

EXTERNAL GUIDE

GUIDE FOR EMPLOYERS IN RESPECT OF EMPLOYEES' TAX (2018 TAX YEAR)

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1 QUICK REFERENCE CARD

In his Budget Speech on 22 February 2017, the Minister of Finance announced new tax rates, tax rebates, tax thresholds and other tax amendments for individuals. Details of these proposals are listed below and Employers must update their payroll systems accordingly. The deduction tables and instructions in this guide came into effect on 01 March 2017.

Tax Tables for Individuals and Trusts

2017/2018 Tax Year (1 March 2017 to 28 February 2018)

TAXABLE INCOME (R)	RATES OF TAX (R)
0 – R189 880	18% of each R1
R189 881– R296 540	R34 178 + 26% of the amount above R189 880
R296 541 - R410 460	R61 910 + 31% of the amount above R296 540
R410 461 - R555 600	R97 225 + 36% of the amount above R410 460
R555 601 - R708 310	R149 475 + 39% of the amount above R555 600
R708 311 - R1 500 000	R209 032 + 41% of the amount above R708 310
R1 500 001 and above	R533 625 + 45% of the amount above R1 500 000

Tax rebates applicable to individuals	2018
Primary rebate	R13 635
Secondary rebate (for persons 65 years and older)	R7 479
Tertiary rebate (for persons 75 years and older)	R2 493

Tax thresholds applicable to individuals	2018
Persons under 65 years	R75 750
Persons 65 years and older	R117 300
Persons 75 years and older	R131 150

Medical scheme fees tax credit	2018
For the taxpayer	R303
For the first dependent	R303
For each additional dependent	R204

Subsistence allowance (RSA only)	2018
Only incidental costs	R122
Meals and incidental costs	R397

Fringe benefit interest rate

The official rate of interest means a rate of interest that is equal to the country's repurchase rate plus 100 basis points. For an example, if the country's repurchase rate is 6%, the official interest rate will be 7% (6% plus 100 basis points).

Residential accommodation

Abatement

R75 750

Rates applicable to taxpayers other than individuals

Companies are taxed at a rate of 28% and trusts are taxed at a rate of 45%.

Travelling allowance	
80% of the travel allowance is subject to the deduction of employees' tax, meaning 80% of the travel allowance must be included in the employee's remuneration when calculating employees' tax. Provided that where the employer is satisfied that at least 80% of the use of the motor vehicle for a year of assessment will be for business purposes, then only 20% of the allowance will be subject to employees' tax.	
Travel allowance cost scale table for 2018 tax year (from 01 March 2017)	
Vehicle cost ceiling	R 595 000
The simplified rate per kilometre	R3.55

Exempt Bursary	2018
Remuneration ceiling (i.e. previous year's remuneration proxy)	R600 000
Basic education (employee relative)	R20 000
Higher education (employee relative)	R60 000

Fringe benefit: employer - owned provided motor vehicles

With effect from 1 March 2011, the percentage rate for all employers - owned provided vehicles is 3.5 % per month of the vehicle's determined value. However, vehicles with maintenance plans included within the purchase price at the time of purchase will trigger only a 3.25% monthly fringe benefit.

With effect from 1 March 2014, where the vehicle is acquired by the employer under an operating lease concluded at arm's length and that are not connected persons in relation to each other, the value of a fringe benefit is the actual cost to the employer incurred under this lease plus the cost of fuel in respect of that vehicle.

Retirement Fund Contributions

The tax harmonization reforms for Pension fund, Provident fund and Retirement Annuity fund (retirement funds) will be implemented from 1 March 2016. All individuals who contribute towards a retirement fund after 1 March 2016 will qualify for a tax deduction up to 27,5 of the greater of remuneration or taxable income up to the maximum of R350,000 per tax year.

Period for keeping records

Records need not be retained by the person after a period of five years from the date of the submission of the return and after a period of five years from the end of the relevant tax period.

If the records are relevant to an audit or investigation or a person lodges an objection or appeal against the assessment or decision made, the person must retain the records relevant to the audit, objection or appeal until the audit is concluded or the assessment or the decision becomes final.

FURTHER INFORMATION

For more information visit the SARS website www.sars.gov.za call the SARS Contact Centre on 0800 00 SARS (7277), or visit your nearest SARS branch.

2 PURPOSE

- The purpose of this document is to assist employers in understanding their obligations relating to Employees' Tax, Skills Development Levy (SDL) and Unemployment Insurance Fund (UIF) contributions.

3 SCOPE

- This basic guide is issued in terms of Paragraph 9(2) of the Fourth Schedule to the Income Tax Act No. 58 of 1962.
- This guide prescribes the:
 - Employees' tax deduction tables as contemplated in Paragraph 9(1) of the Fourth Schedule to the Income Tax Act;
 - Manner in which the tables must be applied by the employer.

4 BACKGROUND

What is employees' tax

- Where an employer pays or becomes liable to pay remuneration to an employee, the employer has an obligation to deduct or withhold employees' tax from the remuneration and pay the tax deducted or withheld to the South African Revenue Service (SARS) on a monthly basis. In most instances, the employer is obliged to issue each employee with an employees' tax certificate [IRP5/IT3 (a)] at the end of each tax period which reflects, amongst other details, the employees' tax deducted.
- These subjects are fully dealt with later in this guide. In addition thereto, the employer is obliged to submit an Employer Reconciliation Declaration (EMP501) to SARS.
- In terms of Paragraph 3 of the Fourth Schedule, employees' tax receives preference over any other deduction from the employee's remuneration which the employer has a right or is obliged to deduct otherwise than in terms of any law.
- Any reference to the start date and end date of a tax period is 1 March and 28/29 February. This guide will include the start and end dates of an alternate period. An alternate period is normally determined at the option of the employer which may be exercised in relation to all employees or any class of employee. Where an employer adopts the so-called alternate period, any remuneration paid to an employee during such alternate period is regarded as having been paid to him/her during the corresponding tax year.

What is SDL

- This is a compulsory levy scheme for the purposes of funding education and training as envisaged in the Skills Development Act, 1998. This levy came into operation on 1 April 2000 and is payable by employers on a monthly basis.

What are contributions

- **UIF** This is a compulsory contribution to fund unemployment benefits. Since 1 April 2002, the contributions deducted and payable by employers on a monthly basis have been collected by SARS and are paid over to the UIF which is managed by the UI Commissioner.

Liability of representative employer

- **of** The representative employer is not relieved from any liability, responsibility or duty of the employer and is therefore subject to the same duties, responsibilities and liabilities as the employer.

References to the Act

- Paragraphs of the Fourth and Seventh Schedules and Sections referred to in this publication are governed by the Income Tax Act. References to the Skills Development Levies Act (the SDL Act), Unemployment Insurance Contributions Act (the UIC Act) and Tax Administrative Act (the TA Act) are specifically indicated.

5 REGISTRATION

5.1 REGISTRATION AS AN EMPLOYER

References to the Act	Chapter 3 of the TA Act Paragraph 15(1) of the Fourth Schedule, Sections 4 and 5 of the SDL Act Sections 4 and 10 of the UIC Act
Meaning	<ul style="list-style-type: none">• Employer must apply for registration for employees' tax purposes with SARS within 21 business days after he/she becomes an employer unless none of the employees are liable for normal tax.• Where an employer is liable to pay the SDL levy, the employer must register as an employer with SARS and must indicate the jurisdiction of the SETA within which the employer must be classified.• Where an employer is liable to pay the UIF contribution, the employer must register with SARS or the UIF office (whichever is applicable to such employer) for the payment of the contributions.
Application form	<ul style="list-style-type: none">• Application to register as an employer must be made on an EMP101 form.
Employers exempt from paying the SDL levy	<ul style="list-style-type: none">• The following employers are exempt from paying the SDL:<ul style="list-style-type: none">▫ Any public service employer in the national or provincial sphere of Government. (These employers must budget for an amount equal to the levies payable for training and education of their employees);▫ Any public service employer in the national or provincial sphere of Government. (These employers must budget for an amount equal to the levies payable for training and education of their employees);▫ Any national or provincial public entity if 80% or more of its expenditure is paid directly or indirectly from funds voted by Parliament. (These employers must budget for an amount equal to the levies payable for training and education of their employees);▫ Any public benefit organisation, exempt from the payment of Income Tax in terms of section 10(1)(cN), which solely carries on certain welfare and humanitarian (paragraph 1 of Part 1 of the Ninth Schedule), health care (limited to paragraph 2(a), (b), (c) and (d) of Part 1 of the Ninth Schedule), religion, belief or philosophy public benefit activities (paragraph 5 of Part 1 of the Ninth Schedule) or solely provides funds to such a public benefit organisation (paragraph 10 of Part 1 of the Ninth Schedule) and to whom a letter of exemption has been issued by the SARS Tax Exemption Unit;▫ Any municipality in respect of which a certificate of exemption is issued by the Minister of Labour. <p>Note: Although the above-mentioned employers are exempt from payment of levy, they are not absolved from registration. An employer is not required to register as an employer for SDL purposes if there are during any month reasonable grounds for believing that total leviable amount paid or payable by that employer to all its employees during the following 12 month period will not exceed R500 000 even though such employer is liable to register with SARS for Employees' Tax purposes.</p>
Registration with the UI Commissioner for UIF purposes	<ul style="list-style-type: none">• The following employers who are not exempt from contributing to the fund, must register with the UI Commissioner:<ul style="list-style-type: none">▫ If employer is not required to register for employees' tax purposes at SARS;▫ Employer who has not registered voluntarily as an employer for employees' tax purposes at SARS;▫ Employer who is not liable for the payment of SDL.• Employer/employee is not required to contribute in the following circumstances:<ul style="list-style-type: none">▫ An employee and his/her employer, where such employee is employed by

- the employer for less than 24 hours a month;
- An employee and his/her employer, where the employee receives remuneration under contract of employment contemplated in section 18(2) of the Skills Development Act, 1998;
- Employees and employers in the national and provincial spheres of Government who are officers or employees as defined in Section 1(1) of the Public Service Act 1994 (Proclamation No. 103 of 1994);
- Employee and his/her employer where that employee has entered the Republic for the purpose of carrying out a contract of service, apprenticeship or learnership within the Republic if upon termination thereof the employer is required by law or by the contract of service, apprenticeship or learnership (as the case may be) or by any other agreement or undertaking to repatriate that person, or if that person is so required to leave the Republic;
- The President, Deputy President, a Minister, Deputy Minister, a member of the National Assembly, a permanent delegate to the National Council of Provinces, a Premier, a member of an Executive Council or a member of a provincial legislature; and
- Any member of a municipal council, a traditional leader, a member of a provincial House of Traditional Leaders and a member of the Council of Traditional Leaders.

5.2 BRANCHES REGISTERED SEPARATELY

Reference to the Act Chapter 3 of the TA Act
Paragraph 15(1) of the Fourth Schedule

Meaning

- Where an employer has for registration purposes applied for separate registration of branches of his/her undertaking, each branch shall be deemed to be a separate employer.

Application form Transferring between branches

- Application to register a branch separately from the main branch must be made on an EMP102 form.
- Where an employee is transferred between branches, the branch where the employee has worked until the date of transfer must issue an IRP5/IT3(a) for the period 1 March (or date of commencement of employment if such date was after 1 March) up to the day preceding the transfer. The branch to which the employee was transferred must issue a further IRP5/IT3(a) to cover the period from date of transfer up to the end of February (or other date, e.g. where the employee's service was terminated).

5.3 CHANGES OF REGISTERED PARTICULARS

Reference to the Act Chapter 3 of the TA Act

Meaning

- An employer must inform SARS in writing within 21 business days of any change in registered particulars:
 - Postal address;
 - Physical address;
 - Representative taxpayer;
 - Banking particulars used for transactions with SARS;
 - Electronic address used for communication with SARS; or
 - Such other details as the Commissioner may require by public notice.

5.4 DEREGISTRATION OF AN EMPLOYER

Reference to the Act Paragraph 15(3) of the Fourth Schedule

Meaning

- Every person who is registered as an employer shall within 14 days after ceasing to be an employer, notify the Commissioner in writing of the fact of the employer have ceased to be an employer.

6 RECORD KEEPING

6.1 EMPLOYER RECORDS

Reference to the Act Chapter 4 of the TA Act
Paragraph 14(1)) of the Fourth Schedule

- Meaning**
- The employer must keep a register and must contain personal particulars as well as financial details of each employee and maintained in such a form, including any electronic form, as may be prescribed by the Commissioner.
 - The following records of all employees' needs are to be maintained by the employer, as may be prescribed by the Commissioner.
 - Amount of remuneration paid;
 - Employees' tax deducted/withheld on all remuneration;
 - UIF contributions;
 - Income Tax reference number of that employee; and
 - Such further information as the Commissioner may prescribe.
- Prescribed period for keeping records**
- The records must be kept for a period of five (5) years from the date of the submission of the return and from the end of the relevant tax period if the person is not required to submit a tax return but has earned some form of taxable income. The employer must retain such records and make them available for scrutiny by the Commissioner.
 - Employers who supply the tax certificate information on an electronic medium or electronically, must also keep such records for the prescribed period.

6.2 RECORDS AND INFORMATION TO BE PROVIDED BY THE EMPLOYEE

Reference to the Act Paragraph 14(1) of the Fourth Schedule

- Meaning**
- The employee must supply the following particulars to his/her employer to ensure that the employer's records are correct:
 - Surname and full names;
 - Address;
 - Identity number or passport number and date of birth;
 - Income Tax reference number (if any);
 - Written declaration where required.
- Written declaration by employee**
- An employee is deemed to be in standard employment -
 - Where such employee renders services to the employer for 22 hours or less in every completed week;
 - The employee furnishes the employer with a written declaration stating that he/she does not or will not render services to another employer during the period he/she hold such employment at the relevant employer.

7 DETERMINING THE EMPLOYEES' TAX, SDL AND UIF LIABILITY

7.1 ELEMENTS REQUIRED BEFORE EMPLOYEES' TAX MAY BE DEDUCTED

Reference to the Act Definitions of employer, employee and remuneration in Paragraph 1 of the Fourth Schedule

- Meaning**
- The Fourth Schedule requires the presence of the three elements before employees' tax may be deducted, namely, an **employer** paying **remuneration** to an **employee**.
 - The employer must determine the employment relationship to be able to classify the worker correctly in order to determine the rate which must be applied to deduct employees' tax from the remuneration of the specific

employee.

7.2 ANNUAL EQUIVALENT CALCULATION

Reference to the Act Paragraphs 9(1) and 9(2) of the Fourth Schedule
Applicable Tax Deduction Tables

Meaning

- Must be determined when an employee's tax period is shorter than a full tax year in order to determine amount of Employees' Tax deductible.

Prescribed formula

- The following formula must be used to determine the annual equivalent:

Total remuneration received/accrued	X	$\frac{\text{Total pay periods in tax year}}{\text{Total pay periods worked}}$
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- Although the annual tax is determined on an annual equivalent, the employee will not be liable for tax on the annual equivalent, but for the pro-rata portion which represents the Employees' tax deductible on the remuneration which was actually received or accrued. This is done by dividing it by the ratio which a full year bears to the periods in respect of which the remuneration was received or accrued.

Determination of annual equivalent

- An annual equivalent need only be determined when an employee's tax period is shorter than a full tax year.

Example: Employee's tax period is shorter than a full tax year

- **A monthly paid employee:** (under 65) worked for 7 full months at one employer and received R110,000 for the period worked. The annual equivalent must be determined in order to do a final employees' tax calculation.

Calculating annual equivalent: $R110,000 \div 7 \times 12 = R188,571$	
Tax on annual equivalent of R188,571 according to annual table	<u>R20 329</u>
Tax on R110,000 for 7 months worked: $R20\ 329 \div 12 \times 7$	R11, 858.58

Examples: Employee is employed for a portion of a pay period

- **Weekly paid employee:** A weekly remunerated employee (under 65) starts working on the 5th day of a week. He receives R931 for the 3 days worked during the first week. The employee's week consists of 7 days.

Determine the decimal portion of the pay period: $3 \div 7 = 0.4285$	
Calculating annual equivalent: $R931 \div 0.4285 \times 52 = R112\ 980$	
Tax on annual equivalent of R112,980 according to annual table	R6 708
Tax on R931 for 3 days worked: $R6\ 708 \div 52 \times 0.4285$	R55.28

- **Fortnightly paid employee:** A fortnightly remunerated employee (under 65) starts working on the 7th day of a fortnight period. He receives R2 593 for the 8 days worked during the first fortnight period. The employee's week consists of 14 days.

Determine the decimal portion of the pay period: $8 \div 14 = 0.5714$	
Calculating annual equivalent: $R2\ 593 \div 0.5714 \times 26 = R117\ 987$	
Tax on annual equivalent R117,987 according to annual table	R7 599
Tax on R2 593 for 8 days worked: $R7\ 599 \div 26 \times 0.5714$	R167.00

- **Monthly paid employee:** A monthly remunerated employee (under 65) starts working on the 16th day of a month which consists of 30 days. He receives R5 000 for the 15 days worked during the first month.

Determine the decimal portion of the pay period: $15 \div 30 = 0.5$	
Calculating annual equivalent: $R5\ 000 \div 0.5 \times 12 = R120\ 000$	
Tax on annual equivalent R120,000 according to annual table	R7 977
Tax on R5 000 for 15 days worked: $R7\ 977 \div 12 \times 0.5$	R332.38

7.3 DEDUCTION TO DETERMINE THE BALANCE OF REMUNERATION

7.3.1 RETIREMENT FUND CONTRIBUTIONS

Reference to the Act	Paragraph 2(4)(a) of the Fourth Schedule Section 11(k)
Meaning	<ul style="list-style-type: none">• The employer must deduct contributions made by the employee to any pension fund, provident fund or/and retirement annuity fund (RAF) which the employer is entitled or required to deduct from the employee's remuneration.• From 1 March 2016, employer contributions will be taxable fringe benefit and a deemed contribution in the hands of the employee.
Limitation	<ul style="list-style-type: none">• Therefore, current contributions = contributions actually made by the employee plus employer contributions (deemed employee contributions).• The allowable deduction must be limited to the deduction to which the employee is entitled under section 11(k) having regard to the remuneration and the period (e.g. current or arrear contributions) in respect of which it is payable.
IRP5/IT3(a) details	<ul style="list-style-type: none">• Current contributions — The deduction limited to the greater of —<ul style="list-style-type: none">▫ 27.5% of remuneration, OR taxable income including passive income and taxable capital gains but excluding –<ul style="list-style-type: none">○ retirement lump sum benefits,○ withdrawal lump sum benefits and severance benefits in respect of both remuneration and taxable income, but▫ Limited to R350, 000.• Total current pension fund contributions must reflect under code 4001 (current plus arrear contributions).• Total current provident fund contributions must reflect under code 4003. Note: Only provident fund contributions made on or after 1 March 2016 are allowable as a deduction. Contributions made pre - 1 March 2016 are not allowed as a deduction.• Total current retirement annuity fund contributions must reflect under code 4006 (current plus arrear contributions).

7.3.2 DONATIONS

Reference to the Act	Paragraph 2(4)(f) of the Fourth Schedule Section 18A(2)(a)
Meaning	<ul style="list-style-type: none">• The employer must deduct so much of any donation deductible from the remuneration of the employee in terms of section 18A(2)(a) and pay such amount to relevant approved organisation on behalf of the employee.
Limitation	<ul style="list-style-type: none">• The deduction may not exceed 5% of the remuneration after deducting pension, provident and retirement annuity fund contributions. <p>Note: This deduction may only be allowed if the employee has provided the employer with the receipt which reflects the details as prescribed in section 18A(2)(a).</p>
IRP5/IT3(a) details	<ul style="list-style-type: none">• The full amount of the donations made by the employee must reflect under code 4030 and not only the allowable portion deducted from remuneration.

7.3.3 MEDICAL SCHEME FEES TAX CREDIT

Reference to the Act Paragraph 9(6) of the Fourth Schedule
Section 6A,6B(3)(a)(i)(ii)

Meaning

- Effective from 1 March 2014, the medical scheme fees tax credit applies to all taxpayers. Visit our website www.sars.gov.za for a full explanation on the Medical Scheme Fees Tax Credit.

Medical scheme fees tax credit

- The tax credit applies in respect of fees paid by the taxpayer to a registered medical scheme. The number of persons (dependents) for whom you make contributions to a medical scheme will determine the value of the credit. The amount of the medical scheme fees tax credit for 2018 tax year is:
 - R303 in respect of benefits to the taxpayer;
 - R303 in respect of benefits the taxpayer's first dependent;
 - R204 in respect of benefits to each additional dependent.
- Additional medical expenses tax credit related to medical scheme contributions for taxpayers above the age of 65 must be taken into account to calculate the monthly PAYE. This is only available from the 2017 tax year onwards.

IRP5/IT3(a) details

- A contribution made by employer on behalf of employee is a taxable fringe benefit in the hands of an employee. These contributions are deemed to be paid by employee and the same value included as a taxable benefit (code 3810) should be added to value of the contributions made by the employee (code 4005).
- The information relating to medical scheme contributions must be reported under the following codes:

	Paid contributions	Fringe benefit	Deemed contributions
Employee	Medical Tax Credit = R (IRP5/IT3(a) code = 4474)	Medical Tax Credit = R (IRP5/IT3(a) code = 3810)	Medical Tax Credit = R (IRP5/IT3(a) code = 4005)

7.4 EMPLOYEES' TAX DEDUCTION

Reference to the Act	Paragraphs 2(1), 2(2), 2(4), 2(5)(c), 3 and 7 of the Fourth Schedule Section 7B
Meaning	<ul style="list-style-type: none"> • Must be deducted from any amount that is paid by way of remuneration
Amount on which employees' tax is deductible	<ul style="list-style-type: none"> • Deduction is calculated on the balance of remuneration after the deduction of all allowable deductions (e.g. Retirement fund contribution, donations, etc.).
Voluntary additional employees' tax deduction	<ul style="list-style-type: none"> • For various reasons, employees may find that they have to pay in fairly large amounts upon receipt of their assessments. To reduce the amount payable on assessment or avoid having to pay in an additional amount, such employees may request (in writing) their employers to deduct from their remuneration a greater amount of employees' tax than is required.
Agreement between employer and employee	<ul style="list-style-type: none"> • Employer and employee may under no circumstances conclude an agreement whereby employer undertakes not to deduct or withhold employees' tax or UIF contributions. Such agreement is void in terms of Paragraph 7 of Fourth Schedule.
Remittance of employees' tax	<ul style="list-style-type: none"> • The employer must remit the amount deducted or withheld to SARS with his/her Monthly Employer Declaration (EMP201).
IRP5/IT3(a) details	<ul style="list-style-type: none"> • The amount of employees' tax must be reported under the following codes — <ul style="list-style-type: none"> ▫ code 4102 – The PAYE component of the employees' tax deducted/withheld including any voluntary additional employees' tax deducted; ▫ code 4103 – The total of code 4101.

7.5 SDL LIABLE AMOUNT

Reference to the Act	Sections 3(1) and (4) of the SDL Act
Meaning	<ul style="list-style-type: none"> • Employer must pay SDL at rate of 1% (from 1 April 2001) of leviable amount.
Amount on which SDL is determined	<ul style="list-style-type: none"> • The leviable amount is the total amount of remuneration, paid or payable, or deemed to be paid or payable, by an employer to its employees during any month, as determined in accordance with the Fourth Schedule provisions for purposes of determining the employer's liability for Employees' Tax. • SDL is therefore determined on the balance of remuneration after the deduction of all allowable deductions (i.e. pension fund contributions, RAF contributions, income protection policy premiums and donations). <p>Note: All remuneration not included in the definition of remuneration for SDL purposes should be excluded from the balance of remuneration result.</p>
Remuneration excluded for the purposes of SDL	<ul style="list-style-type: none"> • Remuneration for the purposes of calculating SDL excludes amounts – <ul style="list-style-type: none"> ▫ Paid or payable as contemplated in paragraphs (c) and (d) of the definition of "employee" in paragraph 1 of the Fourth Schedule, ▫ Paid or payable to any person by way of any pension, superannuation allowance or retiring allowance, ▫ In terms of paragraph (a), (d), (e) or (eA) of definition of "gross income" in section 1, ▫ Payable to a learner in terms of a contract of employment as contemplated in section 18 (3) of the SDL Act ▫ Deemed to be paid or payable by employer which is a private company to any person who is a director of that private company as contemplated in paragraph 11C of the Fourth Schedule
Remittance of employees' tax	<ul style="list-style-type: none"> • Employer must remit SDL liable amount to SARS with his/her monthly EMP201.
IRP5/IT3(a) details	<ul style="list-style-type: none"> • Amount must reflect under code 4142 on each relevant employee's

certificate.

7.6 UIF LIABLE AMOUNT

Reference to the Act Sections 5 and 6 of the UIC Act

- Meaning**
- The employer and employee must on a monthly basis contribute 1% of the remuneration paid or payable to the relevant employee during any month to UIF.
 - Minister of Finance determines UI contribution threshold and published it in Gazette.

Effective date	Amounts
With effect from 1 April 2002	R8 099 per month (R97 188 annually)
With effect from 1 April 2003	R8 836 per month (R106 032 annually)
With effect from 1 October 2005	R10 966 per month (R131 592 annually)
With effect from 1 July 2006	R11 662 per month (R139 944 annually)
With effect from 1 February 2008	R12 478 per month (R149 736 annually)
With effect from 1 October 2012	R14 872 per month (R178 464 annually)

- Amount on which UIF contributions is determined**
- Amount on which UIF contribution is based is total amount of remuneration as defined for UIF purposes. All remuneration not included in the definition of remuneration for UIF purposes should be excluded from the remuneration for purposes of determining the UIF liable amount

- Remittance of employees' tax**
- The employer must remit the UIF amount liable to SARS with his/her monthly EMP201 payment.

- IRP5/IT3(a) details**
- UIF contribution amount must reflect under code 4141.

8 ESTIMATED ASSESSMENT

Reference to the Act Chapter 8 of the TA Act
Section 9A of the UIC Act

- Meaning**
- Employees' tax must be deducted from any amount that is paid by way of remuneration
 - The Commissioner may estimate the amount (based on information readily available) of Employees' tax, SDL or UIF due by employer where employer has:
 - Failed to furnish an EMP201 as required; or
 - Submitted a return or information that is incorrect or inadequate.
 - If taxpayer is unable to submit an accurate return, a senior SARS official may agree in writing with taxpayer as to amount of tax chargeable and issue an assessment accordingly. Assessment is final and cannot be subjected to an objection and appeal.
 - The employer shall be liable to the Commissioner for the payment of the amount of employees' tax, SDL or UIF contributions estimated as if such an amount was deducted / withheld as required by the provisions of the relevant Tax Acts.
 - Any estimate of the amount of employees' tax, SDL or UIF contributions payable by the employer is subject to objection and appeal unless both the taxpayer and the Commissioner in terms of section 95(3) of the Tax Administration Act agree in writing to the said estimate assessment(s).

9 PAYMENTS

9.1 PAYMENT OF EMPLOYEES' TAX, SDL AND UIF

Reference to the Act	Chapter 10 of the TA Act Paragraphs 2(1), 5(1) and 14(2) of the Fourth Schedule Section 6 of the SDL Act Section 7(4) and 8 of the UIC Act
Meaning	<ul style="list-style-type: none">• The employees' tax and UIF contributions as well as SDL must be paid over to SARS within seven days after the end of the month during which the amount was deducted or due or such longer period as the Commissioner determines.• Where the seventh day falls on a Saturday, Sunday or public holiday, the payment must be made not later than the last business day prior to such day. These cut-off dates apply to SDL and UIF contributions as well.
Monthly declaration	<ul style="list-style-type: none">• The employer must submit such declaration as the Commissioner may prescribe when making any payment. The prescribed EMP201 must be requested by the employer for payment purposes each month.• Payments in respect of employees' tax, SDL and UIF contributions must be reflected correctly and separately on the EMP201 in order to avoid the incorrect allocation of these payments and the unnecessary issue of final demands.• An EMP201 not received in time by an employer will not be accepted as an excuse for the late payment of employees' tax, SDL and UIF contributions.
Requesting an EMP201	<ul style="list-style-type: none">• Where an employer has not received an EMP201, such declaration should be requested from SARS by means of a:<ul style="list-style-type: none">▫ Telephonic request (SARS Contact Centre);▫ Written request (e.g. post);▫ Personal visit (SARS branch).
Employer personally liable	<ul style="list-style-type: none">• An employer who fails to deduct or withhold the full amount of Employees' tax and / or UIF contributions is personally liable for the shortfall.
Payments	<ul style="list-style-type: none">• Please refer to GEN-PAYM-01-G01 - SARS Payment Rules – Reference Guide available on the SARS website: www>sars.gov.za.
Allocation of payments	<ul style="list-style-type: none">• Where any payment is made by an employer in respect of Employees' Tax, SDL and UIF, such payment will be allocated in respect of the following order:<ul style="list-style-type: none">▫ Penalty;▫ Interest, to the extent to which the payment exceeds the amount of penalty;▫ Employees' tax or additional penalty, to the extent to which the payment exceeds the amount of penalty and interest.• Where there is a shortfall after the allocation of penalties and interest and the outstanding tax has not been covered in full, interest will continue to accrue on the outstanding tax. These rules are also applicable to SDL and UIF contribution payments.• SARS may allocate any payment against the oldest tax and/or the oldest interest where no designation on an account has been received excluding amount not yet due.

9.2 INTEREST AND PENALTY

Reference to the Act Chapter 15 of the TA Act
Paragraph 6(1) of the Fourth Schedule
Section 89bis(2)
Sections 11, 12(1) and 12(3) of the SDL Act
Section 13(1) of the UIC Act

Meaning

- Interest and penalty may be imposed on late payments or outstanding amounts.
 - A penalty equal to 10% in addition to the interest will be imposed on late payments or outstanding amounts
 - Interest are payable at the prescribed rate if any amount of Employees' tax, SDL or UIF contributions is not paid in full within the prescribed period for payment of such amount.
 - If employer fails to pay amount with intent to evade his/her obligation, he/she may be liable to pay penalty not exceeding an amount equal to twice amount of employees' tax, SDL or UIF contributions which employer so failed to pay.

