LFA CONSULTING

SARS Compliance Checklist

The essentials South African businesses forget — keep this where the work happens.

Tick monthly. A managed business almost never faces a compliance emergency.

EVERY MONTH

- [ ] Capture all income & expenses; file every document
- [ ] Reconcile every bank account
- [ ] Reconcile the VAT control account
- [ ] Reconcile the PAYE control account
- [ ] Run payroll; file & PAY EMP201 (by the 7th)
- [ ] Review management accounts
- [ ] Log in to eFiling: read letters, Statement of Account & Tax Compliance Status

EVERY VAT PERIOD

- [ ] Prepare, reconcile, file AND pay VAT201 (filing & payment are separate)
- [ ] Confirm VAT control account ties to the return

TWICE & ONCE A YEAR

- [ ] IRP6 provisional tax — based on real figures, not guesses
- [ ] EMP501 reconciliation; issue IRP5s
- [ ] Annual financial statements & tax computation
- [ ] File ITR14 (income tax return)
- [ ] File CIPC annual return + beneficial-ownership register
- [ ] Update rates & calendar after the Budget

DON'T-FORGET BLIND SPOTS

- [ ] A current, correctly appointed PUBLIC OFFICER on eFiling
- [ ] CIPC annual return filed — or your company can be DEREGISTERED
- [ ] Beneficial-ownership register filed with CIPC
- [ ] RAV01 details current: address, email, banking, public officer
- [ ] Dormant company? It STILL files nil returns + CIPC return
- [ ] Personal & business money kept completely separate
- [ ] Director salaries & fringe benefits run through PAYE
- [ ] Director/shareholder loan accounts managed deliberately
- [ ] Valid TAX INVOICE before claiming any VAT input
- [ ] No VAT claimed on entertainment or motor cars
- [ ] Withholding tax considered before paying non-residents
- [ ] Crypto & online income declared (SARS gets the data)
- [ ] Records kept 5+ years, backed up off-site
- [ ] Tax Compliance Status checked before it's needed

NEED HELP CLOSING THE GAPS? BOOK A FREE CONSULTATION.

LFA Consulting · +27 61 535 9002 · lfaconsulting1@outlook.com · lfa-consulting.pages.dev

General guidance only — not tax advice. Rates & deadlines change; confirm current values with SARS or LFA Consulting.