



*South African Revenue Service*

Dear Employer

**EMPLOYER ANNUAL RECONCILIATION**

The Employer Annual Reconciliation starts on 18 April 2017 and employers have until 31 May 2017 to submit their Annual Reconciliation Declarations (EMP501) for the period 1 March 2016 to 28 February 2017 in respect of the Monthly Employer Declarations (EMP201) submitted, payments made, Employee Income Tax Certificates [IRP5/IT3(a)] and ETI, if applicable.

An updated version of e@syFile™ Employer will be available at the time. Information about the version that you should use will be published on the e@syFile™ page on the SARS website. Remember to backup your current information on your computer prior to installing a new version of e@syFile™ Employer.

You can submit your Employer Reconciliation Declaration (EMP501) and Employees Income Tax Certificates [IRP5/IT3(a)s] online via e@syFile™ Employer, or if you have less than 50 employees, via eFiling.

For more information visit the SARS website [www.sars.gov.za](http://www.sars.gov.za) or call the SARS Contact Centre on 0800 00 7277.

Sincerely

**THE SOUTH AFRICAN REVENUE SERVICE**

March 2017