10 OFFENCES

Reference to the Act Chapters 15, 16 and 17 of the TA Act
Paragraph 30(1) of the Fourth Schedule

Meaning

- Any person will be guilty of an offence and liable on conviction to a fine or imprisonment where he/she:
 - Fails to:
 - Deduct employees' tax from remuneration or to pay tax to the Commissioner within the prescribed period;
 - Deliver IRP5/IT3(a) to employees or former employees within the prescribed periods
 - Apply for registration as an employer;
 - Comply with a written request for information;
 - Notify the Commissioner of a change of address; or that he/she has ceased to be an employer;
 - Comply with the conditions for using a mechanised system for printing IRP5/IT3(a) to be issued to employees or former employees;
 - Maintain a record of remuneration paid and tax deducted
 - Comply with any condition prescribed by the Commissioner in regard to the manner in which IRP5/IT3(a) may be used, the surrender of unused stocks of certificates, accounting for used, unused and spoiled IRP5/IT3(a) when required by the Commissioner to do so or to surrender unused IRP5/IT3(a) when ceasing to be an employer;
 - Comply with an Income Tax directive issued by Commissioner
 - Uses/applies employees' tax deducted or withheld, for purposes other than the payment of such amount to the Commissioner;
 - Permits a false IRP5/IT3(a) to be issued or knowingly is in possession of or uses a false IRP5/IT3(a);
 - Alters an IRP5/IT3(a) issued by any other person, purports to be employee named on any IRP5/IT3(a) or obtains a credit for his/her own advantage or benefit in respect of employees' tax deducted or withheld from another person's remuneration;
 - Not being an employer and without authority from an employer issues or causes to be issued, any document purporting to be an IRP5/IT3(a);
 - Furnishes false information or misleads his/her employer regarding the amount of employees' tax to be deducted in his/her case;
 - Defaults in rendering a return.

Penalty clause

- An employer shall be guilty of an offence may be fined or sentenced to imprisonment for a period not exceeding 12 months.

11 TAX DIRECTIVES**11.1 PURPOSE OF A TAX DIRECTIVE****Reference to the Act**

Paragraph 9(1) of the Fourth Schedule
Paragraph 11(a) of the Fourth Schedule
Paragraph 19 of the Seventh Schedule

Meaning

- A tax directive (IRP3) is issued by SARS to instruct the employer/fund administrator on how to deduct employees' tax from certain payments where the prescribed tax tables do not cater for certain remuneration or other payments.

Rules related to tax directives

- Tax calculations according to the tax directive shall be calculated and be determined by the Commissioner.
- The following rules relate to a tax directive:
 - A tax directive is only valid for the tax year or period stated thereon;
 - Employers may not act upon photocopies of directives;
 - Employers may under no circumstances deviate from the instructions of the directive;
 - Tax directives issued to electronic clients via the SARS Interface are valid directives;
 - Employers must apply the percentage of employees' tax as indicated on the directive prior to taking into account allowable deductions for employees' tax purposes (e.g. pension, retirement annuity fund contributions, etc.).

Application forms

- Application forms have been developed for purposes of applying for a specific tax directive and all these application forms are available on SARS website www.sars.gov.za. Form A & D, Form B, Form C and Form E are samples of forms to be used by funds and fund administrators must add their own logo and address when submitting the applications forms to SARS branches.
- When applying for a tax directive, the employer/fund administrator must ensure that the correct application form is used according to the reason for the exit from the fund/employer's service and nature of the amount payable to the employee/member of the fund.
- The forms available are:
 - IRP3(a) - Severance benefit paid by employer (e.g. death/retirement/retirement due to ill health and retrenchment. The form must also be used for share options without obligation or other lump sums;
 - IRP3(b) – Employees' tax to be deducted at a fixed percentage (e.g. commission agents/personal service provider);
 - IRP3(c) – Employees' Tax to be deducted at a fixed amount (e.g. Paragraph 11 of the Fourth Schedule (hardship) / assessed loss carried forward);
 - IRP3(d) – Determine deemed remuneration to be used to deduct Employees' Tax (e.g. Paragraph 11 of the Fourth Schedule (hardship)/Paragraph 11C (1)(ii)(bb) of the Fourth Schedule);
 - Form A & D – Lump sum benefits paid by pension and / or provident fund. (e.g. death before retirement / retirement due to ill health / retirement / provident fund – deemed retirement);
 - Form B – Lump sum benefits paid by pension or provident fund on resignation / withdrawal / winding up / transfer or payment as defined in Paragraph (eA) of the definition of gross income / future surplus apportionment / unclaimed benefit / divorce payments);
 - Form C – Lump sum benefits paid by a RAF to a member (e.g. death before retirement / retirement due to ill health / retirement / transfer from one RAF to another before retirement / unclaimed benefit);

- Form E – Lump sum benefits payable after retirement (e.g. Death Member / Former Member after Retirement, Par. (c) Living Annuity Commutation, Death - Next Generation Annuitant, Next Generation Annuitant Commutation, Gn16: Existing Annuity
- To avoid a delay in the issuing of a directive, certain minimum information is required on the relevant application form. For more information refer to Guide for Tax Directives - External on the SARS website: www.sars.gov.za.

Employees' tax

- **Normal termination of service:** The lump sum paid by an employer to an employee is treated as an annual payment (for example, service bonus) and the applicable formula is used for the calculation of employees' tax. A gratuitous payment (leave pay that the employee is not entitled to but which is paid out voluntarily by the employer) upon termination of employment that is calculated with reference to leave days, does not constitute leave pay and could be included in the severance benefit amount.
- **Leave pay is a payment in respect of services rendered and the amount does not form part of a severance benefit.**
- **Retrenchment, retirement or death:** A tax directive must be obtained from the SARS branch preferably where the employee is registered for Income Tax purposes. The applicable exemption shall be determined by SARS with the processing of the tax directive application.
- **Normal termination of service:** A PAYE calculation must be done at the end of the tax period to determine the PAYE.

IRP5/IT3(a) details

- **Retrenchment, retirement or death:** The lump sum amount paid due to retrenchment, retirement, etc. must reflect on the IRP5/IT3(a) certificate under code 3901.

11.2 HARDSHIP DUE TO ILLNESS OR OTHER CIRCUMSTANCES

Reference to the Act Paragraph 11 of the Fourth Schedule

Meaning

- The Commissioner may, having regard to the circumstances of the case, issue a directive authorising the employer to:
 - Refrain from deducting any employees' tax from the remuneration of an employee;
 - Deduct a specified amount of employees' tax from the remuneration of an employee;
 - Deduct an amount of employees' tax determined in accordance with a specified rate or scale.

Reason for directive

- This type of directive is issued:
 - In order to alleviate hardship to that employee due to circumstances outside the control of the employee;
 - To correct any error in regard to the calculation of employees' tax;
 - In case of remuneration constituting commission;
 - Where remuneration is paid to a personal service provider.

Application form

- An IRP3(c) application form must be submitted by in respect of the above.

11.3 DIVIDENDS I.R.O EMPLOYEE-BASED SHARE SCHEMES

Reference to the Act Paragraph 1 definition of “remuneration” of the Fourth Schedule
Section 10(1)(k)(i): provisions (dd), (ii), and (jj)

Meaning **Effective from 1 March 2017 (2018 year of assessment)**, where any dividend is received or accrued to a person by way of a dividend contemplated in the following provisos, these amounts must be included in remuneration and employees’ tax **MUST** be deducted.

Note: pre 1 March 2017 these amounts were only taxable on assessment.

Paragraph (dd) of the proviso to section 10(1)(k)(i)

- Dividends received or accrued i.r.o of services rendered or be rendered or i.r.o or by virtue of employment or the holding of any office are taxable as ordinary revenue, **unless the:**
 - Dividend received i.ro. of restricted equity instrument as defined in s8C;
 - Share is held by the employee, or
 - Restricted equity instrument constitutes an interest in a trust.

IRP5/IT3(a) details

- Income must reflect under code 3719. Code 3769 **MUST** only be used for local dividends linked to foreign services.

Paragraph (ii) of the proviso to section 10(1)(k)(i)

- Exemption in s10(1)(k)(i) will not apply to any dividend received by or accrued to a person i.r.o. services rendered or to be rendered i.r.o. of or by virtue of employment or the holding of any office, other than a dividend received or accrued i.r.o a restricted equity instrument as defined in s8C held by that person or in respect of a share held by that person.

IRP5/IT3(a) details

- Income must reflect under code 3720. Code 3770 **MUST** only be used for local dividends linked to foreign services.

Paragraph (jj) of the proviso to section 10(1)(k)(i)

- Dividends i.r.o. of restricted equity instruments will not be exempt if the value of the underlying shares is liquidated in full or in part by means of a distribution before the restrictions on the shares are lifted.
- The exemption will **NOT** apply where the dividend is derived directly or indirectly from, or constitutes:
 - Amount transferred/applied by a company as consideration for the acquisition or redemption of any share in that company;
 - Amount received/accrued in anticipation of, or in course of winding up, liquidation, deregistration or final termination of a company; or
 - Equity instrument that is not a restricted equity instrument as defined in s8C, that will, on vesting, be subject to that section.

IRP5/IT3(a) details

- Income must reflect under code 3721. Code 3771 **MUST** only be used for local dividends linked to foreign services.

12 GAINS MADE I.R.O. RIGHTS TO ACQUIRE MARKETABLE SECURITIES

Reference to the Act	Paragraph 11A of the Fourth Schedule Section 8A
Meaning	<ul style="list-style-type: none">• The employer must apply for an IRP3 tax directive in order to ascertain the amount of Employees' Tax to be deducted or withheld from any gain made by the exercise, cession or release of any right to acquire any marketable security as contemplated in section 8A which applies if the right was obtained before 26 October 2004.
Taxable portion	<ul style="list-style-type: none">• A tax liability will arise on the day on which the right is exercised or otherwise dealt with and will be calculated as the difference between the amount paid for the marketable security and the market value at that date.
Application form	<ul style="list-style-type: none">• IRP3(a) application form must be submitted in respect of the above.
IRP5/IT3(a) details	<ul style="list-style-type: none">• Income must reflect under code 3707 on the certificate.

12.1 BROAD-BASED EMPLOYEE SHARE PLAN

Reference to the Act	Paragraph 11A of the Fourth Schedule Section 8B
Meaning	<ul style="list-style-type: none">• Employees' tax must be deducted from any amount received by or accrued to the employee during the year from any gain made from the disposal of any qualifying equity share or any right or interest in a qualifying equity share as contemplated in section 8B, which —<ul style="list-style-type: none">▫ Was acquired in terms of a broad-based employee share plan;▫ Is disposed of by the employee within 5 years from the date of grant of that qualifying equity share, otherwise than:<ul style="list-style-type: none">○ In exchange for another qualifying equity share;○ On the death of the employee;○ On the insolvency of the employee.
Exchange for other qualifying equity share	<ul style="list-style-type: none">• If an employee disposes of a qualifying equity share in exchange solely for any other equity share, that other equity instrument in exchange is deemed to be:<ul style="list-style-type: none">▫ A qualifying equity share which was acquired by the employee on the date of grant of the qualifying equity share disposed of in exchange;▫ Acquired for a consideration equal to any consideration given for the qualifying equity share disposed of in exchange.
Acquisition of equity shares	<ul style="list-style-type: none">• If an employee acquires any equity share by virtue of any qualifying equity share held by the employee, that other equity share so acquired is deemed to be a qualifying equity share which was acquired on the date of grant of the qualifying equity share so held by the employee.
Employees' tax	<ul style="list-style-type: none">• Employers must calculate the employees' tax deductible from any amount received by or accrued to the employee during the year from any gain made from the disposal of any qualifying equity share or any right or interest in a qualifying equity share, in the same manner as tax on an annual payment (bonus).
IRP5/IT3(a) details	<ul style="list-style-type: none">• The income must reflect under code 3717 on the certificate.

12.2 VESTING OF EQUITY INSTRUMENTS

Reference to the Act	Paragraph 11A of the Fourth Schedule Paragraph 13(1)(a)(iiB) of the Eighth Schedule Paragraph 64(C) of the Eighth Schedule Paragraph 80(1) and 80(2A) of the Eighth Schedule Section 8C
Reference to Interpretation Note	Note: These provisions are only applicable to any equity instrument acquired on or after 26 October 2004. See Interpretation Note 55.
Meaning	<ul style="list-style-type: none">• A gain or loss must be included in or deducted from income for a year of assessment in respect of the vesting of any equity instrument during that year, which was acquired by that taxpayer –<ul style="list-style-type: none">▫ Through his/her employment or holding of office by a director of any company or any associated institution in relation to that company or from any person by arrangement with the taxpayer's employer or by any person employed or is a director of that company or associated institution;▫ By virtue of any restricted equity instrument held by that taxpayer in respect of which section 8C will apply upon vesting. • An amount (including any taxable benefits) received by or accrued to an employee under a share incentive scheme operated for benefit of employees which was derived:<ul style="list-style-type: none">▫ Capital distributions that include further restricted equity instruments are treated as non-events, and the new restricted equity instrument is subject to section 8C. (became effective in respect of any capital distribution or dividends received or accrued on or after 1 January 2011);▫ An employer's involvement in swaps of equity instruments is no longer a prerequisite for rollover treatment. As long as the new instrument is treated as a restricted equity instrument by the employer or associated institution, the new instrument will be subject to the provisions of section 8C and the swap is a non-event. (applies to acquisitions occurring on or after 1 January 2011);▫ An anti-avoidance provision was included to guard against situations where co-employees and directors collude to avoid the deferment of taxation that section 8C achieves. With effect from 1 January 2011, rollover treatment will apply to equity instruments acquired from employees or directors of same employer. • Any amount received by or accrued to a taxpayer during year of assessment relating to a restricted equity instrument must be included in taxpayer's income, if that amount does not constitute:<ul style="list-style-type: none">▫ A return of capital or foreign return of capital by way of distribution of a restricted equity instrument; or▫ A dividend or foreign dividend in respect of that equity instrument; or▫ Any amount that must be taken into account for purposes of calculating a gain or loss for purposes of section 8C
Exclusions	<ul style="list-style-type: none">• Any equity instrument which was previously taxed and subsequently acquired by the exercise or conversion of, or in exchange for the disposal of any other equity instrument is excluded.
Disposal	<ul style="list-style-type: none">• This section in effect, exempts from tax the benefit that is commonly called the stop loss benefit that can accrue in terms of share incentive schemes. • An equity instrument acquired is deemed to vest in the case of:<ul style="list-style-type: none">▫ An unrestricted equity instrument, when the employee acquires it.▫ A restricted equity instrument, at the earliest of:<ul style="list-style-type: none">○ When all relevant restrictions cease;○ Immediately<ul style="list-style-type: none">▪ before employee disposes of it (except for disposals discussed hereunder);▪ after it terminates (if it is an option);▪ before employee dies if all restrictions relating to that equity instrument are or may be lifted on or after death;

- At the time of disposal where the equity instrument is disposed of for an amount less than the market value or where disposal by way of release, abandonment or lapse of an option or financial instrument occurs.

