

EMP501 GUIDE

Reconciliation declaration

Employer Reconciliation Declaration EMP501

Business Information
Registration Year: 2014
Period of Reconciliation: 01/01/2014 - 31/12/2014
SARS Ref No.: 1234567890
SIS Ref No.: 1234567890
UFR Ref No.: 1234567890

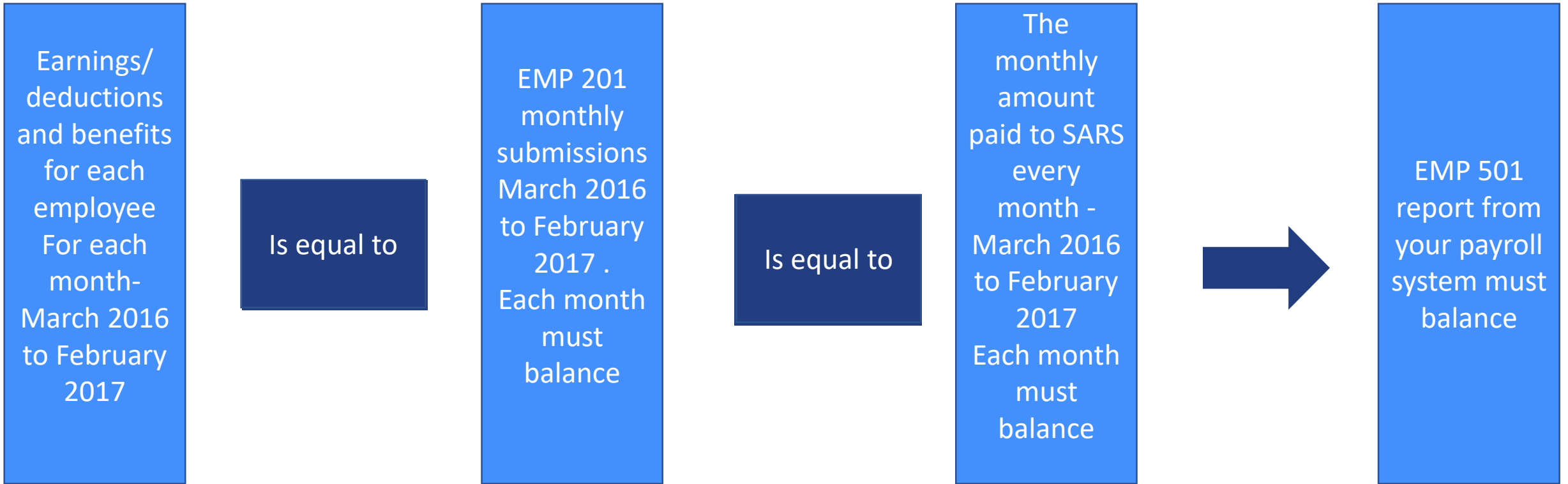
Employer Details
First Name: J. Smith
Surname: J. Smith
Number and Street: 123 Main St
Postcode: 2000
Phone No.: 011 123 4567
Fax No.: 011 123 4567
Cell No.: 082 123 4567

Reconciliation
I, the undersigned, hereby declare that the information provided in this form is complete and correct, and that all tax, interest and other amounts reported are in accordance with the provisions of the Income Tax Act and any other applicable legislation.

