

Dear member

Do you have trouble in registering with SARS as a Tax Practitioner but do not have a new numerical PR number?

Have you registered with SARS as Tax Practitioner and received the new PR number, but cannot access your eFiling profile?

Below are easy steps as provided by SARS that will assist you in getting registered and your eFiling profile activated

## TAX PRACTITIONER REGISTRATION PROCESS

Tax practitioners will not be able to register using a manual process any longer and are only allowed to register electronically on eFiling.

**In order to register as a tax Practitioner:**

- **You must have an active tax reference number;**
- **Your name must reflect on the Taxpayer list, and**
- **You must be an Individual.**

Tax practitioners will be able to check their status by contacting the SARS Call Centre on 0800 00 7277 or at the nearest SARS branch.

**Top tip:** Once a tax practitioner register with SARS they need to inform their controlling body to submit their details to SARS in order to file returns. SARS will automatically send the information without the tax practitioner having to inform the RCB.

### TAX PRACTITIONER REGISTRATION PROCESS VIA eFILING

Navigate to [www.sarsefiling.co.za](http://www.sarsefiling.co.za) and click on the "Login" button.

QuickLinks ▾

 eFILING BENEFITS

 eFILING SERVICES

 PAYMENT TO SARS

 HELP / FAQ'S

 **FORMS & GUIDES**  
access or download our forms and guides

 **CALL CENTRE**  
0800 00 SARS (7277)

 **REPORT SUSPICIOUS ACTIVITY**

**Did you know that as an employer you could qualify for the Employment Tax Incentive (ETI)?**



## WHAT'S NEW?

### Employment Tax Incentive (ETI) Road Shows

National Treasury and SARS invite employers to attend an information session on the Employment Tax Incentive (ETI). [Click here](#) for more information on when and where these sessions will take place.

### Qualifying Employers

Did you know you may claim the Employment Tax Incentive (ETI) on your EMP201 submission? To see if you qualify or for more information [read more](#).

### Discontinuation of Debit Pull Transactions on eFiling

As of the end of October 2013 Debit Pull transactions are discontinued for ABSA, FNB, Investec, Nedbank and Standard Bank. For all other banks you will still be able to use the Debit Pull option until phased out. [Read more](#).



SARS has developed a free software application linked to eFiling which allow employers to complete the declarations offline on the PC and then send these to SARS ... ..



SARS has developed a free software application linked to eFiling which allow Dividends Declarants and Regulated Intermediaries to submit dividend transaction data and complete declarations offline on the PC and then send these to SARS ...



Advance  
Applica  
electron  
cheque  
payment

**Important**  
be used  
In our qu  
taxpayer  
Adobe F  
your bro  
available

**New Cu**  
There's  
printing  
goods re



Login with your Login name and Password.

Please provide your login details

This is your generated login name (ie. johnd9876)

Login



Password



LOGIN



REGISTER



**For a reminder of your username or to reset your password click here**

Your Password is now Case Sensitive

Please note that for security reasons this system has been implemented with a timed session. If you do not use the system for a prolonged period of time, you will receive a "Session Expired" and you will automatically be logged out. This time period has been set for 5 minutes. If you exit or be away from your desk, please ensure that you save your current work. You should, however, you have logged in, not leave this system unattended.

Select the "Services" menu tab and "Additional Services". Click on "Tax Practitioner Registration".



On the Organisation profile, ensure that the correct taxpayer is selected from the taxpayer list in the event of registering an individual as a taxpayer. Select "Organisation" menu tab and "SARS Registered Details" to continue with the registration of a tax practitioner. Click on "Maintain Organisation Details".

USER

ORGANISATIONS

Organisation

Bulk Registration

Admin Reports

Rights Groups

SARS Registered  
Details

Activate Registered  
Representative

Registered  
Representative Users

Maintain SARS  
Registered Details

Saved Details

History

Special Links

The Tax Practitioner Registration screen will be displayed to inform you that the functionality has moved to the “**Maintain SARS Registered Tax Practitioner Registration**”

Please note: "Tax Practitioner Registration" function has been moved to "Maintain SARS Registered Details" menu.