Gain

- The gain to be included in the income of the taxpayer, in the case of:
 - A disposal, the amount received or accrued in respect of that disposal which exceeds the sum of any consideration in respect of that equity instrument;
 - Any other, the sum of:
 - Amount by which the market value of the equity instrument determined at the time that it vests in that employee exceeds the sum of any consideration in respect of that equity instrument;
 - Excess amount (if any) which exceeds the consideration in respect of the restricted equity instrument where the consideration includes an amount other than restricted equity instruments.

Loss

- The loss to be deducted from the income of the taxpayer:
 - In the case of a disposal, is the amount by which the sum of any consideration in respect of that equity instrument exceeds that amount received or accrued in respect of that disposal;
 - In any other case, is the amount by which the consideration in respect of the equity instrument exceeds the market value of that equity instrument determined at that time that it vests in that taxpayer.

Employees' tax

- Where the taxpayer (employee or director) disposes an acquired restricted equity instrument to any person by either a non-arm's length disposal or the disposal to a connected person this will not be regarded as vesting of the equity instrument and will not attract a taxable gain or loss. The vesting event (i.e. a gain or loss) will continue to remain in the hands of the employee/director.

Capital implications

- gains** • The time of disposal of an equity instrument is the time that the equity instrument vests in the beneficiary as contemplated in section 8C.

No value

- Any capital gain or loss must be disregarded in respect of any restricted equity instrument where:
 - Restricted equity instrument is replaced with another restricted equity instrument; or
 - Taxpayer disposes the restricted equity instrument to any person by a non-arm's length disposal or a disposal to a connected person.
- Where a capital gain/loss is determined in respect of the vesting by a trust of an asset for a resident trust beneficiary, the gain/loss must be disregarded in the trust and must be taken into account in the hands of the beneficiary.
- When the equity instrument vests in the taxpayer, the gain will be subject to the deduction of employees' tax. The full gain must be shown on the IRP5. The employer must apply for an IRP3 tax directive in order to ascertain the amount of employees' tax to be deducted or withheld from any gain in respect of the vesting of any equity instrument as defined in section 8C.

Application form

- An IRP3(a) application form must be submitted in respect of the above.

IRP5/IT3(a) details

- The gain must reflect under code 3718 on the certificate.

12.3 ARBITRATION AWARDS

- Reference to the Act** Paragraphs (c), (d) and (f) of the definition of gross income in section 1
Paragraph 9(3) of the Fourth Schedule
- Meaning**
- Awards (e.g. CCMA and labour court awards) are remuneration as defined if it can be established that the award is actually in respect of services rendered.
- Classification**
- CCMA and labour court awards can be classified into three broad categories:
 - **Unfair dismissals**
 - Amounts awarded in respect of unfair dismissals are remuneration as defined in the Fourth Schedule and are therefore subject to the deduction of Employees' Tax.
 - Such amounts are received or accrued in respect of the relinquishment, termination, loss, repudiation, cancellation or variation of any office or employment or of any appointment to any office or employment
 - **Termination of employment contract prior to its expiry date**
 - Amounts awarded in respect of termination of an employment contract prior to its expiry date are remuneration as defined in the Fourth Schedule and are therefore subject to the deduction of Employees' Tax.
 - Such amounts are received or accrued in commutation of amounts due under a contract of employment or service or in respect of cancellation or variation of any office or employment
 - **Unfair labour practices**
 - Amounts paid or accrued as a result of unfair labour practice, may be included in remuneration as defined.
 - SARS will examine the facts of the case and the nature of amounts awarded when the application for a tax directive is received from the employer.
- Application form**
- An employer must apply for a tax directive to determine the amount of employees' tax to be deducted in respect of the amount payable to an employee or former employee as a result of any arbitration award.
 - The reason "other" must be used on the directive application
- IRP5/IT3(a) details**
- The relevant taxable and non-taxable portions of an arbitration award must reflect on certificate under:
 - Code 3608 (taxable amount); and
 - Code 3602 (non-taxable amount).

12.4 LUMP SUM BENEFIT PAYMENTS

Reference to the Act Second Schedule to the Income Tax Act

Meaning

- The provisions of Paragraphs 2(1) and 9(3) of the Fourth Schedule prescribe that trustees or fund administrators must apply for a tax directive at SARS before a lump sum benefit from a pension, pension preservation, provident, provident preservation or retirement annuity fund may be paid.

Application form

- The relevant application forms A and D, B, C or E are furnished by the administrators of the relevant funds in accordance with the instructions contained in the Government Gazette No. 22577 (notice no. 1893) dated 24 August 2001.
- Examples of updated application forms are available on the SARS website www.sars.gov.za.

Lump sum payments in respect of withdrawal

- In respect of withdrawal (e.g. resignation, transfer, future surpluses, divorce, housing loan payments, emigration withdrawal or discontinued contributions):
 - Lump sum payments with a date of accrual prior to **1 March 2009**:
 - From a Pension, Pension preservation or RAF must reflect under code 3902 on the certificate;
 - From a Provident or Provident preservation fund must reflect under code 3904 on the certificate;
 - Due to surplus apportionments after 1 January 2006 and NOT paid in terms of section 15B of the Pension Funds Act of 1956 must reflect under code 3902 or 3904 (according to the fund type) on certificate;
 - Due to a court order in respect of a divorce or housing loan must reflect under code 3902 or 3904 (according to the fund type) on certificate.
 - Lump sum payments with a date of accrual after **1 March 2009**:
 - Withdrawals from a Pension, Pension preservation, Provident, Provident preservation or RAF must reflect under code 3920 on certificate except for paragraph (eA) of the definition of gross income in section 1;
 - Future surplus paid in terms of section 15C of the Pension Funds Act of 1956 must reflect under code 3921 on the certificate;
 - Due to a court order in respect of a divorce orders, must reflect under code 3920 on certificate;
 - Due to a withdrawal after retirement from a living annuity in terms of paragraph (c) of the definition of living annuity, where the value of the assets become less than the amount prescribed by the Minister in the Gazette, must reflect under code 3921 on certificate.
 - With effect from 1 March 2011, the retirement lump sum rate of tax is applicable to the commutation of a living annuity and source code 3915 with the tax code 4115 must be used on the certificate.

Lump sum payments in respect of death or retirement

- Lump sum payments prior to 1 October 2007 from a:
 - Pension or RAF must reflect under code 3903
 - Provident Fund must reflect under code 3905
- Lump sum payments after 1 October 2007 from a Pension, Pension preservation, Provident, Provident preservation or RAF must reflect under code 3915

Lump sums other than 'Death and retirement'

- Lump sum payments by unapproved funds must reflect under code 3907
- Unclaimed benefits with date of accrual prior to 1 March 2009 and in terms of the provisions of General Note 35 must reflect under code 3909
- Retirement lump sum benefits paid according to paragraph (eA) of

definition of gross income in section 1 must reflect under code 3614. These types of benefits include:

- A member of a public sector fund who transfer from a Pension Fund to a Provident Fund while the member remains effectively in the employment of the same employer;
- Any amount which has become payable to the member of a public sector fund or is being utilised to redeem a debt while the member remains effectively in the employment of the same employer.

Lump sum payments in respect of termination of employment (retrenchment)

- Lump sum payments accruing after 28 February 2009 from a Pension or Provident Fund in respect of termination of services per subpar. 2(1)(a)((ii)(AA) or (BB) of Second Schedule to Income Tax Act (e.g. retrenchment) must reflect under code 3915.
- Lump Sum payments due to retrenchment accruing before 1 March 2009 must be dealt with as withdrawal benefit and average rate in terms of section 5(10) of the Income Tax Act is applicable.
 - Either source code 3902 or 3904 must be used.
- The tax portion according to the relevant tax directive must reflect under:
 - Code 4102 if the lump sum payment reflects under code 3902, 3903, 3904, 3905, 3907, 3908, 3909 or 3614;
 - Code 4115 if the lump sum payment reflects under code 3915, 3920 or 3921.

12.5 LUMP SUMS BY EMPLOYERS – SEVERANCE BENEFITS

Reference to the Act

Definition of “Severance benefit” in section 1
Definition of “Gross income” in section 1
Paragraph 9(3) of the Fourth Schedule

Meaning

- Severance benefit means any amount (other than a lump sum benefit or an amount contemplated in paragraph (d) (ii) or (iii) of definition of gross income) received by or accrued to a person by way of lump sum from or by arrangement with person’s employer or an associated institution in relation to that employer in respect of relinquishment, termination, loss, repudiation, cancellation or variation of person’s office or employment or of person’s appointment (or right or claim to be appointed) to any office or employment, if such:
 - Person has attained the age of 55 years;
 - Relinquishment, termination, loss, repudiation, cancellation or variation is due to the person becoming permanently incapable of holding the person’s office or employment due to sickness, accident, injury or incapacity through infirmity of mind or body;
 - Termination or loss is due to:
 - Person’s employer having ceased to carry on or intending to cease carrying on the trade in respect of which the person was employed or appointed;
 - Person having become redundant in consequence of a general reduction in personnel or a reduction in personnel of a particular class by the person’s employer, unless, where the person’s employer is a company, the person at any time held
 - More than five per cent of the issued share capital or
 - Members’ interest in the company.
- Provided that any such amount which becomes payable in consequence of or following upon the death of a person must be deemed to be an amount which accrued to such person immediately prior to his or her death.

Exclusion

- Any amount paid/payable due to services rendered should not be included in the severance benefit amount on the tax directive application form,
 - For an example amounts in terms of paragraph (c) or (f) of gross income or bonuses or pro-rata bonus.
- ‘Notice pay’ should also be excluded from the ‘severance benefit’ amount on

the tax directive application form.

- The amount must be included as normal income on the IRP5 certificate.

Leave payment

- Please note that leave pay is a payment in respect of services rendered and does not form part of a severance benefit. The normal bonus calculation should be used to calculate the tax. The leave payment amount should not be included on the directive since it must be included in the normal income.

Application form

- An IRP3(a) application form must be submitted in respect of the above.
- Paragraph 9(3) of the Fourth Schedule prescribes that the employer must submit a directive application before paying out a lump sum to the employee.
- The severance benefit reasons (e.g. severance benefits – retrenchment, severance benefit – retrenchment, etc.) must be used.
- The severance benefit rates will be applicable where the employer uses the severance benefit reasons on the IRP3(a) directive application form and source code 3901 must be used on the IRP5/IT3(a) certificate.

IRP5/IT3(a) details

- The full amount must reflect under code 3901 and the tax under code 4115 on the IRP5/IT3(a) certificate.

12.6 LUMP SUM COMPENSATION FOR OCCUPATIONAL DEATH

Reference to the Act Section 10(1)(gB)(iii)

Meaning

- Lump sum payments accruing after 1 March 2011 from a compensation fund in respect of:
 - Lump sum compensation paid by the employer as a direct result of an occupational death of an employee.
 - These payments must be in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 and within the requirements of Section 10(1)(gB)(iii) of the Income Tax Act, as amended.
- Provided that any such amount which becomes payable in consequence of or following upon the death of a person must be deemed to be an amount which accrued to such person immediately prior to his/her death.

Application form

- An IRP3(a) application form must be submitted in respect of the above.

IRP5/IT3(a) details

- The tax portion according to the relevant tax directive must reflect as follows:
 - Under code 4115 if the lump sum payment reflects under code 3922 on the IRP5/IT3(a) with effect from 2012 year of assessment.

Exemption

- The death lump sum benefit will be exempt if:
 - The death benefit is paid in terms of the Compensation for Occupational Injuries and Diseases Act;
 - The employer must pay this amount;
 - A maximum amount of R300 000 will be exempt.

12.7 EMPLOYER-OWNED INSURANCE POLICIES

Reference to the Act Paragraphs 2(e), 2(k) and 12C of the Seventh Schedule
Paragraph 2(4) of the Fourth Schedule
Sections 10(1)(gH) and 10(1)(gI)

Meaning

- Employers enter into insurance policies arrangements for the benefit of employees or directors, or for their dependants and nominees.
 - These policies make payment upon the death, disability or severe illness of an employee of such employer.
 - The employer incurs premiums in respect of a policy of insurance that relates to the death, disability or severe illness of employees for the direct or indirect benefit of those employees.
 - Employers are entitled to a premium deduction in respect of such policy.
 - However the payment of these insurance premiums shall give rise to a simultaneous fringe benefit inclusion for employees.
- Where the employer is the named beneficiary and has an arrangement with employee to pay over the proceeds to the employees, the tax treatment should be the same as for payments made directly by the insurer to the employee.
 - The fringe benefit will arise on a monthly basis in respect of employer-owned insurance policies for the direct and indirect benefit of employees.
- Lump sum payments accruing on or after 1 March 2012 in respect of policy of insurance are exempt from income tax in terms of section 10(1)(gH) –
 - If the policy relates to death, disablement or severe illness of an employee or director, or former employee or director of the person that is a policy holder;
and
 - No amount of premiums payable for that policy was tax deductible with effect from **1 March 2012** from the income of the policy holder (employer).
- Section 10(1)(gI) exempts any lump sum payment received or accrued in respect of policy of insurance relating to death, disablement, illness or unemployment of the person who is a policy holder or an employee of a policy holder in respect of that policy of insurance to an extent that the benefits from that policy are paid as a result of death, disablement, illness or unemployment, with effect from **1 March 2015**.

IRP5/IT3(a) details

- The taxable fringe benefit must reflect under the income source code 3801 on the IRP5/IT3(a) certificate.
- The lump sum proceeds in respect of the employer-owned insurance policies must reflect under the income source code 3908 on the IRP5/IT3(a) certificate where the premiums were included as a fringe benefit and the lump sum is not taxable.
- The lump sum proceeds in respect of the employer-owned insurance policies that should be taxable must reflect under the income source code 3907 on the IRP5/IT3(a) certificate.

Application form

NOTE: An employer is required to apply for a tax directive where any lump sum amount in respect of the employer-owned policy proceeds is payable to an employee.

13 DIRECTORS OF PRIVATE COMPANIES/MEMBERS OF CLOSE CORPORATIONS

Reference to the Act Paragraphs 11 of the Fourth Schedule

Meaning

- The employer must only apply for a tax directive to determine the minimum amount of remuneration where the minimum amount (deemed amount) cannot be determined for the purpose of the prescribed formula.

Tax application **directive**

- A director may apply for a relief where there is a verifiable result of hardship.
- Where the minimum amount cannot be determined for purposes of the prescribed formula: where the employer has not determined the remuneration for the year preceding the last tax year, the employer must apply for a tax directive to determine the amount of remuneration which is deemed to have been received by the employee (director).
- The following minimum information **MUST** be supplied in the space provided for on the application form as well as the personal particulars of the director:
 - Last known remuneration received or accrued [including allowances but excluding lump sums and lump sum benefits (as contained in paragraph (d), (e) and (f) of the definition of gross income in section 1) and gains made by directors in respect of rights to acquire marketable securities
 - Tax year in which such remuneration was received;
 - Number of completed months for which the last known remuneration was received
 - The estimated/actual remuneration for the current tax year
- Documentation to support the application, such as interim financial statements and/or minutes of meetings held by directors which indicate that remuneration to be paid to directors will be less than remuneration for the previous tax year.
- Relief where there is a verifiable result of hardship — Where the expected remuneration of a director for the current year is less than the remuneration received for the previous year, the director may apply for a tax directive for relief

Application form

- IRP3(d) application form must be submitted in respect of the above.

