
Tax Season 2012

Everything you need to know,
to be good at tax.

early honestly



Tax Season is Open



It's now time to complete and submit your **Income Tax Return [ITR12]** to **SARS**. By doing so early and honestly you will be joining the vast majority of taxpayers who make an invaluable contribution to the development of our country. Every taxpayer who meets their tax obligations and responsibilities strengthens the culture of tax compliance, making it easier for SARS to focus its resources where they are really needed – on those citizens who refuse to pay their fair share of tax and who go to great lengths to avoid and evade paying what is rightly due from them.

From our side we are doing everything we can to assist you file your return quickly and easily. **We want to make you good at tax!** This quick guide is a good starting point in understanding the tax filing process and what is required of you. It is filled with all the information you will need to help you through **Tax Season 2012** in the easiest and most convenient way for you.

Who should submit an Income Tax Return [ITR12]?

Not sure whether you should submit an Income Tax Return (ITR12)?

If you fall into any of the following categories, you should submit a tax return:



If you are under 65 years of age and received an income of more than R59 750 from one or more sources or received more than R120 000 from a single source of employment, during the year of assessment 1 March 2011 to 29 February 2012



If you are between 65 and 75 years of age and received an income of more than R93 150 from one or more sources or received more than R120 000 from a single source of employment, during the year of assessment 1 March 2011 to 29 February 2012



If you are over 75 years of age and received more than R104 261 from one or more sources or received more than R120 000 from a single source of employment, during the year of assessment 1 March 2011 to 29 February 2012

If you:

- Conducted any trade* in South Africa
- Received an allowance such as a travel, subsistence or Office Bearer Allowance. Check Section 8(1)(a) of the Income Tax Act if unsure
- Hold any funds or assets outside South Africa that have a value of more than R50 000
- Have a local Capital Gain/Loss exceeding R20 000
- Received any income or Capital Gain in a foreign currency
- Held any rights in a Controlled Foreign Company
- Received an Income Tax Return or you were requested to submit an Income Tax Return for the year in question

*The term "trade" is summarised as, including every profession, trade, business, calling, occupation or venture, including the letting of any property, but excluding any employment income.

Deadlines



The deadline for all taxpayers who submit their tax return manually, by posting it or dropping it off in a SARS drop box, is 28 September 2012.



The deadline for all taxpayers who submit their returns electronically at a SARS branch is 23 November 2012.



Non-provisional taxpayers who submit their returns via eFiling have until 23 November 2012.



Provisional taxpayers who submit their returns via eFiling have until 31 January 2013.

How to submit your Income Tax Return [ITR12]



There are various ways in which you can complete and submit your return.

This Tax Season you can be good at tax by choosing the option that suits you best:

- eFiling: The most convenient and quickest way to do it
- Filing electronically at a branch where our friendly staff will help you
- Completing your return in writing and posting it to us or dropping it off in a SARS drop box



eFiling



Register at sarsefiling.co.za if you haven't already done so! Join the over 2.3 million people who already enjoy the speed, convenience and ease of SARS eFiling. If you are already registered for eFiling, simply login with your eFiling username and password.



Once you have successfully registered or logged on, you will find your Income Tax Return (ITR12) already populated with your personal information if your employer has provided us with your IRP5 information! If not, you can try again at a later date by clicking on the "Refresh IRP5 Data" button.



You can then complete a questionnaire on the first page of the ITR12, which will create all the fields you need to complete in your return.



The second page is for your personal details and you should check the pre-populated information and make changes where necessary. Make sure that you complete or verify all mandatory and relevant fields. One of these is the field for banking details. SARS cannot pay a refund (if applicable) if we have incorrect banking details.



The third page has information about your salary and tax deductions.



Next, you have to declare your investment income. If you made any local or foreign taxable gains or losses, fill in the taxable capital gains you made. Declare any other income you earned. If you earned business or professional income or even rental income, you need to fill in the "Local business, trade and professional income" section.



Record your annual medical expenses if you paid your own medical scheme contributions from your bank account and/or any other medical expenses that you did not recover from a medical scheme. Declare your retirement annuity and income protection payments. Claim your work-related travel expenses against your travel allowance.



Once you have completed your tax return, click "Save online" and then use our online tax calculator to get an indication of your assessment.



When you're ready to submit the return to SARS, just click on the "File" button. If something is incorrect or incomplete, eFiling will prompt you to correct it. An eFiling step-by-step guide to your ITR12 is available on the SARS website www.sars.gov.za to assist you with the completion and submission of your tax return.



You will receive your ITA34 Notice of Assessment within 48 hours on your eFiling profile assuming your return was completed correctly and honestly. The notice will indicate what you owe SARS or what SARS owes you by way of a refund.



