



Deloitte School of Tax Completing the Individual's Tax Return (ITR12)

Tax season 2017 is now open. Are you aware of the recent changes made to the ITR12 individual's tax return?

This workshop has been specifically designed to assist with the preparation or review of the individual's tax return.

This half day course will work through key sections of the Act relevant to an individual's tax return as well as practical examples designed to help participants to understand and apply these key sections. The course will end with the completion of a mock return.

Participants will leave the course better equipped to complete or review an individual's tax return. They will also gain an understanding of the dispute management process to be followed with SARS when dealing with an individual's tax return and assessment/s issued.

The agenda for the workshop is as follows:

Topic	Content	Timing
Registration		8:00a.m. – 8:30a.m.
Individuals tax introduction	Salary structuring, my employment contract, my payslip, and IRP5 – what do these terms mean, and what do I need to understand about them?	8:30a.m. – 8:40a.m.
My medical expenses	How do medical aid contributions and expenses impact the tax calculation, what documentation do I need to have as support for my tax return, where do I disclose medical contributions and expenses in my tax return?	8:40a.m. – 8:55a.m.
My company car/travel allowance	What is the impact to the tax calculation of driving a company car or receiving a travel allowance, what supporting documentation do I need to maintain, where in my tax return do I include the information which SARS use to determine the tax outcome?	8:55a.m. – 9:25a.m.
My retirement planning	What is the impact to the tax calculation of contributions to provident, pension and retirement annuity funds? What supporting documentation do I need to maintain? Where in the tax return do I need to capture this information? What is impact to me on receipt of lump sums or annuities on retirement?	9:25a.m. – 9:45a.m.
My investments	Basic overview of the tax consequences on receipt of dividend, interest or rental income (local and foreign), what supporting documentation is received and must be maintained, capital gains tax planning, and general planning advice	9:45a.m. – 10:05a.m.
Other areas of interest	Other possible deductions or inclusions in your tax calculation	10:05a.m. – 10:25a.m.
Provisional tax	When is a person a provisional taxpayer, registering as a provisional taxpayer, and what then needs to be done.	10:25a.m. – 10:35a.m.
Tea – 15 Minutes		
Non-compliance	Consequences of non-compliance and how to resolve?	10:50a.m. – 11:05a.m.
eFiling	How to register on and to use eFiling functionality and tracking deadlines	11:05a.m. – 11:10a.m.

Bringing it all together - the tax calculation and the tax return

- Discussion on how the tax calculation works and how you calculate the tax due or refundable - we will work through a "dummy" tax calculation which will be used for the tax return case study
- Discussion on process on preparing a return, receiving an assessment and what to do if you disagree with an assessment. Will also discuss areas of individual tax return not yet covered and set up for the case study

11:10a.m. -
11:40a.m.

Case study

Case study to complete a "dummy" individual tax return. The ITR12 and all supporting documentation will be provided to you electronically. We will mark as a group and debrief.

11:40a.m. -
12:45p.m.

Wrap-up & Questions – 15 Minutes

Facilitator:

Richard Loyson specialises in taxation and financial accounting and was a senior lecturer at Nelson Mandela Metropolitan University where he lectured at post graduate level. Richard now consults largely on corporate tax and provides corporate tax services to a number of large listed corporate clients. Richard also provides a range of tax services to smaller to medium sized clients in the Eastern Cape. Richard has been involved with accounting and tax training at various levels over several years. He is a Chartered Accountant and has a Masters in Taxation.

Dates and Venues:

Durban	14 August 2017
Johannesburg	15 August 2017
Port Elizabeth	16 August 2017
Cape Town	18 August 2017

Cost:

R1 653 (inclusive of VAT)/R1 450 (exclusive of VAT)

Payment is due after the seminar date.

Company Discount: 10% for 2 or more participants from the same company and region. The discount applies from participant 2 onwards.

Alumni Discount: 10% for Deloitte alumni. This applies if you are a former employee of Deloitte and have registered as Deloitte alumni. ([Click here](#) to register as an alumnus)
You will only qualify for one of the 10% discounts

Cancellation Policy:

Our standard cancellation policy is to invoice 50% of the cost of the workshop for attendance not cancelled within 48 business hours of the planned session date. This is to recover the overhead costs incurred relating to your planned attendance and the cost of the course material.

Time:

8:30 a.m. – 13:00 p.m. (Registration from 8:00)

The course will contribute to **4.5 hours** CPD/CPE

RSVP:

Please note that we use an online booking system. Kindly complete the online booking form using the link below.

The link will open the booking page of the Deloitte School of Tax but it will not select the course or region for you. Please be sure to select the correct course, date and region from the drop-down menu.

You will be able to register several people using one form. (Please contact us at dsot@deloitte.co.za if you wish to make bookings for more than 20 people at once.)

[Register Here](#)

Course Material:

In the interests of the environment, and to move with technology, this will be a paperless course. We will email you the course material within 48 business hours of the planned session date. You will then have the option to bring the course material on your laptop/tablet, or should you prefer, to print the material. We will have plug points in the venues for laptops/tablets

Contact us:

Should you have any administrative questions regarding this workshop, please contact us at dsot@deloitte.co.za

[Deloitte School of Tax Website](#)

Sincerely,

The Deloitte School of Tax Team



Deloitte Touche Tohmatsu Limited

Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee, and its network of member firms, each of which is a legally separate and independent entity. Please see www.deloitte.com/about for a detailed description of the legal structure of Deloitte Touche Tohmatsu Limited and its member firms.

Deloitte provides audit, tax, consulting and financial advisory services to public and private clients spanning multiple industries. With a globally connected network of member firms in more than 150 countries, Deloitte brings world-class capabilities and high-quality service to clients, delivering the insights they need to address their most complex business challenges. The more than 200 000 professionals of Deloitte are committed to becoming the standard of excellence.

This communication contains general information only, and none of Deloitte Touche Tohmatsu Limited, its member firms, or their related entities (collectively, the "Deloitte Network") is, by means of this communication, rendering professional advice or services. No entity in the Deloitte Network shall be responsible for any loss whatsoever sustained by any person who relies on this communication.

© 2017 Deloitte & Touche. All rights reserved. Member of Deloitte Touche Tohmatsu Limited