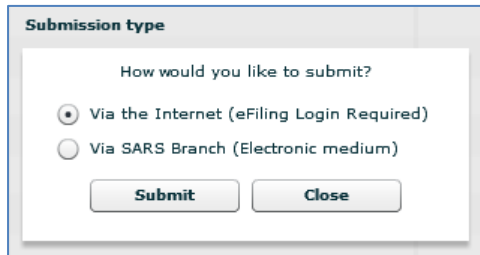


## SARS e@syFile Submission Types

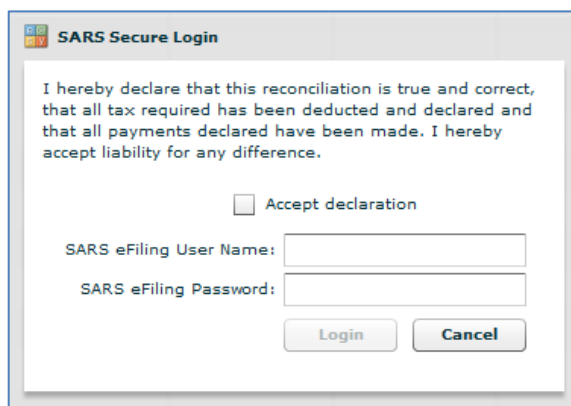
There are two ways to submit your results to SARS:



A dialog box titled "Submission type" with the question "How would you like to submit?". It contains two radio button options: "Via the Internet (eFiling Login Required)" which is selected, and "Via SARS Branch (Electronic medium)". At the bottom are "Submit" and "Close" buttons.

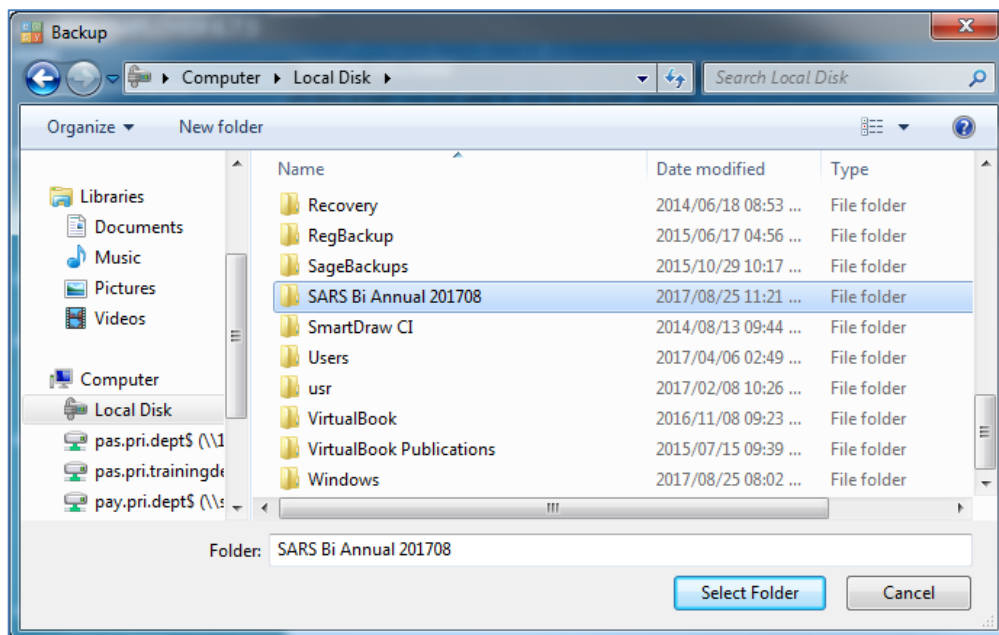
### Submitting via eFiling:

1. When submitting via eFiling the following screen will be displayed:

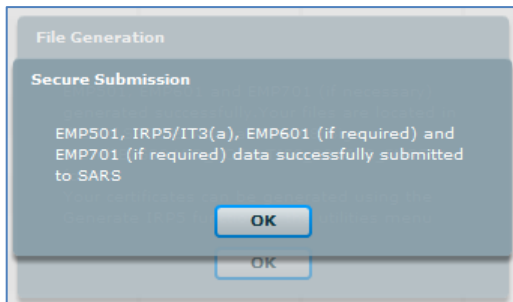


A dialog box titled "SARS Secure Login". It contains a declaration text: "I hereby declare that this reconciliation is true and correct, that all tax required has been deducted and declared and that all payments declared have been made. I hereby accept liability for any difference." Below this is an unchecked checkbox labeled "Accept declaration". There are two text input fields: "SARS eFiling User Name:" and "SARS eFiling Password:". At the bottom are "Login" and "Cancel" buttons.

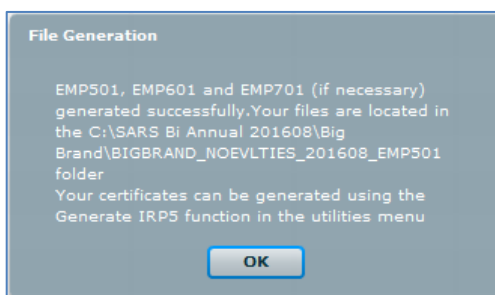
2. Enter your eFiling login details and click on the **Login** button.
3. The following screen is displayed:



4. Select a location that you would like to save your EMP501 PDF copy to. Once it is saved the following screen will be displayed:



5. Click on the **OK** button.
6. The following screen will be displayed:



7. Click on the **OK** button.

#### **Submitting via electronic medium:**

When submitting via electronic medium e@syFile will prompt you to select a directory where the electronic submission file must be created.

This directory will contain PDF copies of the tax certificates, the EMP501 return in PDF format as well as the encrypted PAYE submissions file.

Print and sign the EMP501 return and write the encrypted electronic submissions file to CD. Deliver the CD and signed copy of your EMP501 Return to your local SARS branch.

#### **Online channels available to you**

Depending on the number of employees you have, you can use one of the following three options to submit your reconciliation declaration using the electronic channels:

- **eFiling (available to employers with less than 20 employees)**  
Employers with less than 20 employees can submit their reconciliation submission via SARS eFiling. Once registered, log on to your eFiling profile. Click on **Returns** on the menu bar. Simply follow the four steps to reconcile and submit your reconciliation submission.

- **e@syFile online (available to employers with any number of employees)**  
Employers with more than 20 employees are advised to use e@syFile. There is no limit to the number of IRP5/IT3(a)s that can be submitted via this channel. e@syFile was designed to help taxpayers manage working with SARS quickly, easily and conveniently. The software can be downloaded and the importing of tax certificates and the capturing of the EMP501s can be done offline. You only go online when you are ready to submit to SARS.
- **e@syFile on disc (available to employers with any number of employees)**  
Alternatively use the software to prepare a disc, and submit your declaration at a SARS branch. Include signed copies of the EMP501, and, where applicable, an EMP601 and EMP701.

[www.sageone.co.za](http://www.sageone.co.za)

Sage Payroll **Sales** | E: [sales@payroll.sageone.co.za](mailto:sales@payroll.sageone.co.za)  
Sage Payroll **Support** | E: [support@payroll.sageone.co.za](mailto:support@payroll.sageone.co.za)  
Sage Payroll **Training** | E: [training@payroll.sageone.co.za](mailto:training@payroll.sageone.co.za)