

## SARS eFiling payments with HSBC Bank Online Banking (HSBCnet)

This document is created to assist the capturer and authoriser to make a SARS eFiling payment. It assumes that you can find your way around eFiling and can access the screens below, the process is similar for Business customers. A SARS eFiling transaction needs to be authorised in line with your signature limits set up at account level.

### The following steps will apply:

1. The banking details is completed on SARS eFiling
2. Capture the relevant HSBC banking details on SARS eFiling using the following details:

<https://www.sars.gov.za/ClientSegments/Individuals/How-Pay/Pages/Discontinuation-of-Debit-Pull-Transactions-on-eFiling.aspx>

### Banking Information

#### 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 the 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.

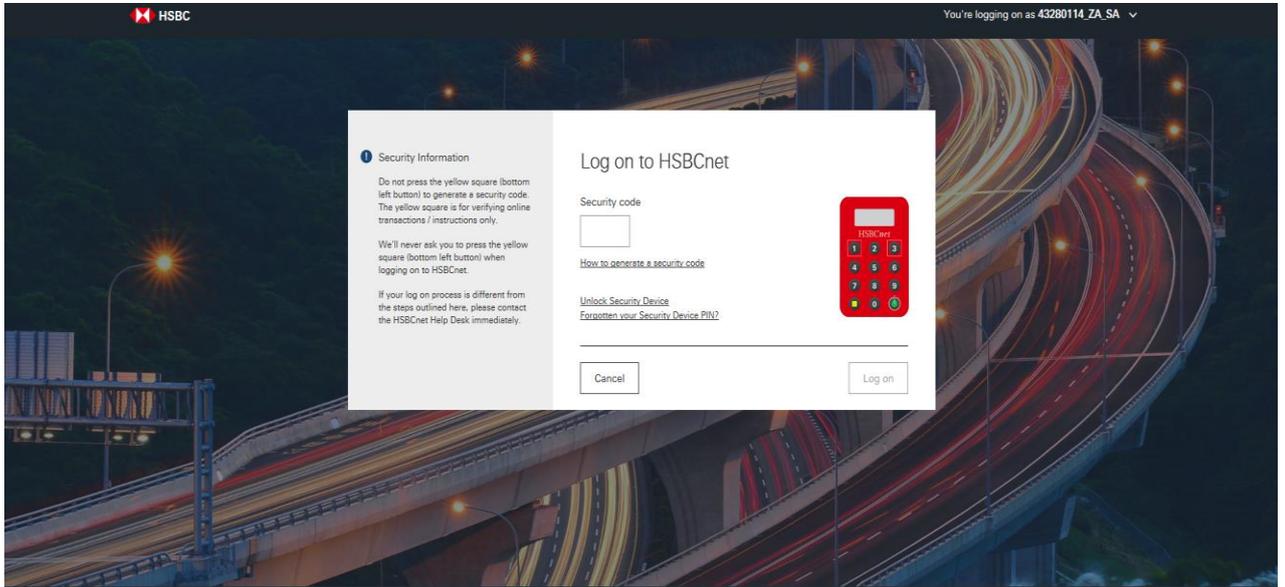
This is a description of your bank account

Account Name	HSBC Customer (Pty) Ltd
Credit Push	HSBC
Account Number	121XXXXXX001
HSBCnet ID	ZA12133355888
User Number	ZAHBEU