Note: The taxation of director's remuneration is covered separately in this guide.

14 CLASSIFICATION OF EMPLOYEES

14.1 LABOUR BROKER

Reference to the Act	Labour broker and employee definition in Paragraph 1 of the Fourth Schedule Paragraph 2(5) of the Fourth Schedule
Meaning	<ul style="list-style-type: none">• The provision or procurement of workers as opposed to the provision of service is of importance.• Typically, a labour broker arrangement will involve three parties, namely the client, the labour broker and the worker(s).
Client	<ul style="list-style-type: none">• The person who specifies the workers required.<ul style="list-style-type: none">▫ A written or oral service contract would arise between the client and the labour broker where the service conditions of the workers may or may not be stipulated.▫ Payments for the workers' services are made to the labour broker
Labour broker	<ul style="list-style-type: none">• The labour broker is a natural person who, for reward, provides and remunerates workers for a client and is either in or not in possession of an exemption certificate (IRP30).<ul style="list-style-type: none">▫ The labour broker either makes available his/her own employees to perform work for a client or procures workers for a client.▫ The labour broker pays the workers.
Workers	<ul style="list-style-type: none">• These workers can be any person, including<ul style="list-style-type: none">▫ Members and/or employees of a close corporation;▫ Directors and/or employees of a company;▫ Trustees and/or employees of a trading trust;▫ Proprietors and/or employees of a business;▫ Partners and/or employees of a partnership.
Exemption certificate (IRP30)	<ul style="list-style-type: none">• Fourth Schedule makes provision for an exemption certificate to be issued by SARS to a labour broker, which will absolve employers from having to deduct Employees' Tax from any payments made to such labour brokers.• SARS shall not issue an exemption certificate if more than 80% of the gross income of the labour broker during the tax year consists of amounts received from any one client, unless the labour broker employs three or more full-time employees throughout the tax year:<ul style="list-style-type: none">▫ Who are not connected persons in relation to that labour broker, or▫ Who are on a full-time basis engaged in the business of that labour broker of providing persons to or procuring persons for clients of that labour broker▫ The labour broker provides to any of its clients the services of any other labor broker; or▫ The labour broker is contractually obliged to provide a specified employee of the labour broker to render any service to such client• An exemption certificate is only valid from the date of issue until the end of the tax year.• The labour broker must apply annually on an IRP30(a) form for a new exemption certificate at a SARS branch at least two months before the expiring of his/her current exemption certificate.• If the issue of an exemption certificate is delayed for longer than a calendar month, the date of validity will be altered from the date of issue to the date the application was received.<ul style="list-style-type: none">▫ In such cases any employees' tax deducted is refundable by the relevant employer.

- An exemption certificate will only be valid if it:
 - Is not outdated;
 - Bears a labour broker reference number beginning with a 7;
 - Has been computer printed;
 - The labour broker is in possession of the original; and
 - Has not been altered in any way.
- If a labour broker is in possession of a valid exemption certificate and undergoes a change of name, the original certificate must be returned to the relevant SARS branch together with an application for a new certificate, which indicates the changed particulars.
- If an exemption certificate has been lost or misplaced, application for a replacement certificate must be made to SARS Head Office and the replacement certificate will only be issued during the period of validity of the original certificate.

Employees' tax

- If a labour broker is not in possession of a valid exemption certificate (IRP30), all payments made to the labour broker will be subject to employees' tax
- An employer who does not deduct employees' tax from a payment to a labour broker must be in possession of a certified copy of an exemption certificate (IRP30) that must be retained for inspection purposes.
- The deduction is classified in the following categories:
 - Labour broker with exemption certificate - no employees' tax must be deducted;
 - Labour broker without an exemption certificate - employees' tax must be deducted according to the applicable deduction tables;
 - Labour broker with a tax directive - employees' tax must be deducted according to the instructions on the tax directive
- The employees' tax deducted for a labour broker whether calculated according to the deduction tables or a tax directive must be reflected as PAYE.

IRP5/IT3(a) details

- The remuneration must reflect under code 3617 on the IRP5/IT3(a) certificate.
- The reason code for non-deduction of employees' tax (where applicable) must reflect as 07 on the IRP5/IT3(a) certificate.

14.2 INDEPENDENT CONTRACTOR

- Reference to the Act** Income earned by an independent contractor is specifically excluded from the definition of remuneration in Paragraph 1 of the Fourth Schedule
- Meaning**
- In distinguishing between an employee and an independent contractor / trader one must commence with an analysis of the employment contract.
 - The object of the contract (or the parties' rights and obligations under the contract) must be established.
 - The object of the contract is not a mere indicator, but determines the legal nature of the contract.
 - The object to be established is the pre-eminent object, for example, if the object is the surrender of productive capacity (whether capacity to provide a service or to produce things), then the contract is for employment of an employee.
 - The essence of an employee's contract (contract of service) is the placing of one person's services (labour) at the disposal of another, enabling the acquisition of that service itself and not simply the fruits of that productive capacity.
 - If the object is the acquisition of the result of deployed productive capacity (of a produced thing or of a provided service), then the contract is for the employment of an independent contractor. The essence of an independent contractor's contract (contract for services or work) is that the independent contractor only commits himself/herself to deliver the product or end result of that capacity.
- Deemed independent contractor**
- The person will be deemed to be an independent contractor if he/she throughout the year of assessment employs three or more employees (other than any employee who is a connected person in relation to such person) who are on a full-time basis engaged in the business of persons rendering any such service and providing that neither of the above two proviso's under exceptions are applicable
- Exceptions**
- The Fourth Schedule prescribes that the independent contractor's income will be deemed to be remuneration and will therefore be subject to Employees' Tax, if —
 - The services are required to be performed mainly at the premises of the person by whom the remuneration is paid/payable or of the person to whom such services were or are to be rendered;
 - The person who renders or will render the service is subject to the control and supervision of any other person as to the manner in which his/her duties are performed or to be performed or as to his/her hours of work
- Important**
- The employer, being a party to the employment contract, is in the best position to determine whether or not the employee is an independent contractor. SARS has therefore provided certain guidelines in order to assist the employer with this responsibility.
 - These guidelines are available in Interpretation Note 17 and can be obtained on the SARS website www.sars.gov.za.
- Employees' tax**
- The employees' tax deducted for an independent contractor whether calculated according to the deduction tables or a tax directive must reflect as PAYE.
- IRP5/IT3(a) details**
- The remuneration must reflect under code 3616 on the IRP5/IT3(a) certificate.

14.3 DIRECTORS OF PRIVATE COMPANIES/MEMBERS OF CLOSE CORPORATIONS

Reference to the Act	Employee definition in Paragraph 1 of the Fourth Schedule Paragraph 2(1) of the Fourth Schedule, Section 7B Definition of a company in Section 1
Meaning	<ul style="list-style-type: none">• The definition of employee includes a director of a private company.<ul style="list-style-type: none">▫ Any remuneration paid or payable to a director of a private company or a member of a close corporation is therefore subject to the deduction of Employees' Tax from 1 March 2002.• The definition of a company includes a close corporation and therefore, the same rules for the deduction of employees' tax from the remuneration of directors of private companies apply to members of close corporations. This definition includes a person who, in respect of a close corporation, holds any office or performs any functions similar to the functions of a director of a company other than a close corporation.• Effective from 01 March 2017, any variable remuneration received by a director will accrue on the date on which it is paid to the director.
Right of recovery	<ul style="list-style-type: none">• The employer has the right to recover the PAYE on the deemed remuneration paid by the company from the director. This recovery may, in addition to any other right of recovery, be recovered from any amount which is or may become payable by the company to the director. The director is not entitled to receive an irp5/it3(a) in respect of the amount of employees' tax paid by the company on the deemed remuneration if the company has not recovered the employees' tax from the director.
Director status changes to employee	<ul style="list-style-type: none">• Where the person ceases to be a director but remains an employee of the company, section 7B will no longer be used and PAYE must be deducted from remuneration that is actually paid or is payable to the employee. Only one IRP5/IT3(a) needs to be issued for the year.
Director appointed during tax year	<p>Where a person is appointed as a director of a private company during the tax year and the director was not previously an employee of that company, PAYE will be payable on the actual remuneration which is paid or is payable to the director during that tax year.</p> <ul style="list-style-type: none">• The remuneration shown must be the amount of actual remuneration which is paid / payable to the director for the tax year.• The amount of PAYE will be the sum of the PAYE that was deducted from the actual remuneration of the director and the PAYE paid by the company in respect of the deemed remuneration of that director.
IRP5/IT3(a) details	<ul style="list-style-type: none">• Salaries paid to directors must reflect under code 3615 and all other components of the remuneration (bonus, allowance, benefits, etc.) must be reflected against the existing codes.
Non - Executive Director (NED)	<ul style="list-style-type: none">• The director fees received by a resident NED are not regarded as remuneration and the employer is not obligated to deduct/withhold employees' tax. The director can request a voluntary deduction of employees' tax.<ul style="list-style-type: none">▫ If the voluntary deduction is requested, then this income must reflect under code 3620 on the IRP5/IT3(a) certificate.• Should the resident NED choose not to voluntarily pay employees' tax (PAYE), the employer should not deduct tax and not issue an IRP5/IT3(a) certificate.

- Where the NED is a **non-resident**, the directors' fee received is regarded as **remuneration** and the employer must deduct employees' tax on the amount of directors' fees payable
 - The remuneration must reflect under code 3621 on the IRP5/IT3(a) certificate.

14.4 STANDARD EMPLOYMENT

Reference to the Act Paragraphs 1 and 9(1) of the Fourth Schedule

Meaning

- Any employment where an employee (including a scholar or student), is required to render services to a single employer for a period of at least 22 hours in every full week provided that:
 - Periods of temporary absence of an employee is due to leave or exceptional circumstances; or
 - Temporary reduction in working hours is due to a reduction in the demand of the company's product where the employer imposes a temporary working week of less than 22 hours.

Deemed Standard Employment

- Where an employee does not fall within the definition of standard employment, an employee will be deemed to be in standard employment if the employee:
 - Is required to work for less than 22 hours a week and the employee furnishes a written declaration/affidavit to the employer that he/she will not render services to any other employer, during the period of such employment;
 - Is required to work for at least 5 hours per day and is paid remuneration of less than R287 per day.
- Where the employer conducts business in such a manner that employees render services on a regular or frequent basis for such periods as may be required by the employer, the Commissioner may, after consultation with the employer, anybody or association on which the employer is represented, direct that the employment of such employees shall be standard employment.
- The Commissioner may further instruct the employer as to which manner the Employees' tax must be deducted.

Non-standard employment

- Any employment which cannot be classified under Standard or Deemed Standard employment.
- Workers are employed on a daily basis and are paid daily, for example:
 - Casual commissions paid, such as spotter's fees;
 - Casual payments to casual workers for irregular services rendered or occasional services;
 - Fees paid to part-time lecturers;
 - Honoraria paid to office bearers of organisations, clubs, etc.

Note: The list is not exhaustive.

Employees' tax

- **Standard Employment income**
 - The weekly, fortnightly and monthly tables must be used to determine the amount of employees' tax to be withheld from the balance of remuneration for each pay period, and the annual table is used at the end of the tax period or year of assessment to determine the final amount of employees' tax payable for the full year or period of assessment.
- **Non-standard employment income**
 - Employees' tax must be calculated and deducted at 25% on the balance of remuneration.

- **Tax Directive**
 - Where the employer is in possession of a tax directive in respect of an employee who is in non-standard employment, employees' tax must be deducted in accordance with the directive.

Summary

Scenario	Employees' tax
Employee is required to work at least 22 hours a week (standard employment) and earns remuneration which exceeds the annual tax threshold (R75 750 if less than 65 years old / R117 300 if 65 years or older / R131 150 if 75 years or older)	Use tax deduction tables
Employee is required to work at least 22 hours a week (standard employment) and earns remuneration which does <u>not</u> exceed the annual tax threshold (R75 750 if less than 65 years old / R117 300 if 65 years or older / R131 150 if 75 years or older)	No employees' tax to be deducted
Employee is in non-standard employment, required to work at least 5 hours per day and earns less than R287 for that day	No employees' tax to be deducted
Employee is in non-standard employment, required to work at least 5 hours per day and earns more than R287 for that day	25% deduction
Employee is in non-standard employment, required to work less than 5 hours per day and earns less than R287 for that day	25% deduction

IRP5/IT3(a) details

- Employees' tax deducted must reflect under code 4102

14.5 SEASONAL WORKERS

Reference to the Act Employee definition in Paragraph 1 of the Fourth Schedule

Meaning

- A seasonal worker is a person who is only employed during a peak period for a specific period, for example:
 - Persons employed on a fruit farm during the picking season to pick and pack fruit;
 - Persons employed on a sheep farm to assist with either the lambing or shearing;
 - Factories that require additional help during the canning season.
- A tax period commences at the date the employee was employed and ends on the date his/her employment was terminated.
- If the season extends over the following tax year, the employer must issue two IRP5/IT3(a) in respect of the two tax periods.
 - For example
 - The employee will have two periods where a season extends from 15 November to 20 May, namely 15 November to 28 February (1st tax year) and 1 March to 20 May (2nd tax year). Two IRP5/IT3(a)s must be issued for the two periods as the employee has two tax periods in one service period.

14.6 EMPLOYEES BETWEEN 65 AND 74 YEARS

Reference to the Act Section 6(2)(b)
Paragraph 2(4) of the Fourth Schedule

Meaning

- Employees' tax deductions for persons between the ages of 65 and 74 years must be made according to tables from the beginning of the tax period (e.g. 1 March) during which the employee turns 65 and not as from the month the qualifying age between the ages of 65 and 74 years is attained.

14.7 EMPLOYEES 75 YEARS OR OLDER

Reference to the Act Section 6(2)(c')
Paragraph 2(4) of the Fourth Schedule

Meaning

- Employees' tax deductions for persons 75 years or older must be made according to the tables from the beginning of tax period (e.g. 1 march) during which employee turns 75 and not as from the month qualifying age of 75 is attained.

14.8 COMMISSION AGENTS

Employee works for commission only

- If the employee is in possession of a tax directive, the employer MUST deduct employees' tax according to the instructions on the tax directive and the employees' tax deducted reflect as PAYE on the IRP5/IT3(a).

Employee works for salary and commission

- If the employee is in possession of a tax directive, the employer MUST deduct employees' tax according to the instructions on the tax directive and the employees' tax deducted reflect as PAYE on the IRP5/IT3(a).
- If the employee is not in possession of a tax directive, the employer MUST combine the salary and commission and deduct employees' tax according to the applicable tax deduction tables and a PAYE calculation must be done at the end of the tax year or tax period. Under no circumstances may 25% or any other percentage for that matter, be deducted from remuneration, unless the tax directive so directs.

Application form

- An employee earning commission may only apply for a tax directive where his/her remuneration consists mainly in the form of commission based on the employee's sales or turnover attributable to him/her.

