

Documents and/or information required for income tax returns: Individuals

Another tax year has passed and you are reminded that the following information should, if applicable, be submitted to us and made available to the South African Revenue Service (SARS) on request:

IRP5 and IT3 certificates

IRP5 and IT3 certificates reflecting salary, annuities, pension and other income received.

Travel allowance

If you wish to claim expenses, a detailed logbook for the tax year is required, together with the following information concerning the vehicle you used.

- Make and model, registration number and year of manufacture
- Purchase price – (Contract or Invoice)
- Kilometre reading on 1 March and at the end of February of the tax year
- Service records indicating odometer reading of the vehicle, where applicable
- Detailed travel days and periods
- The “From” and “Destination” particulars
- Full reasons for the business travel mileage

If you kept a record of actual travel costs incurred during the year, a summary or proof of the following is required:

- Invoices or receipts detailing the Fuel and oil consumption, repairs done, Insurance and licence fees, Lease/Instalment and the sale agreement or account.

Should we assist you with converting your travel information into a logbook format acceptable to SARS then we will require the following:

With reference to your diary:

- Which days and places did you drive for business purposes during the year?
- When and whom did you visit at each destination and the purpose of the visit?
- How far do you live from your work office?
- When were you on leave? Refer to your leave records at work, if possible.
- Accommodation, entertainment, refreshment and other travel vouchers substantiating the date and place of your business travels.
- What percentage of your total kilometres travelled is generally for business purposes?

Was there any exceptional business and/or private travel kilometres?

Interest received – local and foreign

IT3 certificates reflecting the interest received for the tax year ending 28 February each year relating to savings accounts, cheque accounts, fixed deposits and other investments.

Dividends received – local and foreign

IT3 certificates and details and/or proof of dividends received.

Bequests and donations received

Details and/or proof of bequests and donations received.

Capital gain or losses

The following information is required:

- Was the asset your residential property?
- Selling price or return on the sale of the asset.
- Base cost of the asset, i.e. the purchase price if purchased after 1 October 2001, or a capital gain valuation of the asset.

Other income

Details and/or proof of other income (e.g. rental/business income and expenses).

Medical fund contributions

- Proof of Medical fund contribution payments
- The actual Invoices, Receipts and/or Proof of payment of prescribed out of pocket expenses paid by yourself

Please note that a certificate from the Medical Aid Fund is not considered sufficient proof of out of pocket expenses by SARS, you will be required to present the actual physical proof of allowable payments.

Annuity fund contributions

Annuity fund contribution certificates.

Donations

Proof of deductible donations – Section 18A receipts from the beneficiary/entity.

Other information

Details of any other action or event that you think may influence your tax liability.

Estimates

A Tax practitioner may use the Taxpayer's estimates in the preparation of an Income tax return, in certain exceptional cases where it is not practical to obtain exact data. The Tax practitioner must determine that the estimates are reasonable based on the facts and circumstances known to the Tax practitioner. It is, however, no excuse for the Taxpayer not to keep proper records. Unsupported claims may be rejected by SARS.

Should you be uncertain regarding any item mentioned above, please contact your tax manager for clarification and advice on your specific circumstances.

Stay tax relaxed.