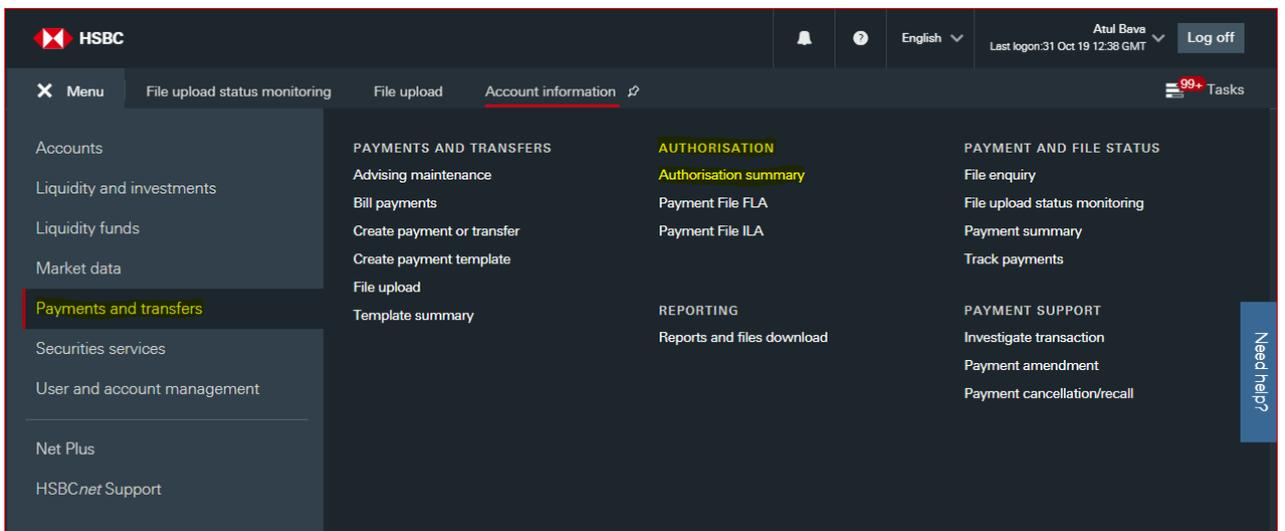
3. The account number is your 12 digit HSBC Bank plc – Johannesburg Branch account.
4. Select HSBC from the drop down in the Credit Push field
5. Your HSBCnet ID is your last 11 characters of your eChannel profile ID  
e.g ZA121XXXXXXXX (all alpha characters in capital letters)
6. Your user number is the first 6 characters of your eChannel profile ID  
e.g. ZAHBEU (all alpha characters in capital letters)

**To release a payment made on the SARS eFiling website from HSBC Online Banking (HSBCnet):**

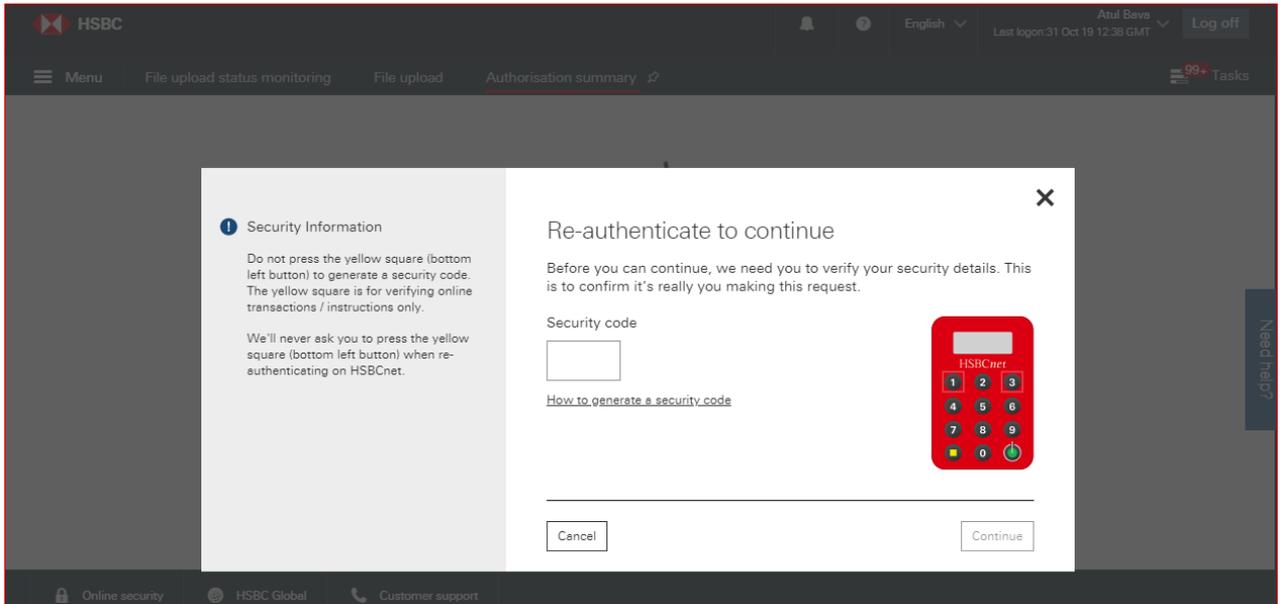
7. Sign onto HSBC's Online Banking as per normal Screen print below



