

CitiDirect – SARS eFiling Tax Payment Manual



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CITIDIRECT – SARS TAX PAYMENT PROCESS AND PROCEDURE

CitiDirect Process

Expectations

- Citibank customers to process all SARS tax payments via their CitiDirect platform following the normal payment flow
- Citibank customers to contact Citibank support should they encounter any difficulties with the payment process and procedures:
 - Electronic Banking Support Team on 0800 000 601 / + 27 11 944 0773 or CTS.Africa@citi.com
 - CitiService Team on 08000 22 484 / + 27 11 944 1900 or CitiService.za@citi.com

Cut-off times

The Citibank customer and Citibank processing cut-off times to process all SARS tax payments is detailed below:

CLIENT CUT-OFF
SAME DATE VALUE
Input and authorise the SARS payment before 18:00 GMT+2 of the given value date
Input and authorise of the SARS payment after 18:00 GMT+2 of the given value date will be rejected and the SARS payment will need to be redone from SARS eFiling with a new valid Value Date
FUTURE DATED VALUE
Input and authorise SARS payment requests less than 30 days prior to the value date

Requirements to effect SARS tax payments

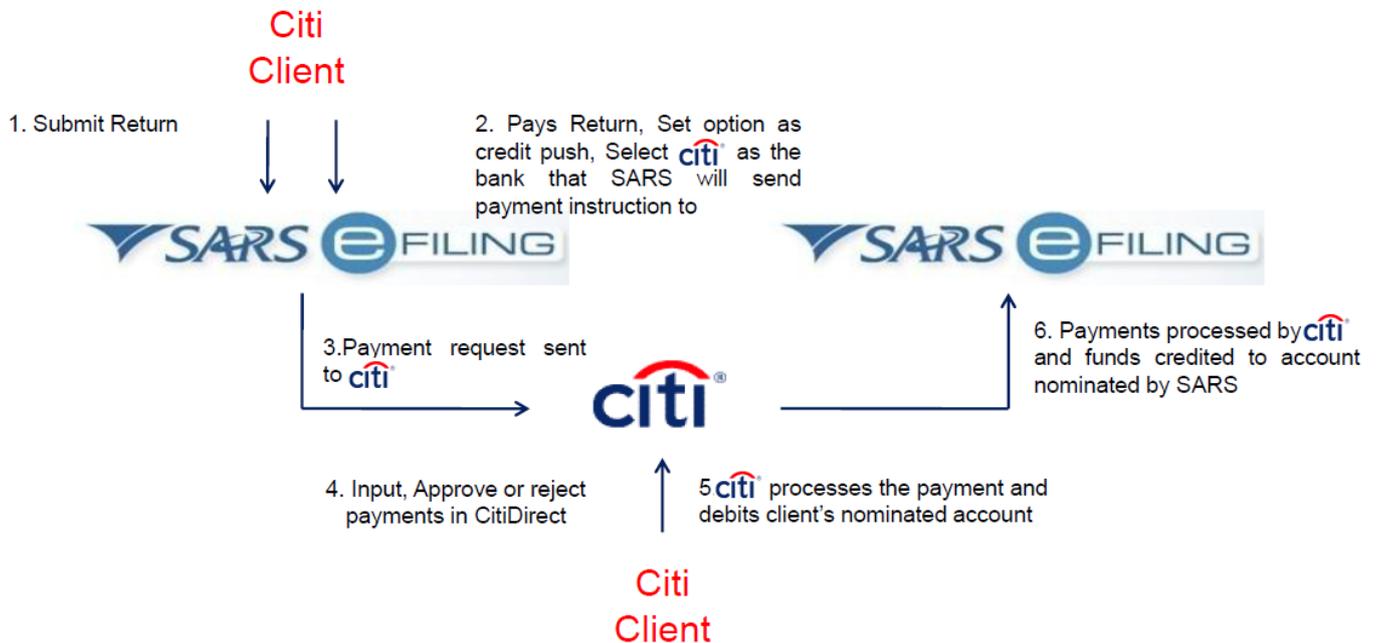
The requirements to effect SARS tax payments is detailed below:

FROM SARS eFILING	ONCE OFF FROM CITIBANK
The unique 10 digit numeric eFiling Payment Reference Number from the payment screen on each SARS eFiling payment.	A unique 6 digit User Number that clients will repeatedly input for each SARS tax payment. Your User number is the first 6 digits of the Citibank account number which you will be making the tax payment from

Process Flow

High level process

The high-level process flow to effect a SARS tax payment is illustrated below:



Sample Payment Reference number:

Payment Initiation Result

Summary of payment transaction details

Your payment request has successfully been submitted to CitiBank. Please login and authorise the payment.
The following message was returned: **Successfully received**

