

EXTERNAL POLICY
CHANGE OF BANKING DETAILS
COMPANY AND TRUST
INCOME TAX

1 SCOPE

- This policy applies to a request by a company/close corporation **and trust** to change bank account details. It explains the obligations of a **trust or company** relating to banking account details changes and the requirements to process the change.

2 POLICY STATEMENT

- In terms of Section 102 of the Income Tax Act **No. 58 of 1962 (IT Act)**, the Commissioner of **South African Revenue Service (SARS)** shall refund excess amounts paid by the taxpayer in respect of the year of assessment, the amount so assessed or the excess amount paid by the taxpayer in respect of the taxes chargeable under the IT Act.
- **However the Commissioner of SARS (The Commissioner) shall not refund any amount less than R100 or less than such other amount determined by the Commissioner in the Government Gazette. The credit amount shall not be refunded in that year of assessment but shall be carried forward to the following year of assessment, in terms of Section 102(4) of IT Act.**
- The primary method of paying refunds is by transferring funds to the taxpayers' bank accounts.
- Taxpayers may update their bank account details only in person at a SARS branch. **SARS will NOT verify banking details telephonically, by post, by fax or by e-mail in order to protect taxpayers from any possible fraudulent or criminal activity.**
- The following supporting documentation must be submitted by the taxpayer to change bank account details:
 - Certificate of Incorporation (CM1) in case of **Unlisted Public/Private Company** and Founding Statement and Certificate of Incorporation (CK1) in case of a Close Corporation **or a Trust deed or other founding statement in the case of a Trust**
 - Original identity document/passport or affidavit to justify the absence of an identity document/passport together with a temporary identity document/passport of Public Officer/representative (not required if non-resident company has no presence in RSA)
 - Certified copy of identity document or passport of a Public Officer/**entity** representative
 - **Certified copy of identity document or passport of the founder of the trust**
 - **Original bank statement with the bank stamp that confirms the account holder's name, account number, account type and branch code, if applicable**
 - **Original proof of residential address i.e. a municipal account/utility bill e.g. telephone account of a Public Officer/entity representative not more than three months old reflecting the name and residential address or a confirmation of another individual's or entity's residential address, in which instance a CRA01 – Confirmation of Entity Residential Address must be completed. The CRA01 can be obtained on the SARS website www.sars.gov.za, or may be obtained from your nearest SARS branch. In the case where the taxpayer does not own a property, but lives on the property of the Tribal Chief, the Acting Chief can complete the CRA01 or a signed letter indicating that the taxpayer resides on that property will be acceptable**
 - **Original proof of business address e.g. municipal account/utility bill of a Company/Close Corporation not more than three months old or a confirmation of another entity's business address, in which instance a CRA01 – Confirmation of Entity Residential/Business Address must be completed please. The CRA01 can be obtained on the SARS website www.sars.gov.za, or may be obtained from the nearest SARS branch. Shops in shopping centres that do not always get individual municipal accounts can submit a signed lease.**
- A power of attorney appointing a person as the taxpayer's duly authorised agent will no longer be accepted for the change of bank account details. The submitted Public Officer/representative documents must match the existing details on the SARS system.

3 REFERENCES

3.1 LEGISLATION

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	Income Tax Act No. 58 of 1962: Section 102
Other Legislation:	None
International Instruments:	None

3.2 CROSS REFERENCES

- None

4 DEFINITIONS AND ACRONYMS

CK1	Certificate of Incorporation for Close Corporations
CM1	Certificate of Incorporation for Companies
Commissioner	The Commissioner for the South African Revenue Service
CRA01	Confirmation of Entity Residential/Business Address
EFT	Electronic Funds Transfer
IT Act	Income Tax Act No. 58 of 1962 as amended
ITR12	Income Tax Return: Individual
PAYE	Pay As You Earn, which means employees' tax
RSA	Republic of South Africa
SARS	The South African Revenue Service

5 DOCUMENT MANAGEMENT

Designation	Name / Division
Business Owner:	Group Executives: Branch Operations, Centralised Processing Operations and Contact Centre Operations
Policy Owner:	Executive: Enterprise Business Enablement (EBE)
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