8. Click on the Menu tool to access the drop down navigation bar. Click the Payments and transfers. On the right navigation screen, click on the Authorisation summary tool



9. As you need to authorise the payments for the first time since this log in session, the system will want you to log in with the security device once.



- "Go to" Authorisation Summary
- Your eFiling transaction is waiting for approval under Tax Payment

**Authorisation Summary** Edit Help

Shows the number of designated beneficiaries, payment instructions and restricted templates that require authorisation listed by payment type. You can view a list of the designated beneficiaries, payment instructions or restricted templates and then authorise, reject or send them for repair.

**Current account group** All Accounts Select account group

Type	Instruction	Restricted template
<a href="#">Transfer</a>	880 >	1020 >
<a href="#">Priority</a>	6477 >	4477 >
<a href="#">Eurozone-SEPA</a>	1 >	571 >
<a href="#">Priority Payment Zenqin</a>	9 >	4 >
<a href="#">ACH</a>	57 >	340 >
<a href="#">ACH Transfer</a>	42 >	7 >
<b>Tax Payment</b>	<b>0 &gt;</b>	2 >

10. Click on the word Tax Payment.

In the new screen, a summary will appear of the tax payments pending approval.

The screenshot shows the HSBCnet interface for 'Pending authorisation'. At the top, there are navigation tabs: 'Instruction', 'Restricted Template', and 'Help'. Below this is a breadcrumb trail: 'Authorisation Summary > Instruction > Tax Payment > Pending authorisation'. A 'Quick Search Q' section contains several filters: 'Instruction reference number', 'Debit account', 'Value date (dd/mm/yyyy)' (with 'From' and 'To' date pickers), 'Amount' (with 'From' and 'To' input fields), 'Payment currency', 'Payment status', 'Location', and 'Tax Type'. Below the filters are buttons for 'Apply', 'Clear', and 'Maintain favourite accounts'. A table of tax payments is displayed with columns: Select, Location, Debit account, Tax type, Tax ID, CCY, Amount, Value date (dd/mm/yyyy), Status, and Action. The table contains two rows of data. Below the table are buttons for 'Select all', 'Clear all', and 'Authorize selected' (with sub-options 'Authorize selected one by one' and 'Prepare selected for authorisation'). A 'Back to top' link is at the bottom left.

Select	Location	Debit account	Tax type	Tax ID	CCY	Amount	Value date (dd/mm/yyyy)	Status	Action
<input type="checkbox"/>	South Africa	ZAHBEUCA121-000764-001	General tax payments	0057134687	ZAR	585 937.66	07/11/2019	Pending authorisation	<a href="#">▶</a>
<input type="checkbox"/>	South Africa	ZAHBEUCA121-028765-001	General tax payments	0057135255	ZAR	412 048.13	07/11/2019	Pending authorisation	<a href="#">▶</a>

- Click on the amount which will provide more information of the tax payment, such as the value date, the amount and the tax reference number which will match the SARS eFiling system.