Account Name: Citi

Payment Amount: R 369.00

Payment Reference: **SARSEF 0024527092**

Continue
Print Confirmation

Procedure

Step by step procedure

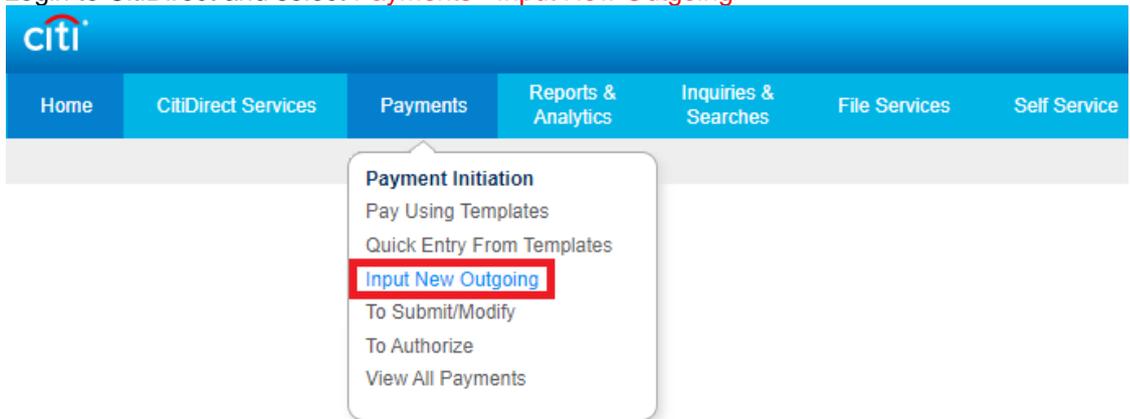
The step by step procedure to follow to successfully effect a SARS tax payment is detailed in the table below and these steps are further supported by screen visuals as per pages 6-9.

STEP	ACTION
NEW CITI CLIENTS	
1	Login to your organisation's eFiling profile
2	Click on the Organisation Tab and select Banking Details from the drop down list
3	Select the Credit Push option by clicking on the radio button
4	Insert the account name and select Citibank on the bank drop down menu
5	Access Number: Enter Citibank's access number 18000005
6	User ID: Enter the first 6 digits of the Citibank account number which you will be making the tax payment from
NEW AND EXISTING CITI CLIENTS	
1	Initiate SARS tax payment from SARS eFiling platform
2	Login to CitiDirect and select Payments - Input New Outgoing
3	Select the Debit Account to make the payment from
4	Select Payment Method Tax/Social Security Payment
5	Select Payment Type Domestic Tax
6	Click Continue
7	Input your eFiling Payment Reference Number [10 digit Payment Reference Number obtained from eFiling]
8	Input your User Number
9	Click on the Payment Reference Number binoculars lookup button to validate the eFiling Payment Reference Number and auto-populate the Payment Amount and Value Date as received from eFiling
10	Click Submit
AUTHORIZER	
1	Select Payments - To Authorize
2	Payments to be authorized will be listed, select the appropriate Tax/Social Security Payment
3	Validate payment information and if all in order click the Authorize button
4	Select Payments - View All Payments
5	Check the status of the payment. If payment is in Deleted status please redo from eFiling and follow the process again

