

# SARS Forms

## Employees Tax Forms

Form Number	Description
IRP 14	Exemption form rendering employee' tax remittance return
IRP 3	Employees Tax deduction directive
IRP 3 (a)	Application for tax directive: Gratuities
IRP 3 (b)	Application for a tax directive: Fixed percentage
IRP 3 (c)	Application for a tax directive: Fixed amount
Form A, D	Application for tax directive / pension and provident fund
Form B	Application for tax directive / pension, provident and retirement annuity
Form C	Request for tax directive / retirement funds
IRP 6	Return for payment of Provisional Tax
IRP 6(3)	Return for the additional payment of Provisional tax
IRP 22	Registration as a provisional taxpayer
IRP 22a	Notification of exemption form the payment of provisional tax
IRP 23	Approval for change of financial year

IRP 30	Notice of Registration / Change of Registered Name or other
IRP 30 E	Labour broker application
IRP 101 E	Application for Registration
IRP 102 E	Application for separate Registration of a Business / Branch
IRP 103	Notice of Registration / Change of Registered Name or other
IRP 119	Confirmation of Change of Address / Bank particulars
IRP 120	Notice of Transfer
EMP 201	Employees Forms for return for remittance - SDL and PAYE
IRP 203	Extension for Rendition of a Return (EMP 201)
IRP 204	Final Demand to Furnish a Return (EMP 201)
IRP 206	Notice of Instalment Payable
IRP 208	Final Demand for Payment of Outstanding Tax / Penalty / Interest
IRP 211	Notice in respect of Representations
IRP 213	Acknowledgement of Payment received
IRP 214	Receipt
IRP 217	Notice of Assessment
IRP 220	PAYE Excess payment voucher
IRP 223	Notice of Refund
IRP 235	Covering Advice for Returns (EMP 201 Part 1)

IRP 240	Covering Advice for Payments (Credits)
IRP 253	Covering Advice for PAYE Excess payment voucher (IRP 220)
IRP 501	Reconciliation of Tax deductions and of certificates on hand
IRP 502	Issuing of IRP 5 and IRP 5(a) certificates
IRP 503	Extension for rendition of Reconciliation (IRP501)
IRP 504	Final demand to submit Reconciliation (IRP501)
IRP 505	Query on Reconciliation
IRP 506	<b>Affidavit</b> - Relating to the loss of IRP 5 and IRP5(a) Employees tax certificates

# Skills Development

Form Number	Description
SDL 101	Application for Registration
SDL 102	Application for separate registration of Business / Branch
SDL 103	Notice of Registration
SDL 119	Confirmation of Change of Address / Bank Particulars
SDL 120	Notice of Transfer
EMP 201	Employees Forms for return for remittance - SDL and PAYE
SDL 203	Extension for rendition of a return
SDL 204	Final Demand to furnish return (EMP 201)
SDL 206	Notice of Installment Payable
SDL 208	Final demand for payment of outstanding Levy / Penalty / Interest
SDL 211	Notice in Respect of Representation
SDL 213	Acknowledgment of Payment received
SDL 214	Cash Register Receipt
SDL 217	Notice of Assessment
SDL 220	Levy Excess Payment Voucher
SDL 223	Notice of Refund
SDL 253	Covering Advise for Levy Excess Payment Voucher (SDL 220)

# VAT Forms

FORM no .		DESCRIPTION
VAT 101	Vendor completes form	Application for Registration as a vendor
VAT 102		Application for registration of a business/branch/division
VAT 103		Notice of registration
VAT 104	Receiver Sends to Vendor	Notice of refusal to register
VAT 105		Notice of refusal of voluntary registration
VAT 106		Notice of cancellation of registration/refusal of cancellation of registration
VAT 109	Receiver to vendor	Cancellation of registration
VAT 115	Receiver To vendor	Request for further particulars
VAT 117	Vendor to Complete	Application for change in accounting base
VAT 118	Receiver To Vendor	Notice of change in accounting base
VAT 119		Confirmation of notice of change in address / Bank particulars
VAT 120		Confirmation of transfer
VAT 123	Vendor to Receiver	Application for cancellation of a person in respect of all his enterprises
VAT 123 T		Application for cancellation of a separately registered enterprise
VAT 201	Receiver to Vendor	Return for the payment/refund of VAT

VAT 201A	Vendor to Receiver	Debit order authorisation
VAT 202	Receiver To Vendor	Notice of change of tax period i.r.o the submission of a return
VAT 204		Final demand to submit VAT 201
VAT 206		Notice of instalment payable
VAT 207		Notice of cancellation of deferred payment of arrangements
VAT 208		Final demand for the payment of outstanding tax / penalty / interest
VAT 210	Receiver To vendor	Disallowance of objection
VAT 211		Notice in respect of representation
VAT 212		Request for security
VAT 213		Acknowledgement of payment received
VAT 214		Allocation receipt
VAT 215		Declaration in respect of import of goods/services
VAT 216		Return in respect of goods sold for settlement of debt of holder of the goods
VAT 217	Receiver to Vendor	Assessment notice
VAT 222		Notice of refund
VAT 223	Receiver To vendor	Refund advice hand written
VAT 224	To be Completed by Vendor and Receiver	Application for duplicate cheque

