to make the payment and the “**Create Payment Advice Notice**” button will be activated.

A form titled "BANKING DETAILS" with three input fields and a button. The first field is "Branch Code:" with the value "1234567890". The second field is "Account Number:" with the value "12344567890". The third field is "Account Type:" with a dropdown menu showing "Cheque/Current Account". Below the fields is a button labeled "Create Payment Advice Notice".

- 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 19-digit Payment Reference Number (PRN) is created if you have selected multiple items to be paid. Below is an example of a Payment Advice Notice.



Payment Advice Notice

PAN

MR
P O BOX
VAALWATER
0530

Enquiries should be addressed to SARS:

Contact Centre

P/Bag X15, Alberton, 1450

Tel: 0800 00 SARS (7277) Website: www.sars.gov.za

Details

Reference Number: 4
Date: 2014-04-09

Always quote the reference number when contacting SARS

TRADING NAME: DRIEHOEK VOERE/FEEDS xxx

Transactional Details

Table with 6 columns: Document Date, Expiry Date, Transactional Reference, Description, Transactional Value, Balance. It lists three VAT201 Payment transactions.

Payment Advice Notice form with fields for Name, Reference Number, and a table of banking details including Taxpayer bank account number, branch code, account type, institution name, account name, reference number, printed date, and amount payable.

6 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 - Capture details of payments made outside of this system" button.

Taxpayer: PAPER

Payments: Outstanding

- **Note:** To access all unpaid Excise levies, select the 'CUS and Excise Unpaid' submenu from within the 'Payments' menu on the left.
- All payments "**Saved**" by the client will display under General Unpaid.
- Payments "**Rejected**" by the bank will display under General Unpaid, which the client can reselect and make payment again.
-

VAT Declaration Payments							
Pay	Name	Reference Num	Payment Reference Num	Payment Type	Status	Amount Due	Payment Advice
<input checked="" type="checkbox"/>	PAPER	4	4	VC2020082	VAT201 Payment	UNPAID	R 30.43 Print

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Select All Payments

Total amount of Payments:	R	30.43
Total amount of Payments selected:	R	30.43
Total amount of Payments not selected:	R	0.00
Total number of Payments selected:		1
Total number of Payments:		1

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

Note:

This is for capturing details of a MANUAL PAYMENT. This is NOT A PAYMENT instruction and will not be sent to the bank.

To continue click OK or Cancel to return to your payments.

- 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

Payment Summary					
Name	Tax Reference Number	Tax Amount	Penalty Amount	Interest Amount	Amount Due
PAPER	4	30.43	0.00	0.00	R 30.43
Total					R 30.43

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

Do you want to continue?

OK Cancel

Payment saved.

OK

7 HISTORY OF PAYMENTS

- The Payment History page will allow the user to search or filter for the payments according to following fields:
 - **Taxpayer Name;**
 - If you enter a specific Taxpayer Name in the “Taxpayer Name field, the Payment History page will display all payments related to the captured Taxpayer name when “Select All” has been selected from the Taxpayer Drop Down List;
 - If a specific Taxpayer has been selected from the Taxpayer Drop Down List, the Taxpayer Name field will be disabled and the selected taxpayer name at the top will be populated into this field.
 - **Tax Reference Number;**
 - **eFiling Payment Reference Number;**
 - **Tax Product;**
 - If the user selects a specific Tax Product from the Tax Product drop down list, the Payment History page will display all payments for all the Taxpayers related to the selected Tax Product;
 - If the “ALL” option is the current option selected on the Tax Product dropdown, the Year drop down will be disabled;
 - If the selected tax product from the Tax Product dropdown does not have a tax period linked, the Year dropdown will be disabled;
 - If the selected tax product from the Tax Product dropdown list has a tax period associated / linked to the payment excluding the period/months, only the Year dropdown will be active for the user to be able to filter;
 - If the selected tax product from the Tax Product dropdown has a tax period associated / linked to the payment including the period/months, both the Year and the Tax Period dropdown will become active for the user to be able to filter;
 - **Tax Year;**
 - **Tax Period;**
 - **Payment Status;**
 - **Payment Created Date From**
 - **Payment Created Date To**
 - **Payment Date** – is the date that the payment was approved on your bank product as per your bank account.
- Select the “**Payment History**” item under the Payments tab to view all payments made to SARS via eFiling.

- Payments
- Payment Guide
- Pay Now
- Bulk Payments
- Payment History
- Bank Details Setup

- The “Payment History” search screen will be displayed. Complete all relevant fields to search for payments made to SARS.