IRP5/IT3(a) details

- Commission income must reflect under code 3606 and the salary income under code 3601.

Example

- Employees' tax on quarterly commission: An employee (under 65) received a monthly salary and according to the results he also received commission every three months. Remuneration and employees' tax details are as follows:

Month	Salary	Commission	Employees' tax
April	R7 185		R156
May	R7 185		R156
June	R7 185	R1 500	To be calculated

Divide the quarterly commission by the months in which it was earned ($R1\ 500 \div 3$)	500	
Add: salary for June	7 185	
	7 685	
Tax on R7 685 (salary and commission) according to the monthly tables	247	
Less: Tax on R7 185 (monthly salary)	156	156
Tax on commission for one month	91	
Multiply tax on commission for one month with the months in which it was earned ($R91 \times 3$)		273
Employees' tax deductible for June on commission		R429

15 CLASSIFICATION OF PAYMENTS

15.1 BACKDATED (ANTEDATED) SALARIES AND PENSIONS

Reference to the Act Paragraph 9(3) of the Fourth Schedule
Section 7A

Meaning

- Employees' tax (taxable) accrued in the previous year/s
- A settlement agreement or arbitration award or court-order that relates to previous years. This also includes awards granted via settlements out of court and Labour Court disputes. The employer must apply for a tax directive to determine the amount of employees' tax to be deducted.

Accrued in the current tax year

- Where the backdated salary/pension relates to periods in the current tax year, the employees' tax must be calculated by adding the backdated salary/pension to the remuneration received.

Accrued in the previous year

- It is SARS' practice that employers must also calculate the employees' tax.
- Deductible from backdated salary/pension, which relates to periods in previous tax years in the same manner as tax on a bonus, using the current year's tax deduction tables.

IRP5/IT3(a) details

- Backdated salary (excluding any bonus) must reflect on the certificate as follows:
 - Code 3601 - Portion of salary which relates to periods in current tax year;
 - Code 3907 - Portion of salary which relates to periods in previous tax years

Example

- Employee (under 65) receive salary of R28 000 per month for period July to December. An increase of R300 per month (backdated from 1 July) is paid in December.

Increased salary received at the end of December (R28 000 + R300)	28 300	
Add: backdated increased salary for the months July to November (R300 x 5)	1 500	
Total remuneration for December	29 800	
Tax on R28 300 (December salary) according to the monthly tables	5 129	5 129
Less: Tax on R28 000 (salary before increase)	5 035	
Tax on increased salary (R300) per month	94	
Tax on total backdated increased salary of R1 500 (R300 x 5) = R94 x 5		470
Employees' tax deductible for December		R5 599

15.2 AMOUNTS RECEIVED BY LABOUR BROKER OR PERSONAL SERVICE PROVIDER

Reference to the Act Remuneration definition in paragraph 1 of the Fourth Schedule
Paragraph (cA) of the definition of gross income in Section 1

Meaning

- Where a payment was received or accrued to a labour broker not in possession of an exemption certificate or a personal service provider (i.e. personal service company or personal service trust).

Employees' tax

- Employees' tax from such payments must be calculated in the same manner as tax on a bonus.

IRP5/IT3(a) detail

- Payments must reflect under code 3613 on the certificate.

15.3 RESTRAINT OF TRADE PAYMENTS

Reference to the Act Remuneration definition in paragraph 1 of the Fourth Schedule
Paragraph (cB) of the definition of gross income in Section 1

Meaning

- Payments made in respect of a restraint of trade (i.e. sterilisation of a person's income earning capacity) to any natural person must be included in definition of remuneration.
- The amount received or accrued to a natural person shall be included in the definition of remuneration as restraint of trade if:
 - Employment or the holding of any office; or
 - Any past or future employment or the holding of an office.

IRP5/IT3(a) details

- Restraint of trade payments must reflect under code 3613 on the certificate

15.4 LEAVE PAY

Reference to the Act Definition of "remuneration" in Paragraph 1 of the Fourth Schedule

Meaning

- Leave pay is remuneration as defined and is fully subject to deduction of employees' tax.
 - Leave days accrue as an employee works. Employees are allowed to encashment of value of accrued leave without actually taking leave - this encashment constitutes taxable remuneration.
 - Only when leave is paid it is included in remuneration of employee. No value is placed on accrued leave until the encashment thereof.
 - Unpaid leave taken or forfeited leave do not constitute remuneration, as there is no value attached thereto.

Accrued leave

- Can be paid to an employee, and thus become taxable remuneration, when:
 - Employee dies and accrued leave is paid to the employee's estate;
 - Employment is terminated for any reason, e.g. retirement, resignation;
 - Is encashed for any reason, such as when too much leave has accrued;
 - Employee becomes insolvent; or
 - It is encashed due to internal arrangements e.g. employee is appointed in a more senior post or promoted
- Leave pay is a payment in respect of services rendered and does not form part of a severance benefit

Unpaid leave

- The fact that an employee has taken unpaid leave of any type (including maternity leave), has no effect on the employee's tax period.
 - The tax period continues until the end of the tax year, unless the employee resigns or dies before the end of the tax year.
 - When the tax period does end and the final tax calculation is performed to calculate PAYE, it will be found that the employee has probably paid too much Employees' Tax due to he/she being absent without pay during the tax period.

Employees' tax

- Must be calculated differently on leave that is taken where an advance is paid and accrued leave that is encashed:
 - Where leave is taken and an advance is paid for leave period, the advance must be treated as advanced salary;
 - Accrued leave that is encashed must be tax in same manner as a bonus

IRP5/IT3(a) details

- Accrued leave which has been encashed must reflect under code 3605 if it accrued as a result of encashment or resignation
 - If employer uses code 3901, all tax paid will be refunded to employee.

15.5 SPECIAL REMUNERATION PAID TO PROTO TEAMS

Reference to the Act	Remuneration definition in Paragraph 1 of the Fourth Schedule Section 5(9) and 5(10)
Meaning	<ul style="list-style-type: none"> • Amounts paid to proto team members as special remuneration are subject to the deduction of Employees' tax. • Special remuneration is defined as any amount received by or accrued to any mineworker over and above his/her normal remuneration and any regular allowance in respect of special services rendered by him/her (otherwise than in the course of his/her normal duties) in combating any fire, flood, subsidence or other disaster in a mine or in rescuing persons trapped in a mine or in performing any hazardous task during any emergency in a mine.
Employees' tax	<ul style="list-style-type: none"> • Employers must calculate the employees' tax deductible from this special remuneration in the same manner as tax on a bonus is calculated. • The special remuneration paid to proto teams is subject to the rating formula contained in Section 5(10) which can only be applied on assessment.
IRP5/IT3(a) details	<ul style="list-style-type: none"> • Special remuneration paid to proto team members must reflect under code 3906 on the IRP5/IT3(a).

15.6 ADVANCE SALARY

Reference to the Act	Remuneration definition in Paragraph 1 of the Fourth Schedule
Meaning	<ul style="list-style-type: none"> • Advance salary can be seen as an amount of future remuneration paid by the employer prior to actual date on which such remuneration becomes payable.
Employees' tax	<ul style="list-style-type: none"> • An advance payment will be subject to the deduction of employees' tax when it is paid by the employer to the employee.
IRP5/IT3(a) detail	<ul style="list-style-type: none"> • The advance salary must reflect under code 3601 on the certificate.
Example	<ul style="list-style-type: none"> • A monthly paid employee (below 65) received R84 000 in October in respect of remuneration that is due to accrue to him in October, November and December.

Tax on R28 000 (salary per month) according to the monthly tables	5 035
Employees' tax on the advance salary of R84 000 (R5 035 x 3) is	15 105

15.7 OVERTIME PAYMENTS

Reference to the Act	Remuneration definition in Paragraph 1 of the Fourth Schedule
Meaning	<ul style="list-style-type: none"> • Overtime amounts paid to employees are subject to the deduction of employee's tax
Employees' Tax	<ul style="list-style-type: none"> • Employees' tax on overtime payments is not calculated differently from tax on salaries. Any overtime payment must be added to the salary for the specific period and the employees' tax must be determined by using the applicable tax deduction tables.
IRP5/IT3(a) detail	<ul style="list-style-type: none"> • The overtime payment must reflect under code 3601 on the IRP5/IT3(a)
Example	<ul style="list-style-type: none"> • A monthly paid employee (below 65) received R6 000 salary and R900 overtime in June

15.8 ANNUAL PAYMENTS/BONUS

Reference to the Act Paragraphs 9(1) and 9(2) of the Fourth Schedule
Applicable Tax Deduction Tables

Meaning

- An annual payment is an amount:
 - Of net remuneration that is, in accordance with the employee's conditions of service or the employer's practice, paid in a lump sum to the employee; or
 - That is calculated without reference to a period.

Examples of annual payments

- The following are examples of annual payments or payments made without reference to a period:
 - Annual bonus;
 - Incentive bonus;
 - Leave pay on resignation;
 - Encashment of leave;
 - Merit awards;
 - Backdated payments in respect of salary / wages (accrued in previous tax years);
 - An amount paid to a mineworker for picking up a diamond;
 - An amount paid to an employee for a proposal to simplify procedures; and
 - A bonus or an incentive amount paid to an employee to retain his/her services for a specific period. Where this amount is repayable by the employee on termination of his/her service prior to the end of the contract period, the Employees' Tax paid on this amount may under no circumstances be refunded to the employee.

Employees' tax

- The employees' tax on an annual payment is basically determined by calculating the annual equivalent of the remuneration earned during the tax period by the employee and adding the annual payment to the result.
- The difference between the tax on the total result (annual equivalent plus annual payment) and the tax on the annual equivalent will result in the employees' tax deductible from the annual payment.

IRP5/IT3(a) details

- The total of all annual payments received during the tax year must reflect under code 3605 on the IRP5/IT3(a).

Example

- **The month in which the annual payment is paid / accrued:** A monthly paid employee (below 65) received a salary of R28 000 and a bonus of R14 800 in October.

Tax on R28 000 (salary) according to the monthly table			5 035
Annual equivalent of salary (R28 000 x 12)	336 000		
Add: bonus (annual payment)	14 800		
Total remuneration for October	350 800		
Tax on R350 800 (total remuneration) according to the annual tables		65 154	
Less: Tax on R336 000 (annual equivalent) according to the annual tables		60 504	
Tax on bonus (R14 800)		4 650	4 650
Employees' Tax deductible for October is			R9 685

- **Tax on annual payment spread over the tax year:** The same figures as in the previous example are used. The employee is for the full year in the employment of the employer. The tax on the bonus must be calculated at the beginning of the employee's tax period and then spread over the remainder of

the pay periods of the employee for the specific tax year.

- Production bonus paid in a following pay period:** A monthly paid employee (below 65) earns a production bonus in July but this bonus is only paid in the following pay period (August). The remuneration and Employees' Tax details are as follows:

Month	Salary	Production bonus	Employees' Tax
July	R28 000		5 035
August	R28 000	12 500	To be calculated
Tax on R40 500 (salary and production bonus for July) according to the monthly tables			9 240
Less: tax deducted for July according to the monthly tables			5 035
Tax on production bonus of R12 500 (paid in August)			4 205
Add: tax on salary (R28 000) for August according to the monthly table			5 035
Employees' Tax deductible for August			9 240

- Note:** If the production bonus was paid during the same pay period in which it was earned, it must be added to the salary and employees' tax must be determined according to the appropriate weekly, fortnightly or monthly table. This bonus relates to a specific period (period during which it was earned).
- Monthly production bonus paid to a weekly remunerated employee: A weekly paid employee (below 65) earns a monthly production bonus in May but this bonus is only paid in the following month (3rd week of June). May had 4 weeks. The remuneration and Employees' Tax details are as follows:

Month	Week		Production bonus	Employees' Tax
May	4	R13 287		3 629
June	1	R13 287		3 629
	2	R13 287		3 629
	3	R13 287	R1 200	To be calculated
	4	R13 287		0

Tax on R13 287 for 3 rd week's wage in June according to the weekly		R3 629	
Divide the production bonus by the weeks in which it was earned (R1 200 ÷ 4)		300	
Add: wage for 3 rd week in June		13 287	
Total remuneration for 3 rd week in June		13 587	
Tax on R13 587 according to the weekly tables		3 741	
Less: tax on R13 287 (weekly wage) according to the weekly tables		3 629	
Tax on production bonus for one week (R300)		112	
Multiply the tax on the bonus for one week with weeks in which it was earned (R112 x 4)		448	
Employees' Tax deductible for 3 rd week in June is		R4 077	

16 ALLOWANCES AND FRINGE BENEFITS

16.1 ALLOWANCES

- Reference to the Act** Remuneration definition in Paragraph 1 of the Fourth Schedule Section 8(1)
- Meaning**
- Certain amounts must be included in the employee's taxable income and these amounts are normally referred to as allowances.
- Types of allowances**
- The following type of allowances may be paid by an employer to an employee:
 - Travel allowance;
 - Subsistence allowance
 - Allowance to a holder of a public office; and/or
 - Other allowances received by virtue of the employee's office or duties (e.g. uniform allowance, etc.).
- Other references**
- Special provisions exist for travel, subsistence and public office allowances. Please refer to annexures attached to PAYE-GEN-01-G03 – Guide for Employers in respect of Allowances – External Guide for a detailed explanation in respect of these allowances.

16.2 FRINGE BENEFITS

- Reference to the Act** Remuneration definition in Paragraph 1 of the Fourth Schedule All paragraphs of the Seventh Schedule
- Fringe benefits**
- A taxable benefit is deemed to have been granted by the employer if, as a benefit or advantage of, or by virtue of such employment or as a reward for services rendered or to be rendered, the employee is granted one of the benefits described in Paragraph 2 of the Seventh Schedule, namely:
 - Acquisition of an asset at less than the actual value (money excluded);
 - Right of use of a motor vehicle;
 - Right of use of an asset (excluding a motor vehicle and residential accommodation);
 - Meals, refreshments or meal and refreshment vouchers
 - Residential accommodation;
 - Free or cheap services;
 - Low or interest free loans;
 - Subsidy in respect of loans (interest or capital repayments);
 - Payment of an employee's debt or the release of the employee from the obligation to pay a debt;
 - Medical fund contributions paid on behalf of an employee;
 - Medical costs (other than contributions) paid for the benefit of an employee;
 - Contributions to a benefit fund;
 - Payment to an insurer under an insurance policy; and/or;
 - Any benefit granted to the relative of employee and others.
- Other references**
- Special provisions exist for determining the amount which must be included in the taxable remuneration of an employee due to any of these benefits being granted to the employee. For more information refer to PAYE-GEN-01-G02 - Guide for Employers in respect of Fringe Benefits – External Guide which is available on the SARS website www.sars.gov.za.

17 EXEMPTIONS

17.1 UNIFORMS (SPECIAL UNIFORMS)

Reference to the Act Section 10(1)(nA)

Meaning

- Where it is condition of employment that employee is required whilst on duty to wear a special uniform which is clearly distinguishable from ordinary clothing, the value of such uniform given to employee or any allowance made by the employer to the employee in lieu of such uniform as is reasonable, is exempt from tax.