Filing electronically at a SARS branch

Our friendly staff at SARS branches are ready to assist taxpayers who prefer to file their returns at their nearest SARS branch. Just bring the following supporting documents with you and we will do it all for you:

- Your original ID or passport, plus a certified copy or, in the absence of an ID/passport, an affidavit together with a temporary ID/passport
- Original bank statement with bank stamp that is not older than three months
- Original proof of residential address not older than three months with your name and residential address (e.g., municipal account)
- Medical aid certificates and receipts/retirement annuity certificates
- Your IRP5/IT3(a) certificate(s), which you will receive from your employer
- Travel logbook (if you receive a travel allowance)
- Tax certificates that you received in respect of investment income IT3(b)
- Completed confirmation of diagnosis of disability (ITR-DD) (if applicable)
- Information relating to capital gain transactions (if applicable)
- The approved Voluntary Disclosure Programme (VDP) Agreement between yourself and SARS for years prior to 17 February 2010 (where applicable)
- Financial statements (if applicable, e.g., business income)
- Any other documentation relating to income you received or deductions you want to claim

Any changes to banking details will be verified before updating your banking profile. Any refunds due to you (if applicable) will be processed only after your banking details are verified.

Further information on the process to provide banking details is available on the SARS website sars.gov.za.



Post or SARS branch drop box

If you choose manual submission (completing your tax return in writing) then you need to call the SARS Contact Centre on **0800 00 SARS [7277]** or visit a SARS branch and order your **Income Tax Return (ITR12)**. It will then be posted to you.

Coming soon...

New ways to be good at tax.



Help-You-eFile

eFiling, the free, simple and secure way of interacting online with SARS, will become even easier to use with the introduction of Help-You-eFile. So if you are not an eFiler, this is another reason to register for eFiling.

No more waiting in queues, finding parking or worrying about office hours to get help and advice from our staff. Help-You-eFile gives you access to our agents while you are online! So, why not do the smart thing this tax season and register for eFiling?

Help-You-eFile will make completing your individual Income Tax Return (ITR12) easier as it will allow one of our specially trained agents to guide you while you are working in your eFiling profile. You "share" your Internet browser screen with our agent who will then talk you through the process, helping you address any difficulties you experience in completing your return.



MobiSite

Filing your individual Income Tax Return via our mobisite will soon be an option for people on the go, who prefer to access the Internet on their mobile phones. All you will need is a mobile phone that can browse the Internet as you will have to be connected to the Internet. When you go to www.sarsefiling.co.za your mobile phone will be recognised and you will automatically be routed to our mobisite.



eFilingApp

Soon those taxpayers who are really hooked on their mobile phones will also be able to eFile their individual Income Tax Return via a new SARS eFiling app.



YouTube

You can go from zero to tax hero – visit our YouTube page to see how.

eFiling has totally changed the life of Riaan, an ordinary guy in an ordinary office. When he became good at tax he went from zero to tax hero in no time. To see how eFiling can change your life make sure you watch our YouTube videos on youtube.com/sarstax.

In the videos you can witness Riaan's transformation while we show you how to register for eFiling in a flash, how to submit your Income Tax Return (ITR12) and how easy it is to scan supporting documents should we request you to submit them to us.

Now everyone can be good at tax.

Important



Phasing out of Standard Income Tax on Employees [SITE]

1 March 2011 saw the start of the phasing out of Standard Income Tax on Employees (SITE). SITE taxpayers, who received more than one Employee Income Tax certificate [IRP5/IT3(a)] resulting in a combined income of more than the tax threshold for that tax year, will now be required to submit an Income Tax Return (ITR12) as of the 2012 year of assessment onwards. For more information call the **SARS Contact Centre 0800 00 SARS [7277]** or visit your nearest **SARS branch** or sars.gov.za



Change your banking details with SARS

If you go to a **SARS branch** and submit a Income Tax Return containing banking details changes, you must also submit supporting documents. SARS can also request that you come into a **SARS branch** to verify any changes to your banking details, which may have been done via eFiling. This request will be sent to you in an official SARS letter. Please note that to protect you from any possible fraudulent or criminal activity, SARS will never request your banking details telephonically, by post, by fax or by e-mail.

For a list of supporting documents that will be accepted by SARS as proof of physical residential address, visit the Tax Season 2012 page at sars.gov.za or call the **SARS Contact Centre** on **0800 00 SARS [7277]**.



For further information

Call the **SARS Contact Centre** on **0800 00 SARS [7277]**

Operating hours: Monday, Tuesday, Thursday and Friday: 08:00 to 17:00

Wednesday: 09:00 to 17:00 [excluding weekends and public holidays]

Visit your nearest **SARS branch** or refer to the Tax Season 2012 webpage on sars.gov.za

Disclaimer

The information contained in this leaflet is intended as a guide 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 leaflet should refer to the relevant legislation, or seek a formal opinion from a suitably qualified individual.