

Take the Hassle out of Tax Returns and give us a call.

admin@getha.co.za

Friday 1st of July 2011 marked the beginning of Tax Season 2011. As from this date we can submit your income tax return to the South African Revenue Service (SARS).

- **File your return early:** Don't wait for the last minute to submit your tax return. The earlier you do it, the quicker you will receive any refund you may have due. And don't worry if you owe SARS money – you get until the very end of Tax Season to pay it, interest free!
- **Be honest about the information you give SARS:** It is a criminal offence to fail to declare all your income on your tax return as well as to misrepresent your allowable deductions. Make sure you are completely honest on your return ... and avoid delays in processing your return and/or further investigation and action by SARS.
- **Complete the return in full:** Your return will have some information that SARS has already provided. You need to check that this is correct, make corrections where necessary and provide all relevant information about your personal details (including ID or passport number, name, address and banking details) as well as your income and deductions. If your return is incomplete SARS will not be able to process it ... and you could receive a penalty.
- **Have your supporting documents on hand:** When completing your return you may need to refer to some of the supporting documents mentioned below. However, you do NOT need to submit them. **But you must keep them safely in your possession for at least five years in case SARS needs access to them in future.**
These include documents such as your IRP5/IT3(a) employee tax certificates, IT3(b) interest certificates, medical aid certificates and receipts, pension fund and retirement annuity certificates, and logbook of business travel expenses.
- **Need help?** Completing your tax return can sometimes be a little tricky. You can contact us on admin@getha.co.za. Please make sure you have your ID number and income tax reference number at hand for speedy assistance.
- **And don't miss the deadline:** This is really important. If you submit your return after the deadline you will face an administrative penalty of at least **R250 per month** that your return is outstanding!

The deadlines:

If you are a non-provisional taxpayer who uses eFiling to submit your return, you have until **Friday 25 November 2011**.

Provisional taxpayers who file via eFiling have until **Tuesday 31 January 2012** to submit their returns.

Remember that your taxes help to make South Africa great. That is why we want to assist you in taking the *eish* out of tax-*eish*-ion.