

# NOSC NEWS



HR & PAYROLL SOLUTIONS  
constantly raising standards

CRS TECHNOLOGIES (PTY) LTD

OUTSOURCED PAYROLL SOLUTIONS

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## SARS PENALTIES—2010 / 2011 TAX YEAR



The administration penalty ( a minimum of R 250.00 & a maximum of R16,000.00 ) per tax certificate will no longer be raised. Instead a 10% penalty will be raised on the Employer calculated on the total EMP 201 tax values for the full 2010 / 2011 year of assessment. This will be done in terms of paragraph 14(6) of the Fourth Schedule. The 10% penalty will be raised under three circumstances :

1. Late submissions ( ie: submissions received after 3rd June 2011 ).
2. Incomplete / inaccurate submissions ( ie: all the tax certificates were not submitted, or mandatory data such as

the Employee's income tax number was missing from one or more tax certificates ).

3. Inaccurate submissions.

The penalties will only be raised after the Employers filing season has closed on the 3rd June 2011.

For late submissions, the 10% will be reduced by 1% if the submission is made 1 month late, 2% if made 2 months late etc. This will only be considered on receipt of a RFR by SARS from the Employer.

SARS have indicated that they will recover unpaid penalties after three months through the use of the ITA 88 process. In these instances, the Employers bank will be duly appointed as an agent on behalf of SARS for the collection of these penalties.

## EMPLOYEE FRAUD INVESTIGATION

The SIU ( Special Investigation Unit ) is conducting audits into Employee grant fraud. The intention is to investigate social grant recipients and to target non compliant recipients. Employers are being requested to supply Employee ID numbers and where an Employee receives a salary and a social grant, a further request for salary information is then requested to determine whether

the Employee falls within the " means test ".



Where the Employee is found to earn above the test level, the SIU will institute prosecution and collection proceedings against the Employee.

## DATES TO REMEMBER

### COIDA Return :

March of every year.

### SARS SDL:

WSP : End of June every year.

### Labour Department:

Equity Report :

1st October of every year for manual submissions.

15th January for online submissions.

### SARS :

Monthly EMP 201 : On or before 7th of each month except if the 7th falls on a weekend, then on Friday before the 7th.

Annual Employer reconciliations : Last working day of May

Mid Year Employer reconciliations : Last working day of October .

## NOSC NEWS SPOTS

### TEMPORARY EMPLOYEES

A reminder to all Employers that:

Temporary Employees **MUST** be registered and processed via payroll.

Temporary Employees **MUST** be issued with a Tax Certificate at the end of the Tax Year.

Temporary Employees earning and statutory deductions **MUST** be reconciled and reported to SARS when and where applicable.

### EMPLOYEE TRAVEL LOG BOOKS

All Employees receiving a travel allowance are required to maintain a log book. Keeping a manual log book requires a lot of discipline and is obviously very time consuming.

E Logger is an electronic unit with a built-in GPS which utilizes satellites to determine your exact position and distance travelled. . The only action required by the user is to select either "business" or "private" travel before starting the trip. Easy Logbook is a simple and very effective solution to keeping an accurate logbook with the minimum of effort. Once the Easy Logbook has been installed you only need to download the data at the end of the financial year. For more information about E Logger please contact your Consultant.

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## UIF—UI 19 FORMS

A reminder regarding the completion and submission of the UIF UI 19 Form : This form has to be completed by the Employer for every new staff member engaged by the company and for every current staff member that resigns from the company. Multiple entries can be detailed on the UI 19 Form. The form must be faxed to and then posted to UIF per contact details listed on the form.