The screenshot shows the 'Tax Payment - Details' page. At the top, there are navigation tabs: 'Details', 'Payment Authorisation', and 'Help'. Below this is a breadcrumb trail: 'Payment Authorisation > Details > Tax Payment - Details'. The page displays the following information:

- New status:** Pending authorisation
- Instruction reference number:** 14825L70174D
- Buttons:** View payment activity, Authorise, Reject
- Instruction details:**
  - Payment Type: Tax Payment
  - Beneficiary bank location: South Africa
  - Tax Type: General tax payments
  - Debit account: LWW ZAR 00 12 [REDACTED] 001
  - Payment currency: ZAR
  - Payment amount: 585 937.66
  - Value date (dd/mm/yyyy): 07/11/2019
  - TaxID: 005 [REDACTED] 687
- Buttons:** View payment activity, Authorise, Reject
- Back to top** link.

At the bottom of the page, there are links for 'Online Security', 'HSBC Group', 'Live Share', and 'Customer Support'. The footer contains legal disclaimers and copyright information: '© HSBC Bank plc 2019'.

12. The approver will click on the Authorise button. Thereafter the below confirmation will be provided which has the unique HSBCnet transaction reference number and the new status which is “Pending 2<sup>nd</sup> Authorisation”. The instruction must be approved by a 2<sup>nd</sup> approver.

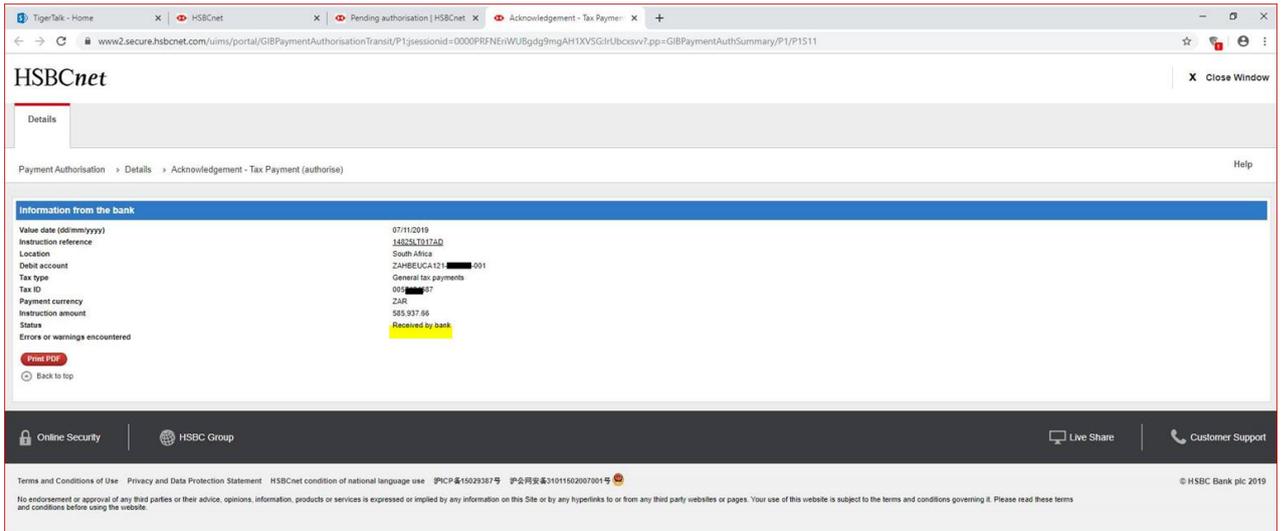
The screenshot displays the HSBCnet web interface for a tax payment authorisation summary. The page title is "HSBCnet" and the breadcrumb navigation is "Payment Authorisation > Details > Acknowledgement - Tax Payment (authorise)". The main content area is titled "Information from the bank" and contains the following details:

Value date (dd/mm/yyyy)	07/11/2019
Instruction reference	1482511740
Location	South Africa
Debit account	24HBEUCA121 [REDACTED] 001
Tax type	General tax payments
Tax ID	0057 [REDACTED] 97
Payment currency	ZAR
Instruction amount	585 937.66
Status	Pending 2nd authorisation
Errors or warnings encountered	

Below the table, there are two buttons: "Print PDF" and "Back to top". The footer of the page includes "Online Security", "HSBC Group", "Live Share", and "Customer Support". At the bottom, there is a copyright notice: "© HSBC Bank plc 2019".

