

Tax Payment Process

Dear Client

Please find below a simple guide for processing of eFiling Tax Payments via your Standard Chartered Bank Johannesburg Branch account. Standard Chartered Bank Johannesburg Branch is integrated with the **South African Revenue Services (SARS)** solely to facilitate the end to end electronic processing, settlement and reconciliation of its clients' Tax payment obligations. This document does not in any way replace the guidance provided by SARS to registered taxpayers and the public on its e-Filing portal www.sars.gov.za . For any detailed tax related inquiries kindly contact your local SARS office or the Contact centre on 0800 00 7277 accordingly.

This guide assumes the following:

- You have a ZAR (South African Rand) account with Standard Chartered Bank Johannesburg Branch
- You are a registered tax payer in South Africa. For details on the registration process contact SARS.
- Your Standard Chartered Account has been registered for payments on the e-Filing portal. Details for setting up your account are provided on Page 3 of this guide.

Tax payments are supported as urgent **Real Time Gross Settlement (RTGS)** during the following business days and hours:

Business Days	Processing Hours
Mon- Fri	08h00 – 15h30

Table Of Contents

<i>Document Purpose</i>	Pg 1
<i>Setting up your Standard Chartered account for Tx Payment Processing via e-Filing</i>	Pg 3
<i>Capture your Tax Payment on Straight2Bank</i>	Pg 4
<i>Authorise your Tax Payment</i>	Pg 7
<i>Host to Host Payments Processing</i>	Pg 9
<i>Standard Chartered Client Support Contact Information</i>	Pg 9
<i>South African Revenue Services Contact Centre Information</i>	Pg 9

Setting up your Standard Chartered Account for tax payment processing via e-Filing:

For a detailed process on how to set up and process a payment on e-Filing, please visit the SARS website <https://www.sars.gov.za/ClientSegments/Individuals/How-Pay/Pages/Discontinuation-of-Debit-Pull-Transactions-on-eFiling.aspx>

- Select “**Standard Chartered**” from the list of banks in the drop-down menu (see screenshot below)

As part of the Banking Details/Banking Information setup process on e-Filing you will be required to capture:

- 1 **Account number:** Capture your 11 - digit Standard Chartered current account number here
- 2 **Access number:** Capture **2222** in this field as illustrated below
- 3 **User ID:** Capture your 11 - digit Standard Chartered current account number in this field

The screenshot shows the 'Banking Information' form in the eFiling system. The form is titled 'Banking Information' and includes the following sections:

- Payments can be made from a banking account of your choice, by:**
 - Credit Push** - Payment transactions that are initiated on the eFiling site and presented to the Banking product as bill presentation - payment request. Only once the user has logged into the Banking product and authorised the payment request is this transaction regarded as an effective payment. Credit Push transactions are assumed to be irrevocable.
 - Authorised Debit Pull** - This option is used for verification purposes only. You will not be able to initiate a payment from eFiling using this method.
- Account Name:** This is a description of your bank account (input field)
- Credit Push:** Standard Chartered (dropdown menu)
- Account Number:** (input field)
- Access Number:** (input field)
- User ID:** (input field)

At the bottom of the form, there are 'Save' and 'Back' buttons. A sidebar on the left contains navigation options: 'My Profile', 'Organisation', 'Register New', 'Change Details', 'Banking Details', and 'Organisation Tax Types'. A red warning message is visible above the input fields.