IRP5/IT3(a) details

- The value or allowance amount must reflect under code 3714 on the IRP5/IT3(a).

17.2 TRANSFER COSTS

Reference to the Act Section 10(1)(nB)

Meaning

- Any benefit received by an employee by reason of the fact that his/her employer has borne certain expenditure incurred in consequence of employee's relocation from one place of employment to another or on appointment of the employee or on termination of the employee's employment, will be exempt from tax.
- A transfer that does not necessitate a change of residence does not fall within the ambit of the exemption.
- Where the employer has borne the expenses (costs) set out below (whether the employer paid the creditors directly or reimburses the employee for costs paid), such benefit shall be exempt from employees' tax
 - The following expenses qualifies for exemption:
 - Transportation of employee, members of his/her household and their personal goods and possessions from his/her previous place of residence to his/her new place of residence;
 - Costs incurred by employee in respect of sale of his/her previous residence and in settling in permanent residential accommodation at his/her new place of residence;
 - Cost of renting temporary residential accommodation for employee and members of his/her household during a period which ends 183 days after his/her transfer took place or after his/her date of appointment.

Expenditure exempt from tax

- Items exempt from tax if employer reimburses employee for actual expenditure incurred are:
 - Bond registration and legal fees paid in respect of a new residence that has been purchased;
 - Transfer duty paid in respect of the new residence;
 - Cancellation fees paid for bond cancellation on previous residence; and
 - Agent's commission paid on sale of previous residence;
 - New school uniforms;
 - Replacement of curtains;
 - Motor vehicle registration fees;
 - Telephone, water and electricity connection.

Taxable benefit

- The following shall constitute a taxable benefit if payments are made by the employer and be subjected to the deduction of employees' tax:
 - Payments to reimburse the employee for loss on the sale of a previous residence during transfer; and / or
 - Architect's fees for the design or alteration of a new residence.

IRP5/IT3(a) details

- If expenditure is exempt from tax (e.g. reimbursement of actual expenses and settling-in costs) the amount must reflect under code 3714.

- In cases where expenditure is taxable, the amount must reflect under code 3713.

Example

- The employer transfers his employee from Pretoria to Cape Town.
- The employer has already paid for the transfer of the employee's personal goods and made arrangements for the employee and members of his household to stay in a hotel on the employer's account for the six months during which the employee's new house is being built.
- The employee claims the following expenses for which he was fully reimbursed by the employer:

No	Description	Amount
1	New school uniforms purchased	1 750.00
2	Curtains made for new residence	8 360.00
3	Motor vehicle registration fees	216.00
4	Telephone, water and electricity connections	1 015.00
5	Loss on the sale of the previous residence	12 000.00
6	Architect's fees for the design of the new residence	7 600.00
7	Bond registration and legal fees for the new residence	6 800.00
8	Transfer duty on new residence	25 000.00
9	Agent's fee on sale of previous residence	16 397.00
	TOTAL	R79 138.00

- The employer must deduct employees' tax from items 5 and 6 as they are not exempt from tax and the value of these two items must reflect under code 3713;
- All other items (except for items 5 and 6) are exempt from the deduction of employees' tax and their total value must reflect under code 3714.

17.3 SHARE SCHEMES

Reference to the Act Section 10(1)(nE)

Meaning

- An amount (including any taxable benefits) received by or accrued to an employee under a share incentive scheme operated for the benefit of employees which was derived upon:
 - Cancellation of a transaction under which the employee purchased the shares under the scheme;
 - Repurchase by the employee at a price not exceeding the selling price to him/her of the shares under the scheme.
 - Is exempt from tax if the employee does not receive or become entitled to receive any compensation or a consideration other than the repayment of any portion of the purchase price actually paid by him.
- This section in effect, exempts from tax the benefit that is commonly called the stop loss benefit that can accrue in terms of share incentive schemes.

Employees' tax

- Employees' tax must not be deducted from the exempted amount

IRP5/IT3(a) details

- The exempted amount must reflect under code 3714.

17.4 BURSARIES AND SCHOLARSHIPS

Reference to the Act	Section 10(1)(q)(ii)(aa) and (bb) Paragraph 2(h) of the Seventh Schedule
Meaning	<ul style="list-style-type: none">Any bursary or bona fide bursary or scholarship granted to enable or assist any person to study at a recognised educational or research institution may be exempt in terms of Section 10(1)(q).
Taxable benefit	<ul style="list-style-type: none">If the scholarship or bursary has been granted to the employee or to a relative of such employee, the exemption shall not apply if the following conditions are present:<ul style="list-style-type: none">In the case of a scholarship or bursary granted to the employee to enable or assist any such employee, unless the employee agrees to reimburse the employer for any scholarship or bursary granted to him/her if he/she fails to complete his/her studies for reasons other than death, ill-health or injury;In the case of a scholarship or bursary granted to enable or assist any such relative of an employee to study, if the remuneration proxy derived by the employee during the tax year exceeded R600,000; andTo so much of a bursary as in the case of such relative exceeded R20,000 during the year of assessment for:<ul style="list-style-type: none">Grade R to grade twelve as contemplated in the definition of 'school' in section 1 of the South African Schools Act, 1996 (Act No. 84 of 1996); orA qualification to which an NQF level from 1 up to and including 4 has been allocated in accordance with Chapter 2 of the National Qualifications Framework Act, 2008 (Act No. 67 of 2008); andR60,000 in respect of higher education (NQF level 5 up to 10).
Exempt from tax	<ul style="list-style-type: none">Expenditure in connection with internal or on-the-job training or courses presented by other institutions on behalf of the employer, does not represent a taxable benefit in the hands of the employees, provided that the training is job-related and ultimately for the employer's benefit.The following are examples of this type of training:<ul style="list-style-type: none">Computer and word processing courses;Management and administration courses;Bookkeeping courses;Sales courses;Courses in operating office and technical equipment; andLanguage courses for employees.To the extent that a bona fide bursary does not qualify for the exemption, it is taxable in the employee's hands.
Bursaries and study loans taxed as a fringe benefit	<ul style="list-style-type: none">The following is an indication of bursaries and study loans that will be taxed as a fringe benefit:<ul style="list-style-type: none">Low-interest or interest-free loans granted by the employer to further the employee's studies are not regarded as bursaries, but as low or interest-free loans upon which no value is placed;Where the employee is not required to repay the loan, he/she will have received a taxable benefit in terms of Paragraph 2(h) of the Seventh Schedule (payment of employee's debt or release employee from obligation to pay debt) and employees' tax must be deducted.<ul style="list-style-type: none">This taxable benefit is seen as an annual payment for PAYE purposes;Where an employer rewards an employee for obtaining a qualification, successful completion of a study course or reimburses the employee for study expenses, such reward or reimbursement of study expenses will represent, in the case of the reward, taxable remuneration and in the case of the reimbursement of study expenses, a taxable benefit in terms of Paragraph 2(h) of the Seventh Schedule (payment of employees debt or release employee from obligation to pay debt);Only the taxable portion of bursaries paid to an employee or a family member of an employee is subject to the deduction of employees' tax;Any bursary, which is granted subject to the condition of repayment, due to non-fulfilment of conditions stipulated in a written agreement, will be

treated as a bona fide bursary until such time as the non-compliance provisions of the agreement are invoked.

- In the tax year in which such provisions are invoked, the amount of the bursary will be regarded as a loan and any benefit which an employee may have received by way of an interest-free or low-interest loan will constitute a taxable benefit in terms of Paragraph 2(f) of the Seventh Schedule.

Employees' tax

- The taxable benefit of a bursary is regarded as an annual payment for PAYE purposes.

IRP5/IT3(a) details

- It is only the taxable portion of bursaries that must reflect under code 3809 / 3820.
- The non-taxable portion of bursaries must reflect under code 3815 / 3821.

Example

- An employer granted a bursary of R24,000 to each of the employee's two children for their basic education. The employee earns an annual salary of R390 000, a bonus of R18 000 and a housing subsidy of R8 000. The employer does not operate a bursary scheme that is open to the general public.
 - Although the employee's remuneration does not exceed R600,000 per annum, the bursaries are paid in consequence of services rendered by him.
 - The bursaries of R24,000 each exceed the exemption limit of R20,000 per relative, but only the taxable portion of R8 000 (R48,000 less R40,000) is subject to the deduction of employees' tax in the hands of the employee.
 - If the employee's remuneration, however, exceeds R600,000 per annum, the bursaries (R48,000) will be taxable in full.

Other references

- In addition to re-stating the statutory provisions, Interpretation Note 66 was issued. This interpretation note contains the interpretation of words and phrases (e.g. bona fide scholarship or bursary granted, tax implications and other forms of study assistance).

17.5 EMPLOYMENT INCOME EXEMPTIONS

Reference to the Act Section 10(1)(o)

Meaning

- For the purposes of counting these days, a person will still be regarded as being outside South Africa where the person is in transit through South Africa between two places outside South Africa and he/she does not formally enter South Africa through a port of entry or at any other place, in the case of a person authorised by the Minister of Home Affairs.
- This exemption does not apply in respect of any remuneration derived by the holder of any public office. Further, it is not applicable to any person in respect of services rendered or work or labour performed in terms of section 9(2)(h), that is who are employed in the national, provincial or local sphere of government, any constitutional institution, a public entity or a municipality entity.
- Where remuneration is received by or accrues to any employee during any year of assessment in respect of services in more than one year of assessment, the remuneration is deemed to have accrued evenly over the period that those services were rendered

Exemptions

- Exempts from tax any remuneration derived by an employee in respect of services rendered outside the Republic for an employer if such person was outside the Republic for :
 - A period or periods exceeding 183 full days in aggregate during any 12 month period; and
 - Continuous period exceeding 60 full days during that period; and those services were rendered during that period or periods.

- Officer or crew member of a ship**
- Remuneration derived by an officer or crew member of a ship engaged:
 - In the international transportation for reward of passengers or goods;
 - In the prospecting for, or the mining of, any minerals from the seabed outside the continental shelf of the Republic, where such officer or crew member is employed on board such ship solely for purposes of the passage of such ship as defined in the Marine Traffic Act;
 - Is exempt from tax if such person was outside the Republic for a period or periods exceeding 183 full days in aggregate during the year of assessment;
 - Where remuneration is received by or occurs to an officer or crew member of ship as mentioned above during any year of assessment in respect of services rendered by that employee in more than one year of assessment, the remuneration is deemed to have accrued evenly over the period that those services were rendered
 - The question of whether an employee will qualify for the exemption or not is a question of fact that can be answered once the requisite number of days has been met.
 - Directives are therefore not issued for such taxpayers.
 - Where the employer is satisfied that the employee will meet the necessary criteria for the exemption to be granted, the employer is at liberty not to deduct Employees' Tax provided that a copy of each page of the employee's passport and a copy of the relevant contract for the services to be rendered in a foreign country are kept.
 - Should it transpire that the employee does not qualify for the exemption; the employer will be held personally liable for any losses that SARS may suffer due to the non-deduction of the full amount of employees' tax.
- Other references**
- For more information refer to the applicable Interpretation Notes (numbers 16 and 34) on the SARS website www.sars.gov.za

17.6 EMPLOYER-PROVIDED LONG-TERM INSURANCE

Reference to the Act Paragraph 13(2)(bA) of the Seventh Schedule

Meaning

- Including Deferred Compensation Schemes)
- No value shall be placed on the value of any taxable benefit derived by reason of the fact that an employer has paid insurance premiums indemnifying an employee solely against claims arising from negligent acts or omissions on the part of the employee in rendering services to the employer.

Other references

- For more information refer to the applicable Interpretation Note on the SARS website www.sars.gov.za.

18 REFERENCES

18.1 LEGISLATION

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	Income Tax Act No. 58 of 1962 Second Schedule, Fourth Schedule, Seventh Schedule, Interpretation Notes Skills Development Levies Act No. 9 of 1999 Unemployment Insurance Contributions Act No.4 of 2002 Tax Administration Act No. 28 of 2011 The Employment Tax Incentive Act No. 26 of 2013
Other Legislation:	Companies Act No. 71 of 2008 Skills Development Act No. 97 of 1998 Medical Schemes Act No. 131 of 1998 Public Finance Management Act No.1 of 1999

18.2 CROSS REFERENCES

DOCUMENT #	DOCUMENT TITLE
PAYE-AE-06-G06	Guide for Codes Applicable to Employees Tax Certificates
PAYE-AE-06-G08	Guide for Completion and Submission of Employees Tax Certificates
PAYE-GEN-01-G01	Guide for Employers in respect of Tax Deduction Tables
PAYE-GEN-01-G01-A01	Weekly Tax Deduction Tables
PAYE-GEN-01-G01-A02	Fortnightly Tax Deduction Tables
PAYE-GEN-01-G01-A03	Monthly Tax Deduction Tables
PAYE-GEN-01-G01-A04	Annual Tax Deduction Tables
PAYE-GEN-01-G01-A05	Other Employment Tax Deduction Tables
PAYE-GEN-01-G02	Guide for Employers in respect of Fringe Benefits
PAYE-GEN-01-G03	Guide for Employers in respect of Allowances
PAYE-GEN-01-G03-A01	Rate per kilometre schedule
PAYE-GEN-01-G03-A02	Subsistence allowance in respect of foreign travel
PAYE-GEN-01-G05	Guide for Employers in respect of Employment Tax Incentive
SDL-GEN-01-G01	Guide for employers in respect of SDL
UIF-GEN-01-G01	Guide for employers in respect of UIF

19 DEFINITIONS AND ACRONYMS

Alternate period	A period, whether of 12 months or not, commencing on day following last day of preceding alternate period in relation to employer and ending on a date falling not more than 14 days before or after last day of February, or such greater number of days as Commissioner, having regard to circumstances of the case, may allow.
Annual equivalent	An amount equal to the sum of net remuneration multiplied by ratio which a full year bears to the period in respect of which such net remuneration is payable.
Annual payment	An amount of net remuneration that is, in accordance with the employee's conditions of service or the employer's practice, paid in a lump sum to the employee or it is an amount that is calculated without reference to a period.
Associated person (in relation to an employer) for ETI purposes only	Where the employer is a company, it means that any other company which is associated with that employer by reason of the fact that both companies are managed or controlled directly or indirectly by substantially the same persons; or Where employer is not a company, it means that any company which is managed or controlled directly or indirectly by employer or by any partnership of which the employer is a member
Backdated salary	Salary, wage or similar remuneration (excluding a bonus) payable by the employer to an employee.
Balance of remuneration	Any amount of remuneration after deducting the allowable deductions for employees' tax purposes.
Broad-based employee share plan	A plan in terms of which: Equity shares in that employer, or in a company that is an associated institution