VAT 226	} Receiver to Vendor	Notice to employer/agent to pay tax
VAT 227		Notice of legal proceedings
VAT 232	} Receiver to Executor	Claim for tax due and payable by estate
VAT 233		Estate: statement of tax due and payable
VAT 234		Inquiry in respect of deceased / insolvent estate
VAT 243	} Receiver to Vendor	Assessment notice - non registered vendors
VAT 247		Notice of outstanding tax - non registered
VAT 249	} Vendor To Receiver	Declaration by transferor of property - transfer duty
VAT 250		Declaration by transferor of property - stamp duty
VAT 258	} Vendor to Receiver	Affidavit - representative vendor
VAT 259		Affidavit - status

# RFT

Form Number	Description
RFT 1(A)	Estimated amount payable for first provisional tax on retirement funds
RFT 1	Return for first provisional tax payment
RFT 2	Return for second provisional tax payment
RFT 2(A)	Estimated amount payable for second provisional tax on retirement funds
RFT 3	Return for payment of tax
RFT 3 (A)	Assessment for tax on retirement funds
RFT 3 (B)	Income allocated be insurer to
RFT 3 (C)	Valuation Certificate
RFT 17	Provisional tax: Notification of penalty / interest allocated from remittance
RFT 68 (A) Copy	Acknowledgement of appointment of a Principal Officer, Public officer or Liquidator for a retirement fund or untaxed policyholder fund
RFT 68 (A)	Acknowledgement of appointment of a Principal officer, Public officer or Liquidator for a retirement fund or untaxed policyholder fund
RFT 94	Notice of outstanding tax on retirement funds
RFT 150	Notification of registration for provisional tax and tax on retirement funds

# Income Tax

Form Number	Description
IT 3	Return of income from investments, property, rights and royalties
IT 3 (e)	Return of purchases / sales / shipments of livestock produce / timber / ores / minerals / precious tones or bonuses paid / accrued to members of co-operative companies or societies
IT 4	Income tax on Royalties (Income Tax Act, Number 58 of 1962, as amended) Return by person tendering payment
IT 12 BU	Return of Income: Individual
IT 12 S	Return of Income: Individual
IT 12 SE	Return for determination of liability
IT 12 TR	Return of Income: Trust
IT 14	Return of Income: Company / Close Corporation
IT 14 L	Return of Income: Long term insurance company
IT 20	Query form
IT 20 CR	Enquiry relating to incomplete information / documentation
IT 21 (a)	Applicat5ion for tax clearance certificate
IT 23	Final demand to submit a return
IT 28	Notification of deactivation of a taxpayer
IT 28 (a)	Notification of Dormancy

IT 34	Assessment
IT 44	Extract of Income
IT 46	Notification to appellant (or his agent) of sitting of special court
IT 48	Farming Income schedule - Individual
IT 48 V	Farming Income schedule - Partnership
IT 56	Return for Secondary Tax on Companies
IT 56A	Secondary Tax on Companies : Assessment
IT 62	Refunds: Employee's tax
IT 67	Extension for rendition of return(s)
IT 67(c)	List of approved / rejected extensions
IT 67 (d)	Cancellation of extension
IT 67 (e)	List of cancelled extensions
IT 68C(a)	Approval of appointment of the public officer
IT 68C(c)	Reminder to appoint a public officer
IT 75	Request for information
IT 77	Application for registration - individual
IT 77 C	Application for registration as a taxpayer or changing of registered particulars: Company / Close corporation
IT 77 TR	Application for registration as a taxpayer or changing of registered particulars: Trust

IT 83	Affidavit for the proof of debit in respect of taxes due and payable: Insolvent Estates
IT 83 (A)	Enquiry in respect of deceased estate
IT 83 (b) (I)	Income Tax, VAT and PAYE: Enquiry in respect of an Insolvent Estate
IT 83 (b) (ii)	Enquiry in respect of a Company in Liquidation
IT 83 (C)	Estate - Notice of complete forms VB 48 / VAT 233
IT 88	Notice of agent / Employer to pay outstanding tax
IT 88 (a)	Demand in Respect of Unpaid Stop-Order
IT 88 (b)	Cancellation of Stop-Order
IT 89 (b)	Notice of outstanding Income Tax
IT 89 (c)	Notice of Legal Proceedings
IT 89 (d)	Assessed Tax
IT 91	Particulars regarding an Estate
IT 93	Statement of account
IT 94	Final demand of outstanding tax
IT 96	Arrangement for deferred payment
IT 96 (c)	Cancellation of deferred payment arrangements
IT 110	Rejection of application for a tax directive
IT 110 (a)	Notice of Declined of tax directive
IT 144	Donation Tax

IT 150	Notification of registration
IT 150R	Notification of reactivation of Income tax reference number
IT 150 X	Notification of transfer
IT 152	Acknowledgement of receipt of income tax return(s)
IT 152 (a)	Change of bank particulars
IT 152 (b)	Confirmation of invalid / incorrect / incomplete bank particulars
IT 152 (c)	Request for bank particulars
IT 153	PAYE: Application for a duplicate refund cheque
IT 158	Installment payment advice
Rev 20	Notification of refund