Payment History

Taxpayer Name
PAPER

Tax Reference Number

eFiling PRN

Date From
2020/11/03

Payment Date

Tax Product
All Products

Year
All

Payment Status
All

Date To
2020/11/10

Clear Search

- On the payment history screen, the “Date From” field will be defaulted to 3 days prior to the selected Payment Date and the “Date To” field will be defaulted to 3 days post the selected Payment Date (this will be inclusive of weekends).

Note: The Selection of payment “Date From” and “Date To” range must be limited to 6 months to avoid a delay in obtaining the results.

- If no payments have been made, the results section on the screen will be blank.

Taxpayer Name	Tax Reference Number	eFiling PRN	Tax Product	Created On Date	Payment Date	Tax Period	Amount	Payment Status	Payment Details
Items per page: 10 0 of 0									

- If you have made payments, the results section will display the payment(s). Below is an example of the manual payment made outside the system.

Taxpayer Name	Tax Reference Number	eFiling PRN	Tax Product	Created On Date	Payment Date	Tax Period	Amount	Payment Status	Payment Details
PAPER	4	4	VC2020082 VAT201 Payment	2020-11-10	N/A	202008	30.43	Manually Paid	View
Items per page: 10 1 - 1 of 1									

- On the Payment History results screen, any of the following statuses will be displayed in the **“Payment Status”** field:
 - If payment was successful, Payment Status = **Approved**;
 - If payment was cancelled, Payment Status = **Cancelled**;
 - If payment was rejected, Payment Status = **Rejected**;
 - If payment was Reversed, Payment Status = **Reversed**;
 - If payment Failed, Payment Status = **Failed**;
 - If Payment is still Pending, Payment Status = **In Process**;
 - If Payment was Manually Paid, Payment Status = **Manually Paid**;
 - If Payment is Awaiting Authorisation, Payment Status = **Awaiting Authorisation**.

Taxpayer Name	Tax Reference Number	eFiling PRN	Tax Product	Created On Date	Payment Date	Tax Period	Amount	Payment Status	Payment Details
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-04	N/A	41.00	Rejected	View
E	000		Income Tax Advanced Payment	2020-11-04	N/A	N/A	40.08	In Process	View
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-04	N/A	40.07	Approved	View
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-08	N/A	40.05	Failed	View
E	000		Income Tax Advanced Payment	2020-11-04	2020-11-04	N/A	-41.00	Reversed	View

- Click the **“View”** button for the payment details to be displayed.

Payment Details

From: PAPER

Description: Manual Payment Outside this System

Status: Manual Payment

Payment Information

Payment Method: **Cash**

Entry Date: **10 Nov 2020 11:26:39**

Payment Request Date: **01 Nov 2020**

Actual Payment Date: **01 Nov 2020**

Your Reference Number: **Manual**

4 VC2020082

SARS Bank Reference: **4** VC2020082

Bank Information

Bank Account:

Bank:

Branch Name:

Branch Code:

Account Number:

Description	Tax Amount	Penalty	Interest	Total Paid
VAT (4 202008)	30.43	0.00	0.00	30.43
Total	30.43	0.00	0.00	30.43

Comments:

Print Confirmation

- Click the **“Print Confirmation”** button to view and print the payment confirmation.



SARS Payment Transaction Details

Confirmation of a payment request made on 01 Nov 2020

Payment Information

Initiated By:

Mr

Payment Reference:

4 VC2020082

Bank:**Request Date:**

01 Nov 2020

Payment instruction status:

Manual Payment

Total Amount:

R 30.43

This payment was not made through SARS eFiling.

(This is a manual payment captured in SARS eFiling for record keeping purposes only.)

Payments Breakdown (1 Return):

Name	Tax Reference Number	Type of Payment	Period	Amount
PAPER	4	VAT201 Payment	202008	R 30.43

This payment was made using SARS eFiling. If there are any questions regarding this payment or eFiling in general please contact our help desk on:

Tel: 0800 00 7277

Print

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

8 DEFINITIONS AND ACRONYMS

EFT	Electronic Funds Transfer
PAN	Payment Advice Notice
PAYE	Pay-As-You-Earn
PDF	Portable Document Format
PRN	Payment Reference Number
SARS	South African Revenue Service
VAT	Value Added Tax

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 registered tax practitioner
- Contact the SARS National Contact Centre –
 - If calling locally, on 0800 00 7277; or
 - If calling from abroad, on +27 11 602 2093 (only between 8am and 4pm South African time).