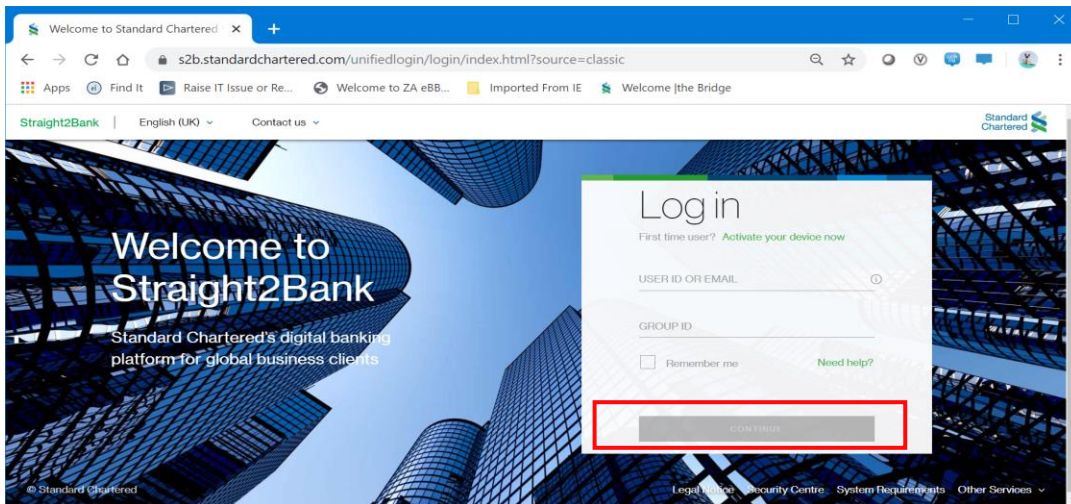
- Upon successful processing of your payment request, the e-Filing system will generate a unique numeric 10 - digit Payment Reference number (**PRN**)
- Your **PRN** will be required as part of the payment validation process on the **Standard Chartered Bank** online banking system **Straight2Bank** (S2B)

Capture your Tax payment on Straight2Bank

Payment Capture

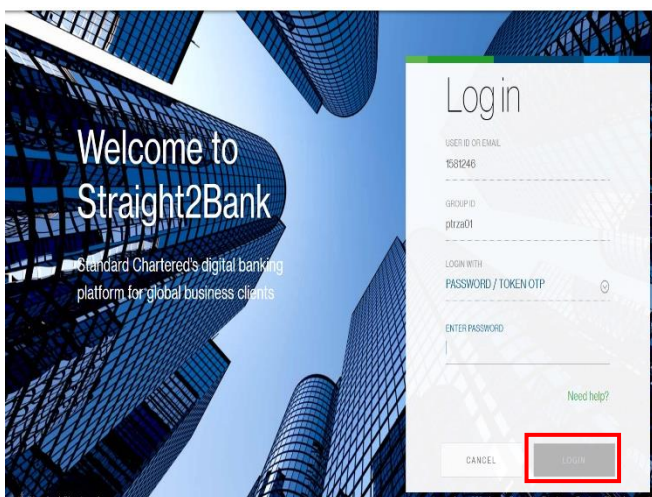
Step 1:

- To access your Straight2Bank Web log in page go to <https://s2b.standardchartered.com/>
- Enter your log-in credentials (**User ID or EMAIL, Group ID**) in the screenshot below and click on the **Continue** button (which will be activated once your login credentials are captured)



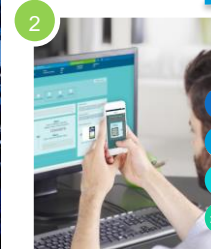
Step 2:

- Once you have clicked on “**Continue**” the LOGIN WITH PASSWORD/TOKEN OTP fields will become available for use.



Physical Token based security

A highly secure physical security token is used to log on and authorise payments and beneficiaries. Instructions are digitally signed using the response from this device and securely transmitted to us for processing. The same device is also used to log in to Straight2Bank.



Simple Security on Straight2Bank

Stay secure with mobile tokens

Secure Log-in with two factor authentication and be able to manage ID's for multiple profiles

Access and perform transactions with greater convenience. In addition, new functions have been implemented to simplify the process, such as instant access activation by email

