

## How to register with SARS

### SARS registration – employer

An employer **MUST** register with SARS within 21 business days after becoming an employer.

Full details of how this should be done is available on [SARS.gov.za](https://www.sars.gov.za)

or by calling the SARS contact centre on 0800 007 227.

### SARS registration – employees

Any person who is paid a salary or wage, is obliged to register for income tax with SARS, and obtain a tax reference number.

If the employee is not registered, then the employer is obliged to ensure that the employee registers for income tax.

The employee can go to SARS to register themselves – this cannot be done online - or via a third party – the employee must personally visit the SARS office.

- Certified copy of ID
- Proof of address
- 3 Months' bank statements, original and stamped by the bank
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The employer can use e-Filing to register an employee for tax.

[Register employee for tax](#)

The easiest process is for the employer to require the prospective employee to register for tax and provide the employer with a tax reference number before confirming employment.

