

How to obtain your TAX document from SARS

Last Updated: 25 April 2023

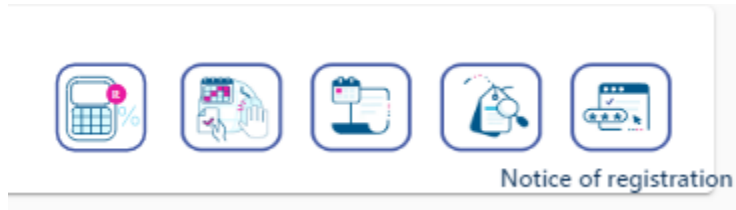
Here is a step-by-step guide on how to obtain your proof of tax (notice of registration) from SARS in South Africa:
Kindly note that SARS's systems are updated regularly and that the below process may differ from the current system.

OPTION 1

Log in to your SARS eFiling account. If you don't have an account yet, you'll need to register for one first.

Once you're logged in, you will be directed to your home page.

On the home page on the right-hand corner, you will see a row of icons:



When you hover above them, the last icon will display your Notice of Registration.

Select the icon that displays Notice of Registration.

Tax Type	Issue Date	Actions	
Individual Income Tax (ITR12)	2022/05/12	Request New	View

Click on View or Request New.

A new window should open on your desktop and display your Notice of Registration.

At the top right corner of your screen, the option to download the document will be displayed.



Download your document and rename it accordingly in your specified folder.

OPTION 2

Log in to your SARS eFiling account. If you don't have an account yet, you'll need to register for one first.

Once you're logged in, click on the "Returns" tab at the top of the page.

Under the "Returns" tab, select "Income Tax" from the dropdown menu.

Click on "Request a Tax Compliance Status (TCS)".

Select the tax year for which you need your proof of tax.

Enter your personal information, including your ID number and contact details.

Choose how you would like to receive your proof of tax – either by email, fax, or post.

Click on "Submit".

You will receive your proof of tax within 24 hours if you selected the email option. If you chose to receive it by fax or post, it may take longer.

Once you have received your proof of tax, you can print it out or save it for your records.

Here are some additional resources you may find helpful:

SARS website: <https://www.sars.gov.za/>

SARS eFiling help center: <https://www.sarsefiling.co.za/help/>

SARS contact center: 0800 00 7277 (South Africa only) or +27 11 602 2093 (international)

OPTION 3

You can also request your notice of registration via the MobiApp if you are a registered eFiler. eFiling has been updated to allow taxpayers to request the Notice of Registration (IT150) under the 'SARS Registered Details' menu option. Send an SMS to SARS on 47277 with the following detail: TRN (Space) ID number/Passport number/ Asylum Seeker number. Ask Lwazi ChatBot available on eFiling or the SARS MobiApp if you are experiencing trouble.

EXAMPLE OF NOTICE OF REGISTRATION FROM SARS



INCOME TAX Notice of Registration

Enquiries should be addressed to SARS

Contact Detail
SARS 0800 00 7277
Attention: Webstar: www.sars.gov.za
1526

Details
Taxpayer Reference No.: [REDACTED] Please quote this reference number when contacting SARS
Date: 2022-05-12



Dear Taxpayer

NOTICE OF REGISTRATION

The South African Revenue Service (SARS) confirms registration of the following taxpayer:

Name and Surname: [REDACTED]
ID number: [REDACTED]
Taxpayer reference number: [REDACTED]
Date of Registration: 2018-07-31

Your tax obligation

Depending on your circumstances, you may be required to submit an annual income tax return. Should you be a provisional taxpayer, returns and payments will be required every six months. More details can be obtained from the SARS website.

Any person who derives by way of income any amount which does not constitute remuneration or an allowance or advance contemplated in section 8(1) of the Income Tax Act is regarded as a Provisional Taxpayer and may be required to submit provisional returns.

Kindly notify SARS of any change to your registered particulars within 21 business days of such change.

Should you have any queries please call the SARS Contact Centre on 0800 00 7277. Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE