



DEADLINES AND DOCUMENTS FOR PROVISIONAL TAXPAYERS (including Trusts):



A provisional taxpayer earns income which has not been taxed via a PAYE deduction.

- * Examples: *Rental income, interest from investments and trading or business income.
Capital Gains and income from transactions as a beneficiary of a Trust are also included.
Trusts and Companies are provisional payers*

PROVISIONAL TAX RETURNS:

PROVISIONAL TAX RETURNS ARE REQUIRED TWICE A YEAR:

- The 1st period provisional tax return covers the period 1 March to 31 August.
The 2nd period provisional tax return covers the period 1 September to 28 February.*

NOTE: *Estimated figures must fall within 90% of the actual figures!
Underestimation and non-submission are penalised at 20%*

DOCUMENTATION AND INFORMATION REQUIRED:

- Your most recent salary slip, if you receive income where PAYE has been deducted
- Information relating to all other income (**see above examples*) and expenses claimed against the income
- Medical aid and retirement annuity contributions for the period (*if we are not the brokers on record*)
- Details of interest earned from banking or investment institutions (*if we are not the brokers on record*)
- Capital gains information, including cryptocurrencies

END YEAR INCOME TAX RETURNS:

(This is the full year declaration which is assessed by Sars)

GENERAL:

- **Personal information and banking details:**
Please request a Change of Personal Details form if any details have changed since the last tax season
- **Declaration:**
Applicable annual tax declaration - signed (i.e. Company, Trust or Individual)
- **Travel deductions:**
If you are claiming travel against an allowance received / commission earned / business or contracting income:
*Your travel logbook, if you have kept one. If not, your opening and closing odometer readings for the year.
Please advise if there are any changes to the vehicle used since your last submission*

DOCUMENTS TO BE SUBMITTED, WHERE APPLICABLE:

- IRP5 and/or IT3 certificate(s) reflecting income earned (*this includes interest from investments / banks*)
- Medical aid certificate
- Proof of medical expenses paid by you and not recovered from a medical scheme
- Retirement annuity contribution certificates (if we are not the brokers on record)
- All information relating to capital gain transactions (local and foreign), if applicable (*incl. cryptocurrencies*)
- Expenses claimed against income / commission
Note: Sending the proof of expenses claimed to Sars with the initial supporting document submission will speed up the verification / audit process and avoid additional requests from Sars
- Rental income and expenses, if applicable
- Any information relating to income or distributions as a beneficiary of a Trust
- All other documents relating to income that must be declared or deductions that may be claimed
- Updated statement of assets and liabilities (*template available on request*)
- **Trusts:**
 - Financial statements
 - All certificates and documents relating to income and deductions
 - Proof of tax credits claimed
 - Particulars of assets and liabilities
 - Details of all beneficiaries
 - Trust Deed and Resolutions passed, if there have been any changes during the tax year