

## INDIVIDUAL TAX FILING SEASON 2024

Dear Client,

Income Tax filing season for individuals opens on 15 July 2024.

Below is a broad list of possible documents required to enable us to complete and submit an individual tax return.

The following deadlines apply:

- Non-provisional income taxpayers – 21 October 2024
- Provisional income taxpayers – 20 January 2025

Please contact our firm for further guidance.

1. Salary, Pension and Annuities

- IRP 5 certificates (where PAYE was deducted), or IT 3(a) certificates (where no PAYE was deducted) for salaries, pensions and annuities (purchased or ordinary), commissions or freelance income (if issued by a business) received.

2. Interest & Dividends received or accrued (local and/or foreign)

- IT3(b) certificates reflecting interest earned on all investments, royalties, etc. If the investment only existed for a portion of the year, an IT3(b) certificate for that period must also be provided.
- Details of local dividends (even though it is tax free) and foreign dividends received or accrued.
- Proof of all foreign interest income, rental income, annuity income, salary, and pension must be provided as well as proof of tax (if applicable) paid on this income.

3. Other South African income

- Details of other South African income, business/freelance income (if IRP5 or IT3(a) not issued by employer) and/or rental income etc.
- If married in community of property, the rental and investment income of your spouse must also be provided, as well as the foreign taxes (if any) paid by spouse.

4. Lump Sums

- Certificates reflecting lump sums received as a result of retirement from a pension fund and/or retirement annuity fund.
- Please ensure to confirm that the relevant documentation is sent to you, from the group fund or your employer when resigning or on retrenchment.

5. Capitals Gains Tax (CGT)

- CGT became effective from 1 October 2001 and you are requested to provide the market value as at 1 October 2001, as well as selling price and date of sale of any item that qualifies for CGT, e.g. property which is not your primary residence, shares, bonds, Kruger rand etc.

6. Expenses incurred in the production of Income
- Proof of all expenses incurred in the production of commission-, contract-, rental-, business-, and/or freelance income.
  - Expenses claimable should be in the production of your income and therefore be deductible according to Section 11 of The Income Tax Act.
  - Should you require a detailed list of expenditure claimable please contact our office.
7. Medical Expenses
- Proof of medical subscriptions (if any) and expenses not recovered from a medical aid. (Note that non-prescribed medicine does not qualify).
  - Proof of all expenses incurred as a result of permanent physical or mental disability, which could not be claimed from a medical aid
  - An ITRDD must be completed in the event that you or one of your dependants has been diagnosed with an illness that can be classified as a disability or physical impairment. You can contact us for detailed information hereto.
8. Contributions to a Retirement Annuity Fund(s) (RAF)
- All certificates reflecting contributions to Retirement Annuity Funds
9. Donations
- Certificates/Receipts reflecting donations (if any) made to registered Public Benefit Organisations (PBO's). These certificates must be issued in terms of Section 18A of the Income Tax Act No. 58 of 1962.
10. Travel Allowance  
INCLUDING: Travel claims on commission earners and contractors
- Please note that SARS will require travel allowance claim(s) or any other form of claim in the production of income, be submitted with a copy of an approved log book. This should include:
    - Odometer reading at 1 March 2023 and 29 February 2024
    - Detailed travel logbook
    - Registration number of vehicle/(s)
    - Make and model of vehicle/(s) used during the year.
    - If a new vehicle/(s) was purchased we need the following
      - ✓ details of purchase
      - ✓ a copy of the purchase contract and invoice (SARS requires proof of cost)
      - ✓ the selling price of vehicle sold or traded in.
11. Banking Details
- Details of your bank account, ie. name of institution, branch code, account number and type of account.
  - Due to the new system implicated by SARS, SARS can request that the tax payer personally visit a local SARS branch with the required information to update their banking details

Yours faithfully,

  
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**JACO SMIT**  
GZ & Co.  
Registered Auditors