To register as a Tax Practitioner:

- One must have an active tax reference number;
- Tax Payer list must reflect your name;
- You must be an individual;

Should you have any further queries, please contact the SARS eFiling Call Centre on 0860-709-709.

Continue

The Maintain SARS Registered Details page will be displayed. Click “**Continue**” to proceed.

#### **MAINTAIN SARS REGISTERED DETAILS**

##### **Maintain SARS Registered Details**

This functionality allows you to view and maintain registered details of the entity selected from the 'Taxpayer List' above.

Click on 'Continue' below to obtain the existing detail from SARS. You may then view or update this information as necessary.

Continue

If you are not an individual, and wish to register as a tax practitioner, the following error will be displayed:

## Error

Only individuals may register as tax practitioners

Ok

If your registration details are incomplete, you will receive the following error message when you select the “**My tax practitioner details**”

## Error

Registration details are not complete

Please complete these details before continuing

These details can be accessed via the following menu path: [My registered particulars](#) > [My registration details](#)

Ok

Ensure that all registered details are correct before continuing to the tax practitioner section.

A message containing an explanation on the details saved with SARS will be displayed and you will have to select the relevant option.

## SAVED DETAILS

### Saved Details

We have noticed that there is updated information at SARS against this Legal Entity.

Selecting the 'Display Latest Form' button below will discard and override all your saved data while displaying only the information available at SARS against this Legal Entity.

Selecting the 'Display Saved Form' button below will ensure that only your previously saved data is available when you displayed. This action implies that the latest information at SARS against this Legal Entity will not be visible once the displayed.

Selecting the 'Back' button will take you back to the 'Saved' grid. No changes will be made to your saved form.

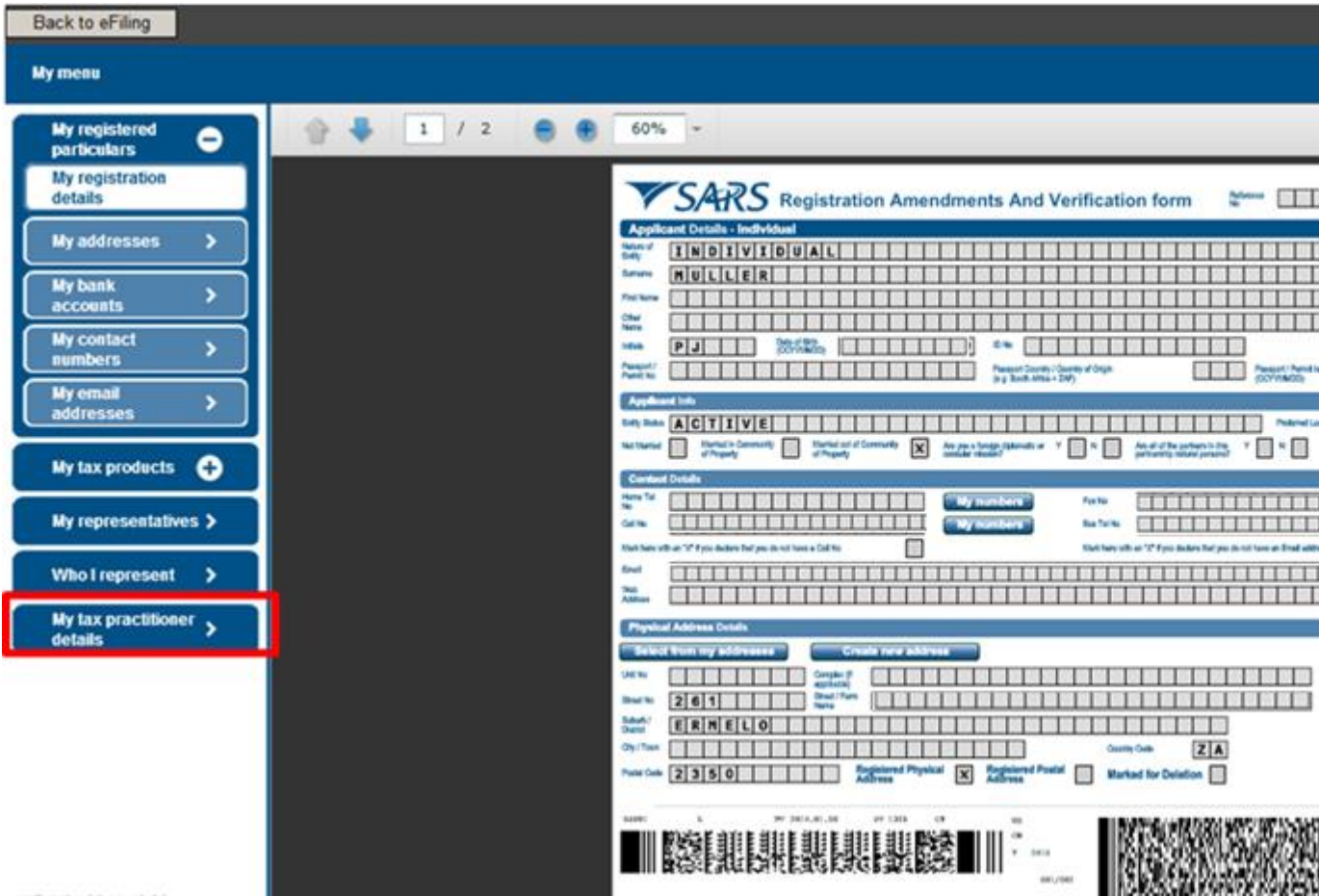
Please select an option below to continue.

