

# Payroll for your Business

PAS Solutions



## 10 Steps to submit your Payroll IT3, IRP5 and EMP501

1. Download the new SARS E@syFile software from :

<https://downloads.sarsefiling.co.za/easyfilehome/easyfilehome.html>

**Please contact us if you can't download it; we have a copy and can load it on your computer.**

2. Install the software on your computer.
3. Open your Year-End company in Payroll. Make sure your Payroll is Version 2009
  - 1c. If not please contact us so that we can load the patch for you.
4. Print your EMP501.
5. Process your Electronic IT3 and IRP5 file.
6. Run your new SARS software on your computer.
7. Import your Electronic IT3 and IRP5 file.
8. Enter manually all IT3 's and IRP5 's not processed on Payroll.
9. Enter your EMP501.
10. Submit to SARS.

## Payroll Products

- [\*Pastel Micropay\*](#)
- [\*Partner Payroll\*](#)
- [\*Evolution Payroll\*](#)
  
- [\*Tax Table guide\*](#)

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**Quality . Satisfaction . Progress**

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