

**pay**space.

# Payroll Year-End Checklist



## Complete a quick information check before submitting your payroll data.

### Verify **Company** Information:

- ✓ Address, contact details etc
- ✓ PAYE registration number
- ✓ UIF reference number
- ✓ SDL reference number

### Verify **Employee** Information:

- ✓ Full Names and Surname
- ✓ ID or passport numbers
- ✓ Bank account numbers
- ✓ Income tax reference numbers
- ✓ Address and phone numbers
- ✓ Directive numbers

### Review **Remuneration** Data:

- ✓ Confirm employee earnings, deductions, and employer contributions
- ✓ Check that the correct IRP5 codes have been used for processing
- ✓ Cross-check Medical Aid billing statement for accurate reflection of dependents throughout the tax year
- ✓ All employees who worked for you on the last day of the tax year, February 29, 2024 must receive an IRP5 or IT3 certificate
- ✓ Use your payroll software to easily produce, print, and securely distribute IRP5s online.