Inputter - Screen visual procedure

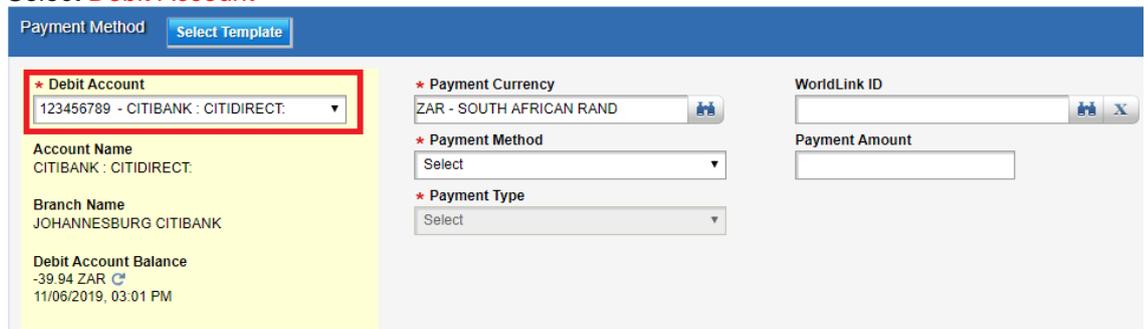
Step 2

Login to CitiDirect and select **Payments - Input New Outgoing**



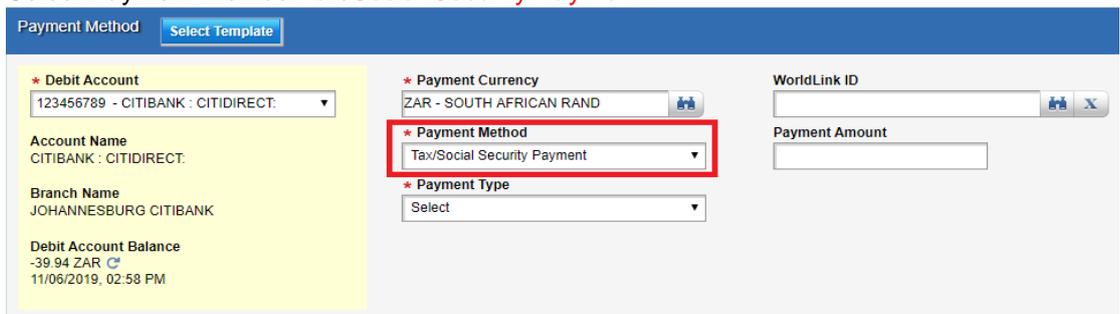
Step 3

Select **Debit Account**



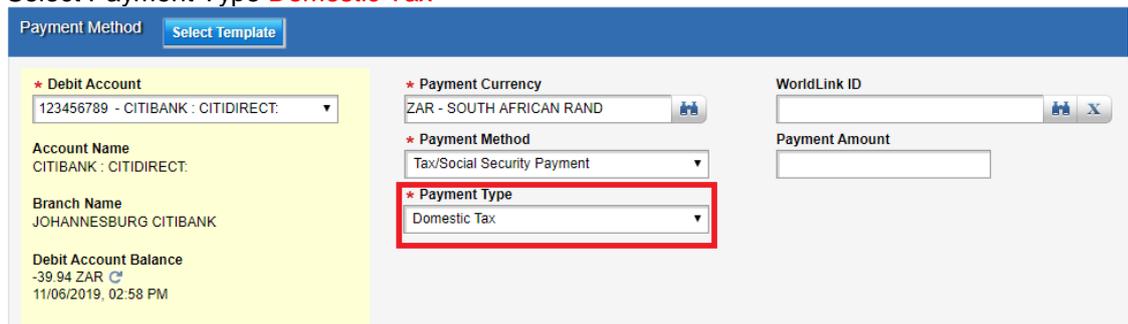
Step 4

Select Payment Method **Tax/Social Security Payment**



Step 5

Select Payment Type **Domestic Tax**



Step 6

Click **Continue**

Payment Method Select Template

<p>* Debit Account 123456789 - CITIBANK : CITIDIRECT</p> <p>Account Name CITIBANK : CITIDIRECT</p> <p>Branch Name JOHANNESBURG CITIBANK</p> <p>Debit Account Balance -39.94 ZAR 11/06/2019, 02:58 PM</p>	<p>* Payment Currency ZAR - SOUTH AFRICAN RAND</p> <p>* Payment Method Tax/Social Security Payment</p> <p>* Payment Type Domestic Tax</p>	<p>WorldLink ID</p> <p>Payment Amount</p>
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Remember these Selections

Continue Clear All

Step 7

Input your eFiling **Payment Reference Number**

Domestic Tax Details

Payment Details

<p>* Transaction Reference Number</p> <p>* Payment Reference Number 0055443322</p> <p>Payment Details</p>	<p>* Value Date</p> <p>* User Number</p> <p>* Transaction Type</p>	<p><input type="checkbox"/> Confidential</p> <p><input checked="" type="checkbox"/> RTGS Payment</p>
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Step 8

Input your **User Number** [First 6 digits of your Citibank account number]

Domestic Tax Details

Payment Details

<p>* Transaction Reference Number</p> <p>* Payment Reference Number 0057114373</p> <p>Payment Details</p>	<p>* Value Date</p> <p>* User Number 123456</p> <p>* Transaction Type</p>	<p><input type="checkbox"/> Confidential</p> <p><input checked="" type="checkbox"/> RTGS Payment</p>
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Step 9

Click on the Payment Reference Number **binoculars** lookup button to validate the eFiling Payment Reference Number

Domestic Tax Details

Payment Details

<p>* Transaction Reference Number</p> <p>* Payment Reference Number 0057114373</p> <p>Payment Details</p>	<p>* Value Date</p> <p>* User Number 123456</p> <p>* Transaction Type</p>	<p><input type="checkbox"/> Confidential</p> <p><input checked="" type="checkbox"/> RTGS Payment</p>
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Step 10

Payment Amount, Value Date, Transaction Type and Beneficiary Name will auto-populate as received from eFiling. Click the **Submit** button

Payment Method [Change Selections](#)

Debit Account (Change Account) 1234567890	Payment Currency ZAR - SOUTH AFRICAN RAND	Payment Amount 296583.93
Account Name CITIBANK : CITIDIRECT	Payment Method Tax/Social Security Payment	
Branch Name JOHANNESBURG CITIBANK	Payment Type Domestic Tax	
Debit Account Balance -39.94 ZAR 11/06/2019, 03:18 PM		

