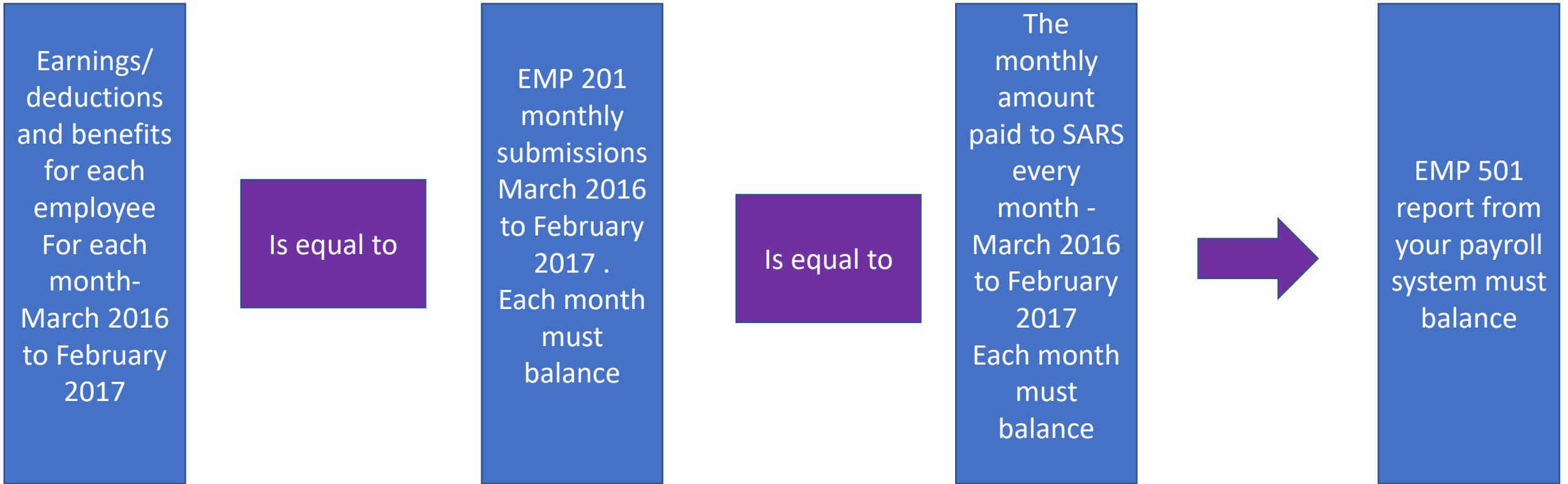


**PAYMASTER**  
PeopleSolutions



**Annual payroll reconciliation. Information for employers and employees.**

# Step one - The balancing act



Open for submissions	18 April 2017
Closing for submissions	31 May 2017

# Step 2 Annual reconciliation 101



## Complete your reconciliation and make sure it balances

Run the reports from payroll to create EMP 501 file

Check that it balances to your manual reconciliation

Upload into the SARS e file portal

Validate the upload

Inform employees that they can look at doing their submission when SARS announces the dates

## SARS pre populates the return with information from the submission

Employees then log into E filing and adds any additional information

Submits to SARS

Get money back or pay in



## TAXTIM

Let Tim help you understand your tax return by answering his simple, plain language questions (no jargon!) one-by-one. Avoid penalties and maximize your chances of getting a refund.

## Step 3 What you need to do.



Paymaster does your E filing for you

- Paymaster will submit all this on your behalf.

You use Paymaster but do the filing yourself

- You need to provide us with the payments made so we can balance the EMP501.(talk to your Administrator)

Use Paymaster but want to submit EMP 501 yourself

- Please go to the help page for detailed instructions

Don't use Paymaster but want help

Talk to us and we will gladly give you a quote. ( we work off all payroll systems) [Click here](#)

# Step 4 What your employees need to do

1



**SARS will pre populate the return using the figures from the company's submission**

Available June 2017

2



**Employee logs in to E filing and completes his return**

June to July 2017

3



**Make sure you claim for everything you can claim for**

4



## We can help

TaxTim will ask you simple questions online about your incomes and expenses. Tax Tim then uses your answers to complete your tax return instantly and professionally while making sure that you are claiming for all the deductions applicable to you and that your return meets SARS compliance regulations. [Click here for information](#)