13. The 2<sup>nd</sup> approver will log into the system and approve the tax payment by accessing the Authorisation Summary as described in points 8,9,10 and 11. The confirmation will be “Received by Bank”

This instruction will be processed by the banking system and the debit entry will reflect on the account statement.



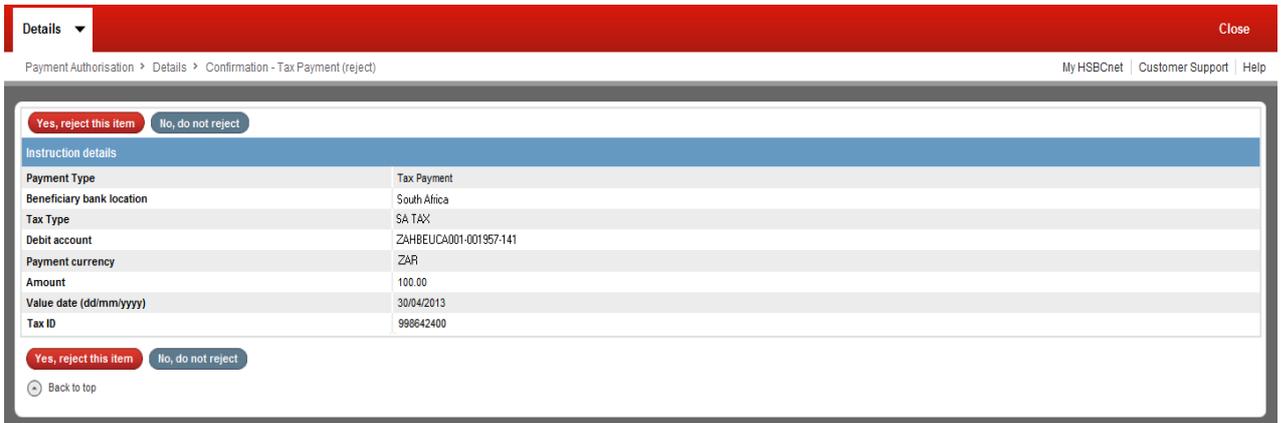
#### 14. Tax Payment Rejection process

Tax payments submitted through SARS eFiling cannot be amended. The only option allowed is Authorise or Reject.

- The approver logs into HSBCnet, access the Authorisation Summary module, log in with the security device. Access the Tax payment, click on the red action arrow and select “Reject” from the menu.

In the next screen, click and confirm. The acknowledgement screen will provide the new status as “Pending Authorisation”.

## HSBCnet



- A second approver will need to authorise the rejected Tax payment. The approver will log in as normal, access the Authorisation Summary, log in once more with the security device.

Details Close

Payment Authorisation > Details > Acknowledgement - Tax Payment (reject) My HSBCnet | Customer Support | Help

### Information from the bank

Value date (dd/mm/yyyy)	30/04/2013
Instruction reference	01113R3000J2
Location	South Africa
Debit account	ZAHBEUCA001-001957-141
Tax type	SA TAX
Tax ID	998642400
Payment currency	ZAR
Instruction amount	100.00
Status	Pending authorisation
Errors or warnings encountered	

- Locate the Tax payment and approve the Rejection, where the new status will be “Rejected by Customer”.
- A new Tax payment instruction will need to be submitted on SARS eFiling.