Display Saved Form

Display Latest Form

Back

Depending on your selection above, the WRAV01 form will be displayed:



Select the “My tax practitioner details” tab and the tax practitioner details container will be displayed with the following fields:

- Registration Status – Registered or Unregistered
- Registration Number
- Appointment Date (CCYYMMDD) – indicates the date the tax practitioner was officially registered as a tax practitioner.
- Controlling Body
- Deactivate Registration

Tax Practitioner Details	
Registration Status	<input type="text"/> <span style="float: right;">Registration No. <input type="text"/></span>
Controlling Body	<input type="text"/>

If you select the Controlling body field, a list of Controlling Bodies will be displayed to select from.

Tax Practitioners that have not registered with a Recognised Controlling Body (RCB) or that have registered with the RCB but the RCB has not submitted the information to SARS. This information will be submitted to SARS but it does not mean that the tax practitioner is registered with a Recognised Controlling Body.

**Top tip:** The tax practitioner’s status will only reflect as “Registered” on SARS systems once the RCB and the practitioner have successfully submitted the information to SARS.

Click the “Ok” button to continue or “Cancel” to go back to the form. The screen below is only an example of the Controlling Bodies screen. The RCB and the RCB has submitted all relevant information to SARS.



## HISTORY

The grid below consists of all your submitted forms ordered against the latest submitted. To locate a specific one, you may make use of the search functionality below.

Legal Entity Name:  ID / Registration Number:   
From Date:  To Date:

Legal Entity Name	ID/Registration Number	Submitted Date
Mr.		2014/03/27
1		

Select the "Open" hyperlink to view the RAV01 form.

## DEACTIVATE REGISTRATION OF TAX PRACTITIONER ON eFILING


This functionality will only deactivate the registration of the tax practitioner, which means that you will not be able to practice as a tax practitioner in the tax practitioner container on the RAV01 form, there is a tick box that may be selected if you wish to deactivate your tax practitioner registration.

### Tax Practitioner Details

Registration Status	<input type="checkbox"/>	Registration No.	<input type="checkbox"/>
Controlling Body	<input type="checkbox"/>		

A warning message will be displayed to ensure that you want to deactivate the registration.

#### Warning

 Are you sure you wish to deactivate your Tax practitioner registration?

Select "Ok" to continue or "Cancel" if you do not want to deactivate the registration. If you click "Ok", the tick box will be selected.