Employer Code	Employee Code	Employer Name	Employee Name
80000001	10000001	ABC COMPANY	JOHN SMITH
80000002	10000002	DEF COMPANY	JANE DOE
80000003	10000003	GHI COMPANY	BOB BROWN
80000004	10000004	JKL COMPANY	ALICE GREEN
80000005	10000005	MNO COMPANY	CHARLES WHITE
80000006	10000006	PQR COMPANY	DIANA BLACK
80000007	10000007	STU COMPANY	EDWARD RED
80000008	10000008	VWX COMPANY	FELICIA BLUE
80000009	10000009	YZA COMPANY	GEOFFREY GREEN
80000010	10000010	BCD COMPANY	HENRIETTA RED
80000011	10000011	EFG COMPANY	ISAAC BLUE
80000012	10000012	HIJ COMPANY	JACQUELINE GREEN
80000013	10000013	KLM COMPANY	KENNETH RED
80000014	10000014	NOP COMPANY	LUCY BLUE
80000015	10000015	QRS COMPANY	MICHAEL GREEN
80000016	10000016	TUV COMPANY	NANCY RED
80000017	10000017	WXY COMPANY	OSCAR BLUE
80000018	10000018	ZAB COMPANY	PATRICIA GREEN
80000019	10000019	ACD COMPANY	ROBERT RED
80000020	10000020	EFG COMPANY	SARAH BLUE
80000021	10000021	HIJ COMPANY	TERENCE GREEN
80000022	10000022	KLM COMPANY	URSULA RED
80000023	10000023	NOP COMPANY	VICTOR BLUE
80000024	10000024	QRS COMPANY	WENDY GREEN
80000025	10000025	TUV COMPANY	XAVIER RED
80000026	10000026	WXY COMPANY	YVONNE BLUE
80000027	10000027	ZAB COMPANY	ZACHARY GREEN
80000028	10000028	ACD COMPANY	ADAM RED
80000029	10000029	EFG COMPANY	EMILY BLUE
80000030	10000030	HIJ COMPANY	HENRY GREEN
80000031	10000031	KLM COMPANY	KAREN RED
80000032	10000032	NOP COMPANY	NATHAN BLUE
80000033	10000033	QRS COMPANY	OLIVIA GREEN
80000034	10000034	TUV COMPANY	OSCAR RED
80000035	10000035	WXY COMPANY	PAULINE BLUE
80000036	10000036	ZAB COMPANY	ROBERT GREEN
80000037	10000037	ACD COMPANY	SARAH RED
80000038	10000038	EFG COMPANY	TERENCE BLUE
80000039	10000039	HIJ COMPANY	URSULA GREEN
80000040	10000040	KLM COMPANY	VICTOR RED
80000041	10000041	NOP COMPANY	WENDY BLUE
80000042	10000042	QRS COMPANY	XAVIER GREEN
80000043	10000043	TUV COMPANY	YVONNE RED
80000044	10000044	WXY COMPANY	ZACHARY BLUE
80000045	10000045	ZAB COMPANY	ADAM GREEN
80000046	10000046	ACD COMPANY	EMILY RED
80000047	10000047	EFG COMPANY	HENRY BLUE
80000048	10000048	HIJ COMPANY	KAREN GREEN
80000049	10000049	KLM COMPANY	NATHAN RED
80000050	10000050	NOP COMPANY	OLIVIA BLUE
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80000052	10000052	TUV COMPANY	PAULINE RED
80000053	10000053	WXY COMPANY	ROBERT BLUE
80000054	10000054	ZAB COMPANY	SARAH GREEN
80000055	10000055	ACD COMPANY	TERENCE RED
80000056	10000056	EFG COMPANY	URSULA BLUE
80000057	10000057	HIJ COMPANY	VICTOR GREEN
80000058	10000058	KLM COMPANY	WENDY RED
80000059	10000059	NOP COMPANY	XAVIER BLUE
80000060	10000060	QRS COMPANY	YVONNE GREEN
80000061	10000061	TUV COMPANY	ZACHARY RED
80000062	10000062	WXY COMPANY	ADAM BLUE
80000063	10000063	ZAB COMPANY	EMILY GREEN
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80000069	10000069	QRS COMPANY	PAULINE GREEN
80000070	10000070	TUV COMPANY	ROBERT RED
80000071	10000071	WXY COMPANY	SARAH BLUE
80000072	10000072	ZAB COMPANY	TERENCE GREEN
80000073	10000073	ACD COMPANY	URSULA RED
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80000092	10000092	EFG COMPANY	WENDY BLUE
80000093	10000093	HIJ COMPANY	XAVIER GREEN
80000094	10000094	KLM COMPANY	YVONNE RED
80000095	10000095	NOP COMPANY	ZACHARY BLUE
80000096	10000096	QRS COMPANY	ADAM GREEN
80000097	10000097	TUV COMPANY	EMILY RED
80000098	10000098	WXY COMPANY	HENRY BLUE
80000099	10000099	ZAB COMPANY	KAREN GREEN
80000100	10000100	ACD COMPANY	NATHAN RED

Annual payroll reconciliation. Information for employers and employees.

Step one - The balancing act



Open for submissions	April
Closing for submissions	31 May

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

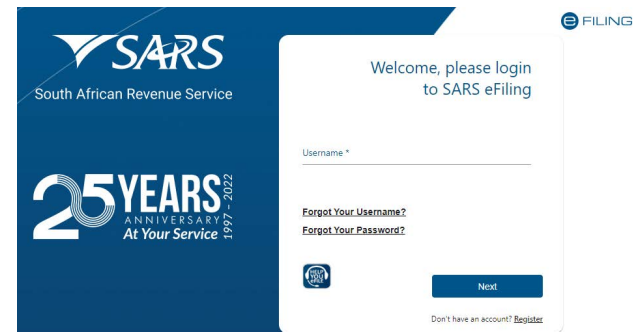
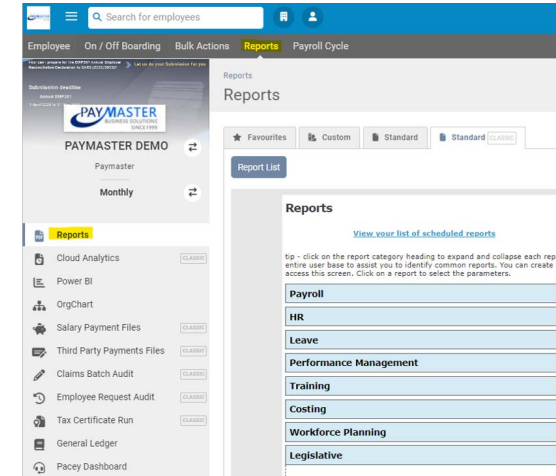
Inform employees that they can look at doing their submission when SARS announces the dates

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



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 read our article for detailed instructions, plus watch our EMP501 video guide. [Click here](#)

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

2



Employee logs in to E Filing and completes his return

June to July

3



Make sure you claim for everything you can claim for

4



We can help

Get in contact with your administrator or request a quote. [Click here](#)