

# Payroll Checklist | 2024-2025 Year-End

Prepare for and process your Payroll 2024-2025 Tax Year-End with confidence.

Complete Contraserv's handy Checklist and avoid costly mistakes and **SARS penalties**.

Do a systematic check to ensure your employer and employee payroll data is accurate before you click submit.

Payroll reporting can be pain-free as long as you get the basics correct.

It is as easy as A ... B ... C ...

## Contraserv's Checklist / The ABCs of Payroll Year-End

### **A All Your Company Information**

- ✗ Company Name, Contact, Address, Banking and Public Officer Details
- ✗ PAYE Registration Number
- ✗ UIF Reference Number
- ✗ SDL Reference Number

### **B Basic Employee Details**

- ✗ First Name and Surname
- ✗ ID or Passport Number
- ✗ Bank Account Number
- ✗ Income Tax Reference Number
- ✗ Address and Phone Number
- ✗ Tax Directive Number (if applicable)

### **C Contributions and Remuneration Data**

- ✗ Employee Earnings and Deductions
- ✗ Employer Contributions

- ✗ IRP5 Codes
- ✗ Medical Aid Billing Statement and Dependent Information

Double-check that you used the correct IRP5 Codes to process employee remuneration and employer contributions.

Verify that you accurately recorded medical aid dependents on medical aid billing statements for the entire year.

You are now ready for the next step.

## **Generate IRP5s and Process Payroll | Contraserv Scalable Payroll Solutions**

Once satisfied that all your payroll data is correct, use your payroll software to generate IRP5s.

Generate an IRP5 or IT3 certificate for ALL employees who worked on 28 February 2025 (the last day of the fiscal year).

Contact Contraserv for assistance if you are battling to integrate HR data with your payroll software. We will produce and securely distribute your IRPs with our 100% Cloud-Based payroll software.

## **Process Year-End Payroll**

Contraserv provides comprehensive payroll services and **customised support**.

We are experts at South African payroll processing and can scale our services to suit your business needs: Real people who take the sting out of year-end reporting.

Our expert consultants will process your payroll swiftly and accurately:

- Reconcile your PAYE, UIF, SDL and ETI amounts
- Create CSV files for upload to SARS e@syFile™ Employer
- Check processing date is correct and recorded as 28 February 2025
- Complete year-end processing and make final tax submissions

Switch to Contraserv for easy onboarding and seamless payroll integration.

Finalise fiscal year-end and start fresh with Contraserv – be confident your payroll needs are covered.

*Pain-free payroll reporting – the key is the details!*