

# JUST MONEY

## Your guide to tax

Tax season runs from 1 July to November every year for most taxpayers. In South Africa, taxes are collected by the South African Revenue Service (SARS). But how do you know if you are required to pay taxes?

If you earn less than R350,000 per year, have one employer, no other sources of additional income, and have no deductions that you want to or need to claim for, you may not need to submitted a tax return.

If you are unsure of whether or not you need to submit an income tax return, and you answer yes to any of the following questions, the SARS website asks you to submit one. (These questions are relevant for the tax year which the return is being filed.)

- Did you conduct any trade\* in South Africa?
- Did you have an allowance such as a travel, subsistence or Office Bearer Allowance? Check your IRP5/IT3(a) if unsure.
- Do you hold any funds or assets outside South Africa that have a value of more than R200 000?
- Did you have a local Capital Gain/Loss exceeding R30 000?
- Did you get any income or Capital Gain in a foreign currency?
- Do you hold any rights in a Controlled Foreign Company?
- Did you get an Income Tax Return or were you asked to submit an Income Tax Return for the tax year?

However, be certain of your need to submit a return, you should contact SARS directly on 0800 00 7277.

### What do you need to submit?

When filing a tax return, there are a number of documents that SARS requires. The most important documents are:

- Your IRP5 for the tax year,
- Medical Aid Certificate,
- IT3b and IT3c which are received from banks and investment houses,
- Retirement and Income Protection Contribution Certificates, and
- Donations Certificates to Public Benefits Organisations (PBOs).

However, if you are uncertain about any additional documents that you may need to submit, you can contact SARS or any registered tax consultant who should be able to assist you.

### How do you submit a tax return?

There are a number of ways that you can submit your tax return. Possibly the most obvious of them is to go to a SARS office and submit it in person. However, there are easier ways to do this. SARS offers eFiling, where you can register an account on the SARS eFiling website and submit all the forms yourself. This way there is no need to stand in long queues.

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If you are not comfortable doing your taxes yourself, another option is to have a tax broker do your taxes for you. You simply send them all the relevant documentation, they fill out your tax form and submit it on your behalf. But this is a service that you will pay for, and the cost will vary according to company.

## eFiling

If you want to do this all online, then you simply need to register for eFiling with your tax reference number. This is the number that would have been given to you when you registered for tax.

Once you have registered you can login and upload all your documents. Make sure that all the information is accurate and correct. When you are finished make sure that you don't just 'save' your returns instead of clicking the submit button. Check and double check that you have submitted and make sure your profile reflects this.

## The tax tables

The tax table as of 1 March 2016 is as follows:

Taxable income	Rates of tax
0 – R188 000	18% of each R1
R188 001 – R293 600	R33 840 + 26% of the amount above R188 000
R293 601 – R406 400	R61 296 + 31% of the amount above R293 600
R406 401 – R550 100	R96 264 + 36% of the amount above R406 400
R550 101 – R701 300	R147 996 + 39% of the amount above R550 100
R701 301 and above	R206 964 + 41% of the amount above R701 300

Source: [South African Revenues Service](#) (SARS)

The above table explains how much tax a person pays based on their annual income. The more you earn, the more tax you will pay.