HOW TO SUBMIT YOUR
TAX RETURN

SA Tax Prac
Professional. Efficient. Affordable.

Some general information you need to know before you get started:

- Tax season in South Africa is normally between July and October/November.
- The Tax Return Form is called ITR12.
- Your Employer must supply you with an IRP5 which will correspond with your return details.
- You need to submit a tax return if you have been employed from March (year 1) to February (year 2).
- You need to register for E-filing **(visit sars.gov.za to register)**

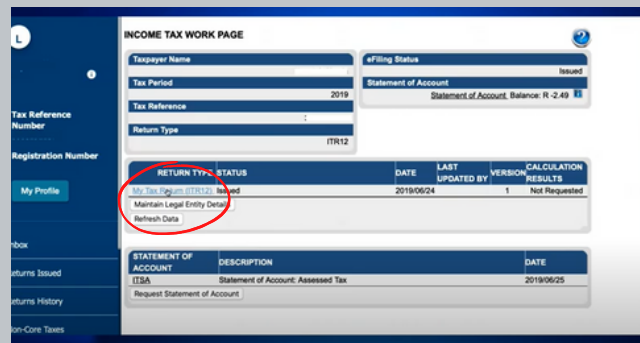*IF ALL OF THIS IS IN ORDER YOU ARE READY TO SUBMIT YOUR RETURN*

Step 1:

- Log into your E-Filing.
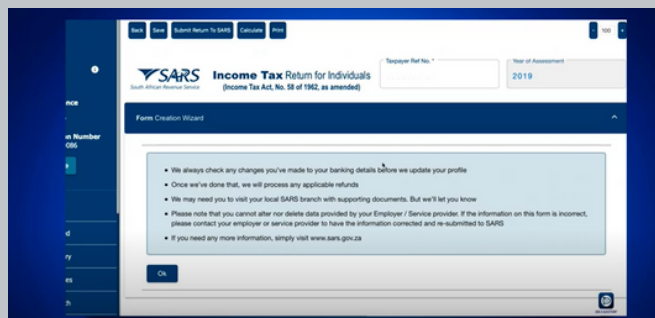- You will be on your portifolio dashboard.
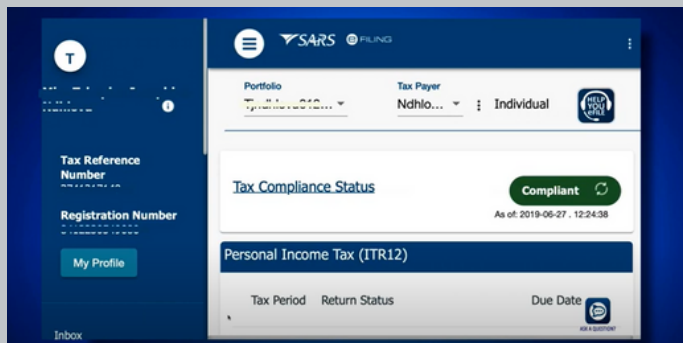
Step 2:

- Click on the relevant year of your return.
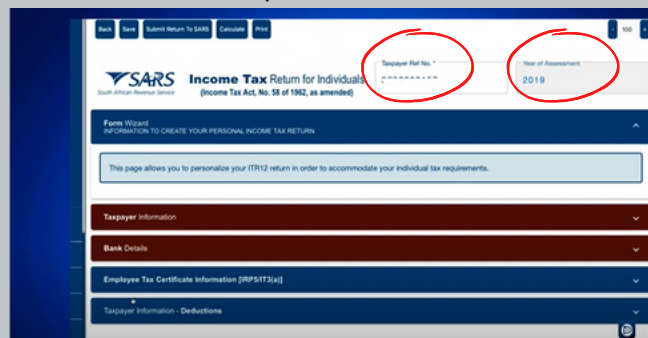- You will see it issued under ITR12.

Step 3:

- Read through all the prompts.
- Make sure all **your** details are **correct**.
- Make sure your **employer** details are **correct.**

Step 4:

- Check that the **tax reference number** is correct.
- Check that the **year of assesment** is correct.
- Answer the questions in the form.

STEP 5 CONTINUES ON THE NEXT PAGE:

Step 5:

- If a section is **RED** you need to provide information.
- If a section is BLUE all the information have been provided.
- Some sections will **already be filled in**. **(DOUBLE CHECK THE INFO)**

Already filled in sections

Step 6:

- The **DEDUCTION SECTION** is **VERY IMPORTAN**T (Make sure all info provided is correct).
- If all sections are **BLUE** you have provided all the relevant info.

Step 7:

- Before you submit you can click the **CALCULATE BUTTON**.
- This will create a **TAX CALCULATION** result for you. (think of it like an auto-generating calculator, like if you apply for a loan online and get an estimate)

Step 8:

- If you are **satisfied** with your result, you can click **SUBMIT**.
- If you are **not satisfied** with it, and would like to work on it at a later time, or have an **accountan**t work on it for you, you can click **SAVE**.
- NB!! Clicking **SAVE** is not **SUBMITTING**.

Step 9:

- After you submit your return, you will be able to see your **ASSESMENT.**
- You can view this **ASSESMENT** by clicking on **ITA34**.
- Here you will be able to see if you have been selected for **AUDIT** or **VERIFICATION**.

IF YOU NEED A PROFESSIONAL ACCOUNTANT TO HELP YOU WE ARE AVAILABLE: JUST CLICK THE LINK: **sataxprac.co.za**