Domestic Tax Details

Payment Details

* Transaction Reference Number 33577649	* Value Date 11/06/2019	<input type="checkbox"/> Confidential
* Payment Reference Number 0057114373	* User Number 123456	<input checked="" type="checkbox"/> RTGS Payment
Payment Details	* Transaction Type General Tax	

Beneficiary Details

* Beneficiary Name SARS INLAND REVENUE EFILING

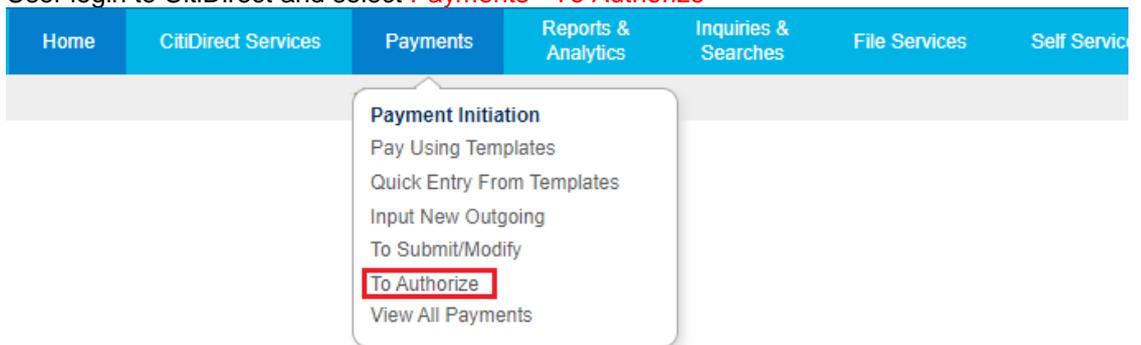
Save As Template

Submit Submit and Copy Copy Save As Draft Cancel Clear Entered Data

Authorizer – Screen visual procedure

Step 1

User login to CitiDirect and select **Payments - To Authorize**



Step 2

Select the appropriate Tax/Social Security Payment

Payments to Authorize						
	Creation Method	Transaction Reference Number	Beneficiary Name 1▲	Beneficiary Account Number	Payment Currency	Payment Method
<input checked="" type="checkbox"/>	Input	30457739	SARS INLAND REVENUE EFILING	999999988	ZAR	Tax/Social Security Payment

Authorize Send to Repair Delete View Details View Totals Print Details Page Total*

Step 3

Validate payment information and if all in order click the **Authorize** button

Payments to Authorize						
<input type="checkbox"/>	Creation Method	Transaction Reference Number	Beneficiary Name 1▲	Beneficiary Account Number	Payment Currency	Payment Method
<input checked="" type="checkbox"/>	Input	30457739	SARS INLAND REVENUE EFILING	9999999988	ZAR	Tax/Social Security Payment

Page Total*:

Step 4

Select **Payments – View All Payments**

Home	CitiDirect Services	Payments	Reports & Analytics	Inquiries & Searches	File Services	Self Service
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Payment Initiation

- Pay Using Templates
- Quick Entry From Templates
- Input New Outgoing
- To Submit/Modify
- To Authorize
- View All Payments**

Step 5

Check the status of the payment. If payment is in **Deleted** status please redo from eFiling and follow the process again

View All Payments (1 - 6 of 6)							
<input type="checkbox"/>		Status	Transaction Reference Number	Beneficiary Name 1▲	Payment Currency	Payment Method	Payment Type
<input type="checkbox"/>	<input type="checkbox"/>	Deleted	27179373	SARS INLAND REVENUE EFILING	ZAR	Tax/Social Security Payment	Domestic Tax
<input type="checkbox"/>	<input type="checkbox"/>	CB Accepted	27189777	SARS INLAND REVENUE EFILING	ZAR	Tax/Social Security Payment	Domestic Tax
<input type="checkbox"/>	<input type="checkbox"/>	CB Accepted	27189771	SARS INLAND REVENUE EFILING	ZAR	Tax/Social Security Payment	Domestic Tax
<input type="checkbox"/>	<input type="checkbox"/>	CB Accepted	27189770	SARS INLAND REVENUE EFILING	ZAR	Tax/Social Security Payment	Domestic Tax
<input type="checkbox"/>	<input type="checkbox"/>	CB Accepted	27189781	SARS INLAND REVENUE EFILING	ZAR	Tax/Social Security Payment	Domestic Tax
<input type="checkbox"/>	<input type="checkbox"/>	CB Accepted	27189779	SARS INLAND REVENUE EFILING	ZAR	Tax/Social Security Payment	Domestic Tax

End of Document