

uMLALAZI



**CORPORATE SERVICES**

Our Ref / Ons Verw: 16/2/2

Imibuzo

Inkomba Yakho:

Enq: Themba Mthethwa

Your Ref / U Verw:

08 August 2017

**TO: OFFICE OF THE MAYOR  
OFFICE OF THE DEPUTY MAYOR  
OFFICE OF THE SPEAKER  
OFFICE OF THE CHIEF WHIP  
OFFICE OF THE MUNICIPAL MANAGER  
CHIEF FINANCIAL OFFICER  
DIRECTOR CORPORATE SERVICES  
ACTING DIRECTOR COMMUNITY SERVICES  
ACTING DIRECTOR ENGINEERING SERVICES  
PLANNING AND DEVELOPMENT DEPARTMENT**

**MEMORANDUM**

**SECOND VISIT BY SOUTH AFRICAN REVENUE SERVICES**

Please be advised that the South African Revenue Services will be visiting uMlalazi Municipality on the following dates to assist taxpayers with tax issues.-:

**Date : 17 August 2017 (Thursday) - 09h00 to 15h00**

**Venue : Norwood Hall**

**Date : 18 August 2017 (Friday) - 09h00 to 15h00**

**Venue : Town Hall**

Please notify Staff Members in your department to attend. It should be noted that these sessions are also open to public members.

Enclosed please find the notice for placement on the Councils notice boards.

  
**KHULEKANI C ZULU**  
**ACTING MUNICIPAL MANAGER**

/np

# The SARS Engagement Team will be here to assist you

## TO COMPLETE YOUR INCOME TAX RETURN (ITR12)

### *Bring along the following supporting documents:*

- Proof of identity – ID, passport or driver's licence
- Proof of income – All the IRP5/IT3(a) and IT3(b) certificates you received
- Proof of deductions – such as medical aid, travel, pension and retirement annuity certificates

## TO REGISTER AS A TAXPAYER

### *Bring along the following documents:*

- The original and a certified copy of your ID, passport or driver's licence
- Original bank statement with the bank stamp not older than 3 months
- Proof of residential address e.g. municipal account reflecting your name and address

## TO CAPTURE OR CHANGE YOUR BANKING DETAILS:

### *Bring along the following documents:*

- Original certified copy of your ID or passport
- Original proof of residential address, e.g. municipal account not older than 3 months reflecting your name and residential address
- Original bank statement with bank stamp not older than 3 months

## NORWOOD HALL, UMLALAZI

DATE: 17 AUGUST 2017      TIME : 09H00 -15H00

## TOWN HALL, UMLALAZI

DATE: 18 AUGUST 2017      TIME : 09H00 - 15H00

[www.sars.gov.za](http://www.sars.gov.za)

0800 00 SARS(7277)

**SARS**  
At Your Service

[www.sars.gov.za](http://www.sars.gov.za)