	<p>in relation to the employer, are acquired by employees from that employer, for consideration which does not exceed the minimum consideration required by the Companies Act, 1973;</p> <p>Employees who participate in any other equity scheme of the employer or of a company that is an associated institution in relation to the employer, are not entitled to participate and where at least 80% of all other employees who are employed by the employer on a permanent basis on the date of grant are entitled to participate;</p> <p>The employees who acquire the equity shares are entitled to all dividends and full voting rights in relation to those equity shares; and</p> <p>No restriction have been imposed in respect of the disposal of the equity shares, other than a:</p> <p>Restriction imposed by legislation;</p> <p>Right of any person to acquire those equity shares from the employee or former employee who acquired the equity share:</p> <p>in the case where the employee or former employee is or was guilty of misconduct or poor performance, at the lower of market value on the date of the grant or acquisition by that employer; or</p> <p>in any other case, at market value on date of acquisition by that person; or</p> <p>Restriction in terms of which the person who acquired the equity shares may not dispose of the equity shares for a period which may not extend beyond five years from the date of grant.</p>
CCMA	The Commission for Conciliation, Mediation and Arbitration.
Commissioner	The Commissioner for the South African Revenue Service.
Employee	<p>For employees' tax and SDL purposes:</p> <p>Natural person who receives remuneration or to whom remuneration accrues;</p> <p>Person (including a company) who receives remuneration or to whom remuneration accrues by reason of services rendered by such person to or on behalf of a labour broker;</p> <p>Labour broker;</p> <p>Person or class or category of persons whom the Minister of Finance by notice in the Government Gazette declares to be an employee;</p> <p>Personal service provider;</p> <p>Director of a private company.</p> <p>For UIF purposes</p> <p>Any natural person who receives any remuneration or to whom remuneration accrues in respect of services rendered or to be rendered by that person but excluding an independent contractor</p> <p>For taxable benefit purposes</p> <p>Any person who receives remuneration or to whom remuneration accrues and includes any director of a company but excludes persons who retired before 1 March 1992 except for purposes of the provisions which deal with the payment of an employee's debt or the release of an employee from an obligation to pay a debt.</p>
Employees' tax	An amount of tax that an employer must deduct from all regular or periodic payments (remuneration), paid or which becomes payable to an employee
Employer	<p>Any person who pays or is liable to pay a person an amount by way of remuneration including a person responsible for the payment of an amount by way of remuneration to a person under the provisions of a law or out of public funds or out of funds voted by parliament or Provincial Council.</p> <p>This definition excludes any person not acting as a principal but includes any person acting in a fiduciary capacity or in his/her capacity as a trustee in an insolvent estate, an executor or an administrator of a benefit fund, pension fund, pension preservation fund, provident fund, provident preservation fund, retirement annuity fund or any other fund.</p>
Equity instrument	<p>Means a share or a member's interest in a company, including:</p> <p>An option to acquire such a share, part of a share or member's interest;</p> <p>Any financial instrument that is convertible to a share or member's interest;</p> <p>Any contractual right or obligation the value of which is determined directly or indirectly with reference to a share or member's interest.</p>
ETI Act	Employment Tax Incentive Act No. 26 of 2013

Fourth Schedule	The Fourth Schedule to the Income Tax Act No 58 of 1962
Holder of a public office	The President, Deputy President, Minister, Deputy Minister, member of National Assembly, permanent delegate to National Council of Provinces, Premier, Executive Council member, member of provincial legislature; Municipal council member, traditional leader, member of provincial House of Traditional Leaders or member of Council of Traditional Leaders; Person occupying office of President, chairman or chief executive officer of any non-profit organisation, shown to satisfaction of Commissioner to be organised on a national or regional basis to represent persons with a common interest and funds of which are derived wholly or mainly from subscriptions from members or donations from general public.
Labour broker	Any natural person who conducts or carries on any business whereby such person for reward provides a client of such business with other persons (or procures other persons) to render a service or to perform work for the client, for which services or work of such other persons are remunerated by such person.
Market value	In relation to an equity instrument: Of a private company or company that would be regarded as a private company if incorporated under Companies Act of 1973, means an amount determined as its value in terms of a method of valuation: Prescribed in rules relating to acquisition and disposal of that equity instrument; Which is regarded as a proxy for the market value of that equity instrument for the purposes of those rules; and Used consistently to determine both consideration for the acquisition of that equity instrument and price of the equity instrument repurchased from employee after it has vested in that employee; or Of any other company, means price which could be obtained upon sale of that equity instrument between willing buyer and willing seller dealing freely at arm's length in open market and, in cases of restricted equity instrument, had restriction to which that equity instrument is subject not existed. In relation to equity share: Price obtainable upon sale of that equity share between willing buyer and willing seller dealing freely at arm's length in open market and without having regard to any restrictions imposed in respect of that equity share.
Marketable security	Any security, stock, debenture, share, option or other interest capable of being sold in a share-market or exchange or otherwise.
Month	In relation to an employer for taxable benefit purposes means any twelve portions into which any calendar year is divided.
Net remuneration	The balance of remuneration, excluding the following: Special remuneration paid/payable to any mine worker as contemplated in section 5(9); (b) Remuneration received by an employee who incurred deductible expenses in the production of income (the quantum of expenses can only be determine on assessment); Remuneration which is under the provisions of section 7(2) deemed to be income that accrued to the spouse of the employee; (f) Remuneration not derived from standard employment; or by way of an annuity provided or payable by a pension fund, pension preservation fund, provident fund, provident preservation fund or benefit fund; (g) Remuneration paid/payable to director of company/member of close corporation; (h) Travel allowance which is subject to Employees' Tax (80% portion); (h) An allowance granted to the holder of any public office, which is subject to employees' tax (50% portion); (i) Remuneration derived by an employee in respect of which such employee is entitled to set off an assessed loss under Section 20(1); and (j) Any retirement fund lump sum benefit or retirement fund lump sum withdrawal benefit.
PAYE	Pay-As-You-Earn (employees' tax)
Prescribed rate	In relation to any interest payable, means such rate as the Minister may from time to time fix by notice in Gazette in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (no. 1 of 1999): Provided that where Minister fixes a new rate in terms of that Act, that new rate will apply from first day of second month following the date on which that new rate came into operation.

Qualifying equity share	An equity share acquired in a tax year in terms of a broad-based employee share plan, where the market value of all equity shares, which were acquired by that employee in terms of that plan in that year and the two immediately preceding tax years does not in aggregate exceed R50,000.
Remuneration for Employees' tax purposes	<p>Defined as any amount of income which is paid or is payable to any person by way of any salary, leave pay, wage, overtime pay, bonus, gratuity, commission, fee, emolument, pension, superannuation allowance, retiring allowance or stipend, whether in cash or otherwise and whether or not in respect of services rendered, including:</p> <p>Restraint of trade payments;</p> <p>Amount, including a voluntary award, received or accrued in commutation of amounts due in terms of a contract of employment or service;</p> <p>Amount received or accrued in respect of relinquishment, termination, loss, repudiation, cancellation or variation of office, employment or appointment;</p> <p>Allowance or advance paid to employee in respect of accommodation, meals or other incidental costs while employee is by reason of duties of his/her office obliged to spend at least one night away from his/her usual place of residence in Republic is deemed to become payable to employee in the following month in respect of services rendered.</p> <p>This deeming provision applies where such an allowance or advance was paid to employee during any month in respect of a night away from his/her usual place of residence and employee has not by the last day of the following month either spent the night away from his/her usual place of residence or refunded that allowance or advance to the employer;</p> <p>50 percent of amount of any allowance referred to in section 8(1)(d) granted to holder of a public office contemplated in section 8(1)(e), 80 percent of the amount of any allowance or advance in respect of transport expenses referred to in section 8(1)(b), other than any such allowance or advance contemplated in section 8(1)(b)(iii) which is based on the actual distance travelled by the recipient, and which is calculated at a rate per kilometre which does not exceed the appropriate rate per kilometre fixed by the Minister of Finance under section 8(1)(b)(iii), provided that where the employer is satisfied that at least 80 percent of the use of the motor vehicle for a year of assessment will be for business purposes, then only 20 percent of the amount of such allowance or advance must be included;</p> <p>80 percent of the amount of the taxable benefit as determined in terms of paragraph 7 of the Seventh Schedule, provided that where the employer is satisfied that at least 80 percent of the use of the motor vehicle for a year of assessment will be for business purposes, then only 20 percent of such amount must be included;</p> <p>Any gain determined in terms of section 8B, which must be included in that person's income under that section;</p> <p>Any amount determined in terms of section 8C which is required to be included in the income of that person;</p> <p>Any amount deemed to be income accrued to that person in terms of section 7(11).</p> <p>Fringe benefits received in terms of the Seventh Schedule to the IT Act;</p> <p>A gratuity received by or accrued to person from his/her employer because such person obtained a university degree, diploma or has been successful in an examination;</p> <p>but not including:</p> <p>Amounts paid to common law independent contractors, but excluding amounts paid to common law independent contractors who do not employ three or more qualifying employees and are required to render services mainly at premises of client and are subject to control or supervision of any person of manner in which their duties are performed or to hours of work.</p> <p>exclusion does not apply to any:</p> <p>Person who receives any remuneration or to whom any remuneration accrues by reason of any services rendered by such person to or on behalf of a labour broker;</p> <p>Labour broker;</p> <p>Personal service provider; or</p>

	<p>Person who is not ordinarily resident in South Africa, any:</p> <p>Pension or additional pension under the Social Assistance Act.</p> <p>Disability grant or additional or supplementary allowance under the Social Assistance Act.</p> <p>Grant or contribution under provisions of Section 89 of Children's Act.</p> <p>Amounts paid to employee, wholly in reimbursement of expenditures and actually incurred by employee in course of employment.</p> <p>Annuity in terms of an order of divorce or decree of judicial separation or agreement of separation.</p>
Remuneration for SDL proposes	<p>Defined as remuneration for Employees' Tax purposes (means after taking the allowable deductions into account which employer may have deducted for purposes of calculating employees tax, including remuneration of employees who earn less than tax threshold), but does not include the following:</p> <p>Amount paid or payable to any labour broker or any person declared by the Minister of Finance by notice in the Government Gazette as an employee to whom a certificate of exemption has been issued by SARS;</p> <p>Amount paid or payable to any person by way of pension, superannuation allowance or retiring allowance;</p> <p>Amount contemplated in paragraphs (a), (d), (e) or (eA) of the definition of gross income in Section 1 of the Income Tax Act:</p> <p>By way of annuity [par (a)];</p> <p>Any amount, including a voluntary award received or accrued in respect of relinquishment, termination, loss, repudiation, cancellation or variation of any office, employment or of any appointment [par (d)];</p> <p>Retirement fund lump sum benefit or retirement fund lump sum withdrawal benefit [par (e)]; or</p> <p>Lump sum benefits from pension fund (on retirement a portion of benefit has to be taken in form of annuity, etc.) [par (eA)]; and</p> <p>An amount payable to a learner in terms of a contract of employment contemplated in Section 18(3) of the Skills Development Act.</p>
Remuneration for UIF contribution proposes	<p>Defined as remuneration for employees' tax purposes (before taking allowable deductions into account which employer may have deducted for purposes of calculating employees' tax),</p> <p>But does not include any amount paid or payable to an employee:</p> <p>By way of pension, superannuation allowance or retiring allowance;</p> <p>That constitutes an amount contemplated in Paragraphs (a), (cA), (d), (e) or (eA) of the definition of gross income in Section 1 of the Income Tax Act;</p> <p>By way of commission.</p>
Remuneration proxy	<p>Remuneration as defined in paragraph 1 of the Fourth schedule (excluding the value of the taxable benefit derived from occupation of residential accommodation in terms of subparagraph (3) of paragraph 9 of Seventh Schedule) in respect of the previous year of assessment;</p> <p>If the previous year's remuneration is less than the 365 days, the remuneration needs to be grossed up to 365 days;</p> <p>If the employee was not employed in the previous year, the first month's remuneration needs to be grossed up to 365 days.</p>
Representative employer	<p>Representative employer contemplated in the 4th Schedule means:</p> <p>Company</p> <p>Public officer of that company, or, in event of such company being placed in liquidation/under judicial management, the liquidator or judicial manager, as the case may be;</p> <p>Any municipality or any body-corporate/unincorporated (other than a company or partnership)</p> <p>Any manager, secretary, officer or other person responsible for paying remuneration on behalf of such municipality or body;</p> <p>Person under legal disability</p> <p>Any guardian, curator, administrator or other person having management or control of the person's affairs; or</p> <p>Any employer who is not resident in the Republic</p> <p>Any agent of such employer having authority to pay remuneration.</p> <p>The representative employer is not relieved from any liability, responsibility or duty of the employer and is therefore, subject to same duties, responsibilities and liabilities as the employer.</p>

SARS	The South African Revenue Service.
SDL	Skills Development Levy
SETA	Sector Education and Training Authority
Seventh Schedule	The Seventh Schedule to the Income Tax Act No 58 of 1962
SEZ	<p>Special Economic Zone designated by Minister of Trade and Industry pursuant to an Act of Parliament (currently Special Economic Zones Act, 2014 (Act No.16 of 2014) will be designated areas that:</p> <p>Promote targeted economic activities, supported through special arrangements and support systems including incentives, business support services, streamlined approval processes and infrastructure.</p> <p>The tax incentives for these zones will be authorised by the Minister of Finance, after consultation with the Minister of Trade and Industry.</p> <p>Note that the Minister of Finance has not as yet designated any SEZ for purposes of ETI.</p> <p>This means that the employers who are currently operating in a SEZ can only claim for employees who are 18 to 29 years.</p>
SIC	Standard Industrial Classification
TA Act	Tax Administration Act No.28 of 2011
Tax period	<p>The period in respect of which the amount of tax payable must be determined under the relevant tax Act.</p> <p>In relation to employer</p> <p>As a period of 12 months ending on last day of February of relevant tax year or</p> <p>At the option of the employer, an alternate period, in respect of which remuneration is paid or has become due.</p> <p>In relation to employee</p> <p>A tax year (1 March to 28/29 February of the next year) or any unbroken period during the tax year, during which:</p> <p>Employee was employed by one employer in Republic in standard employment; or</p> <p>Any annuity was paid or became payable to him/her by one employer;</p> <p>Such period as the Commissioner considers appropriate in the circumstances ,</p> <p>Where the Commissioner has in relation to the employment of any employee, issued a ruling to the employer.</p>
Taxable benefit	<p>Voluntary or otherwise benefit contemplated in Seventh Schedule, but excluding any:</p> <ul style="list-style-type: none"> • benefit, the amount or value of which is specifically exempt from normal tax in terms of Section 10; • benefit provided by a benefit fund in respect of medical, dental and similar services, hospital services, nursing services and medicines; • lump sum benefit payable by a benefit, pension, pension preservation fund, provident fund or provident preservation fund, as defined in the Act; • benefit or privilege received by or accrued to a person contemplated in section 9(2)(g) or (h) stationed outside the Republic which is attributable to the person's services rendered outside the Republic; or • death benefit.
UIC Act	The Unemployment Insurance Contributions Act
UIF	Unemployment Insurance Fund
Unrestricted equity instrument	An equity instrument which is not a restricted equity instrument. The share is freely disposable upon acquisition.
Variable remuneration	As defined per section 7B of the Income Tax Act means overtime pay, bonus or commission contemplated in the definition of "remuneration" in paragraph 1 of the Fourth Schedule.
Year of assessment	The year of assessment for taxpayers covers a period of 12 months. For individuals and trusts, the commencement date of the year of assessment starts on 1 March and ends on the 28/29 February each year. For Companies and Close Corporations the year of assessment is the applicable financial year.

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.

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