



**FOR PSA MEMBERS: GENERAL 18/2025**

07-10-2025

## Enforcement of Income Tax numbers for employer filing season

The PSA has received official communication from the South African Revenue Service (SARS), dated 30 September 2025, regarding the upcoming Employer Filing Season. SARS has confirmed that no employer will be able to submit PAYE reconciliations without valid individual Income Tax numbers. In previous years, submissions were accepted despite warnings. However, valid Income Tax numbers are now compulsory, and non-compliance will result in the rejection of submissions and may incur administrative penalties.

### Action required by members

Members who receive any form of payment from the PSA, including honoraria, recruitment commissions, travel and subsistence allowances, or any other remuneration, must ensure that the following compulsory information is submitted to the PSA:

- Income Tax Number (10 digits; include leading zeros. Numbers starting with “7” are invalid as they represent employer tax numbers.)
- Home Address
- Postal Address
- Employer Address
- Email Address
- Business Telephone Number
- Cell Phone Number or alternative contact number

### How to obtain or confirm your Income Tax number

Visit the SARS Website and navigate to the “*Individuals*” section:

- To Register for Tax: Select “How do I register for tax”
- To Retrieve Your Tax Number: Select “I need my tax number”

### Deadline for submission to the PSA

To ensure timely processing and a successful trial submission to SARS, members are requested to submit all required information to the PSA by **20 October 2025**. The mid-year submission deadline to SARS is **31 October 2025**.

**Please note:** No payments will be released without the compulsory details as required by SARS.

Members are advised to contact PSA Offices in case they need clarity; your cooperation is appreciated to ensure compliance and avoid penalties.

Employees who want to join the PSA can visit the PSA's website, send an email to [ask@psa.co.za](mailto:ask@psa.co.za), or contact PSA Provincial Offices.

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