Deactivate Registration

You will receive a Deregistration notice, that you can view by following the steps in the section below "Tax Practitioner Notices".

**Note:** If you select to deactivate your registration, you will not be able to assist any taxpayer in your capacity as a registered tax practitioner for payment.

## TAX PRACTITIONER NOTICES

Select the "Returns" tab and "SARS Correspondence" menu and "Search Letter" item.



- Returns Issued
- Returns History
- Returns Search
- Payments
- Additional Payments
- SARS Correspondence
- Search Notices
- Search Admin Penalties
- Search Letters
- Request Historic IT Notices

From the "Return Type" dropdown arrow, select "Tax Practitioner Notice"

### Letter Search

<p><b>Return Type:</b> Individual Income Tax (ITR12) ▼</p> <p><b>Income Tax Ref:</b> Individual Income Tax (ITR12) Organisation Income Tax (ITR14/IT12EI/IT12TR) Provisional Tax (IRP6) Employee's Tax (EMP201)</p> <p><b>From Date:</b> VAT201 Transfer Duty Tax Compliance Status Tax Compliance Status Verification</p>	<p><b>Letter Type:</b> Select All</p> <p><b>Year:</b> <input type="text"/></p> <p><b>To Date:</b> <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Search"/></p>
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Name	Year	Return Type
Tax Practitioner Notice		
Legal Entity Maintenance		

From the "Letter Type" field, you will be able to select one of the following options:

- Tax Practitioner Registration Notice and
- Tax Practitioner Deregistration Final Notice

### Letter Search

<p><b>Return Type:</b> Tax Practitioner Notice ▼</p> <p><b>Income Tax Ref:</b> <input type="text" value="1234567890"/></p>	<p><b>Letter Type:</b> Select All</p> <p><b>Year:</b> <input type="text"/></p>
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If you select "Tax Practitioner Deregistration Final Notice" or "Tax Practitioner Registration Notice", you will only receive the specific

### Letter Search

Return Type: Tax Practitioner Notice Letter Type: Select All  
Income Tax Ref: Year:  
From Date: 2014/01/01 To Date:  
Search

Name	Reference Num	Year	Return Type	Description	Date
Mr		2014	Tax Practitioner Notice	Tax Practitioner Deregistration First Notice	2014/03/03

Complete as much of the search fields to narrow the search results that will be displayed. Select the "Search" button and a list of notice(s)

### Letter Search

Return Type: Tax Practitioner Notice Letter Type: Select All  
Income Tax Ref: Year:  
From Date: 2014/01/01 To Date:  
Search

Name	Reference Num	Year	Return Type	Description	Date
Mr		2014	Tax Practitioner Notice	Tax Practitioner Registration Notice	2014/02/26

If you do not make a selection from the "Letter Type" dropdown, all notices will be displayed for the tax practitioner.

### Letter Search

Return Type: Tax Practitioner Notice Letter Type: Select All  
Income Tax Ref: Year:  
From Date: 2014/01/01 To Date:  
Search

Name	Reference Num	Year	Return Type	Description
Mr		2014	Tax Practitioner Notice	Tax Practitioner Deregistration First Notice
Mr		2014	Tax Practitioner Notice	Tax Practitioner Deregistration Final Notice
Mr		2014	Tax Practitioner Notice	Tax Practitioner Registration Notice
1				

Select the "View" hyperlink to view the notice.

Now that you are registered on eFiling, you will need to [add you clients to your eFiling profile](#).

Once this process is finalised, kindly download and complete the single registration form linked here: ([http://www.saipa.co.za/sites/saipa.co.za/files/sars-registration-form/416438/20150608\\_sars-registration-form](http://www.saipa.co.za/sites/saipa.co.za/files/sars-registration-form/416438/20150608_sars-registration-form)). Submit it to [anaino@saipa.co.za](mailto:anaino@saipa.co.za) with the copy of your Tax Clearance Certificate.

Brought to you by SAIPA CoTE

*Information adapted from [www.sars.gov.za/Taxpractitioner](http://www.sars.gov.za/Taxpractitioner).*