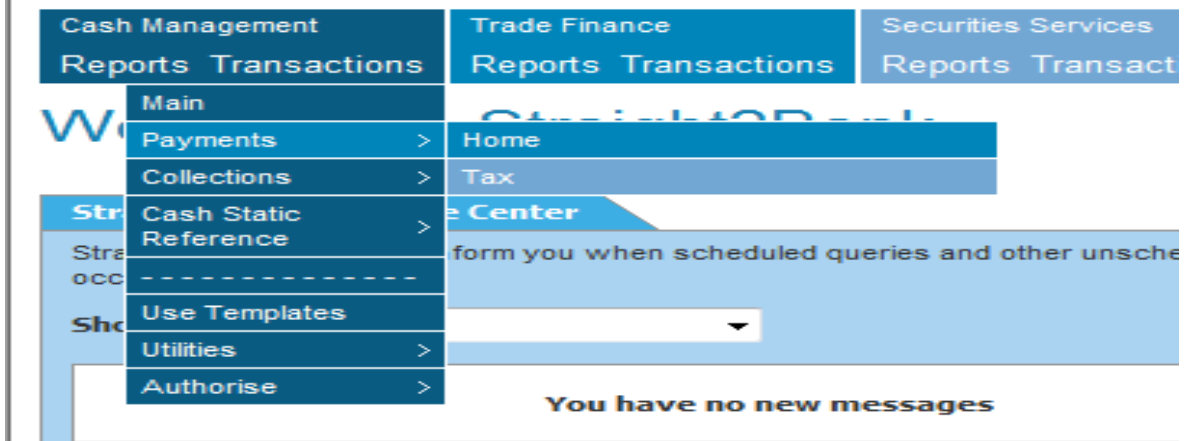
- 1 Where your profile is activated for Token generated “**One Time Passwords**” obtain and enter the Password that is generated to your Standard Chartered token

- 2 Mobile Token activated profile password is generated direct to your mobile

- Click **LOGIN** Button

Step 3:

- Navigate to **Cash Management → Transactions → Payments → Tax**



Step 4:

- Select company name and debit account number if these differ from default selection.
- Enter your 10 - digit **Payment Reference Number** generated by SARS e-Filing system in the **Payment Reference Number field*** and exact payment amount in **Payment Amount field*:**

Step 4:

- Click on **Validate** to validate the Payment Reference Number and Payment Amount against those received from SARS e-Filing:

Payment Details	Payee/Beneficiary Information
Payment Reference Number * : 1234567891	Payee/Beneficiary * : South African Revenue Services
Currency * : ZAR	Payee/Beneficiary Account * : Predefined
Payment Amount * : 50000.00	
<input type="button" value="Validate"/>	
<input type="button" value="Print Instruction"/> <input type="button" value="Save As Draft"/> <input type="button" value="Complete Instruction"/>	<input type="button" value="Clear"/> <input type="button" value="Cancel"/>

****** Upon successful validation, the Payment Reference Number and Payment Amount fields will grey out and will no longer be editable.

- Click on **“Complete Instruction”** to submit payment for authorisation.

Authorise your Tax Payment on Straight2Bank (S2B)

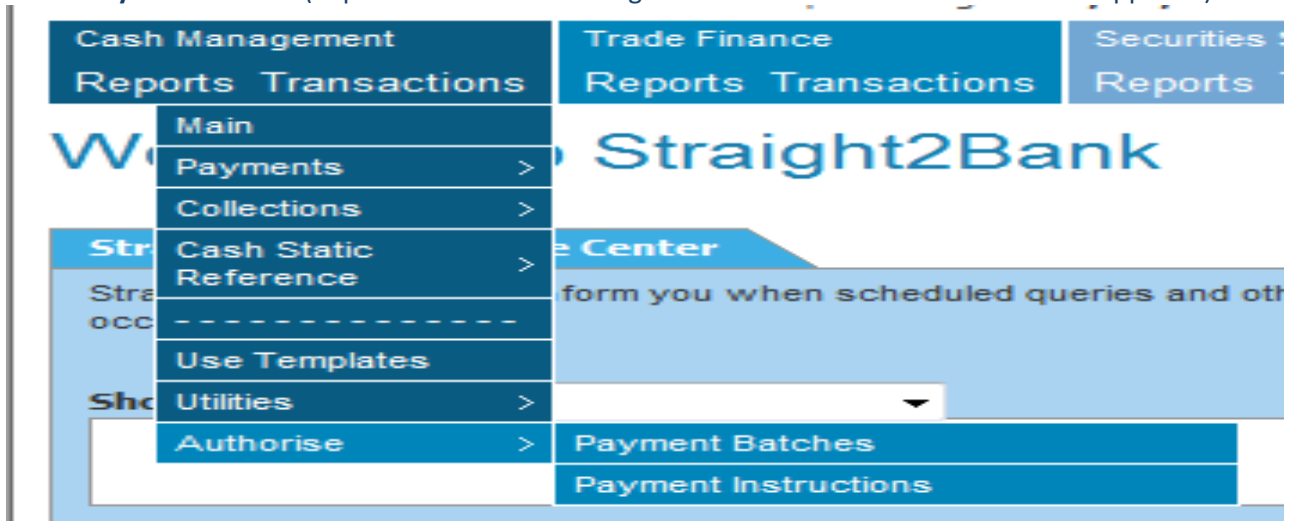
Step 1:

- Authorisers will access S2B in the same way as a user with “capture” permissions



Step 2:

- Navigate to **Cash Management** → **Transactions** → **Authorise** → select either **Payment Instructions** or **Payment Batches** (dependant on whether single transactions have been batched for approval)



Step 3:

- Select the required transactions and click on **Authorise This Payment** button at the bottom of the page

Authorise Payments

Search This List :

Select Select

<input type="checkbox"/>	Payment Reference	Customer Reference	Import Reference	Transaction/Related Reference	BO Reference	Type
<input checked="" type="checkbox"/>		PIZATAXGRPA08416	20140724id000000448932000			TAX
<input type="checkbox"/>		PIZATAXGRPA08412				TAX
<input type="checkbox"/>		PIZATAXGRPA08411				TAX
<input type="checkbox"/>		PIZATAXGRPA06441	20140617id000000441880000			TAX
<input type="checkbox"/>		PIZATAXGRPA00369	20140612id000000440810000			TAX
<input type="checkbox"/>		PIZATAXGRPA00210				TAX
<input type="checkbox"/>		PIZATAXGRPA00208				TAX
<input type="checkbox"/>		PIZATAXGRPA00152	20140609id000000439734000			TAX
<input type="checkbox"/>		PIZATAXGRPA00150	20140609id000000439734000			TAX
<input type="checkbox"/>		PIZATAXGRPA00068	20140604id000000438352000			TAX

Show : All | Selected (0)

Step 4:

Enter the response from your token and click on **Submit**

Challenge And Response * Indicates Mandatory Field

Challenge : 77325008

Response :

****** Based on your company profile and if second level of authorisation is required, the **second authoriser** will follow the same steps above to perform second approval.

Host to Host Payments Processing:

- Capture your payment detail using the relevant file format and payment type RTGS on your ERP system.
- In the Payment Subtype Field capture **Ta**
- Capture the 10 – digit reference generated by SARS e-Filing the **Payment Details Field**
- Capture the amount (this must be equal to the amount captured on the payment request on e-filing) in the amount field
- Capture **0000000000** in the beneficiary account field (note SARS is maintained as a predefined beneficiary in the banks systems)
- Submit your payment to bank for processing before 15h30 on business days i.e. Monday to Friday.

Standard Chartered Client Support Contact Information

Our teams are available to provide support on the process at Standard Chartered once your payment request is successfully generated on the SARS e-Filing portal. Please find the contact numbers of the relevant teams and individuals below:

<u>Contact Name</u>	<u>Tel Number</u>	<u>Email Address</u>
<u>Client Services Group</u>	<u>+27 11 217 6850</u>	<u>ZA.PremierServices@sc.com</u>
<u>Sandra Houston</u>	<u>+27 11 217 6600</u>	<u>Sandra.Houston@sc.com</u>
<u>Sibusiso Jele</u>	<u>+27 11 217 6600</u>	<u>Sibusiso.Jele@sc.com</u>

South African Revenue Service Contact Centre Information

For inquiries related to or any technical issues experienced on the e-Filing portal kindly contact the SARS Contact Centre direct on **0800 00 SARS (7277)** between 08h00 - 17h00 (excluding weekends and public holidays). International callers may phone +27 11 602 2093 during 8:00 am and 4:00 pm South African time or visit your nearest SARS branch.

THE END