

SARS DOCUMENTATION REQUIREMENTS

Salaried employee	Income from own business *	Rental income *
IRP5		
If you receive a travel allowance; <ul style="list-style-type: none"> ▪ Opening and closing kilometres ▪ Log book showing business kilometres ▪ Purchase price of the vehicle ▪ Make and model and year of vehicle ▪ Registration plates 	Income & expenditure Nature of business conducted (so we can include the correct source code)	Income & expenditure
Medical Aid certificate		
Retirement Annuity contribution certificate Tax Free Investment Certificate		
Investment income IT3 certificates (interest / dividends etc)		
Capital Gains <ul style="list-style-type: none"> ▪ Any certificates ▪ If you have sold property - proceeds and base cost of asset sold 		
Donations to public benefit organisations		

*I have a blank excel spread sheet that you can use to capture your income and expenses.

Note: I do not require copies of invoices, but you may be required to submit these should SARS conduct an audit.

If you need a SARS return completed, please visit [this link](#).