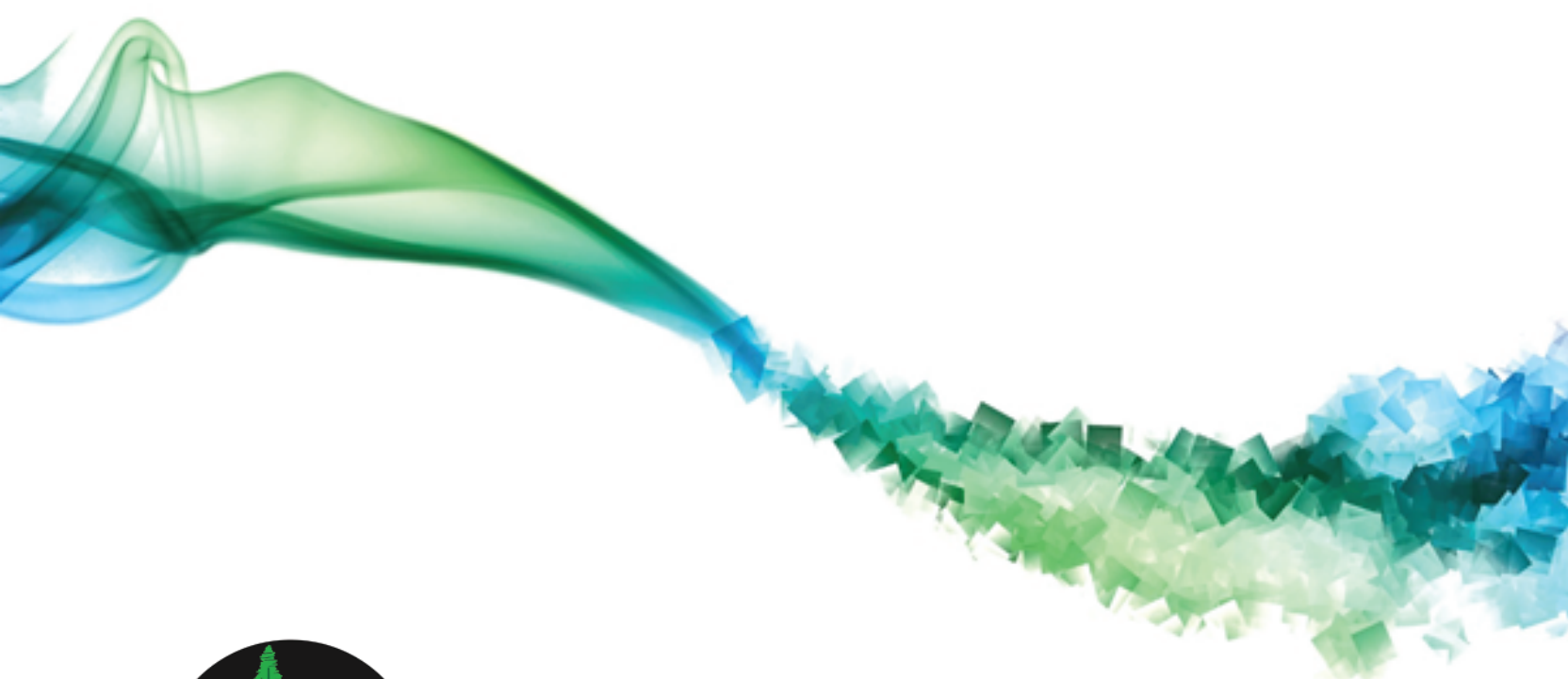


# TWK Payroll Services



Contact:  
Dupie van Rensburg  
C: +27 (0)82 782 7325  
T: +27 (0)17 824 1599  
Email: [twkpayroll@twkagri.com](mailto:twkpayroll@twkagri.com)

**TWK's vision is to achieve sustained growth together with the mission to deliver value adding products and services to the industries in which we operate.**

With the increasing demand for reliable payroll services we decided to offer our clients professional, quick and quality payroll and tax services.

Our friendly and qualified personnel are available to assist in any aspect of your payroll needs.

We provide affordable packages, tailor made products and excellent service!



## TWK Payroll Services

Services	Payroll	Payroll and leave	Payroll, leave and HR functions
Salaries / Wages processing (Incl. payslips)	*	*	*
Monthly Payroll reports	*	*	*
Preparation of report and Statutory payments (EMP201, UIF Submission, Garnishee orders and IT88's)	*	*	*
UIF submission	*	*	*
Employee Tax Incentive Claims	*	*	*
Electronic Bank file	*	*	*
Bi-annual IRP5/IT3 preparation and submission to SARS	*	*	*
Employee termination	*	*	*
Data backups	*	*	*
Customised reporting as per client requests	Optional	*	*
Leave Management	Optional	*	*
General Ledger interface file	Optional	Optional	*
UI19 reports upon termination	Optional	Optional	*
Quarterly stats SA reports	Optional	Optional	*
Annual OID (Was8) report	Optional	Optional	*



### **Additional Services:**

- Industry specific employment contracts.
- WCA assistance and reporting.
- Employment Equity reports
- Statutory Posters BCEA, EE and LRA
- Obtaining Income tax numbers for employees.
- Assistance with personal tax returns.
- Separate Executive Management Payroll.

### **By making use of our service, our clients will automatically enjoy the following benefits:**

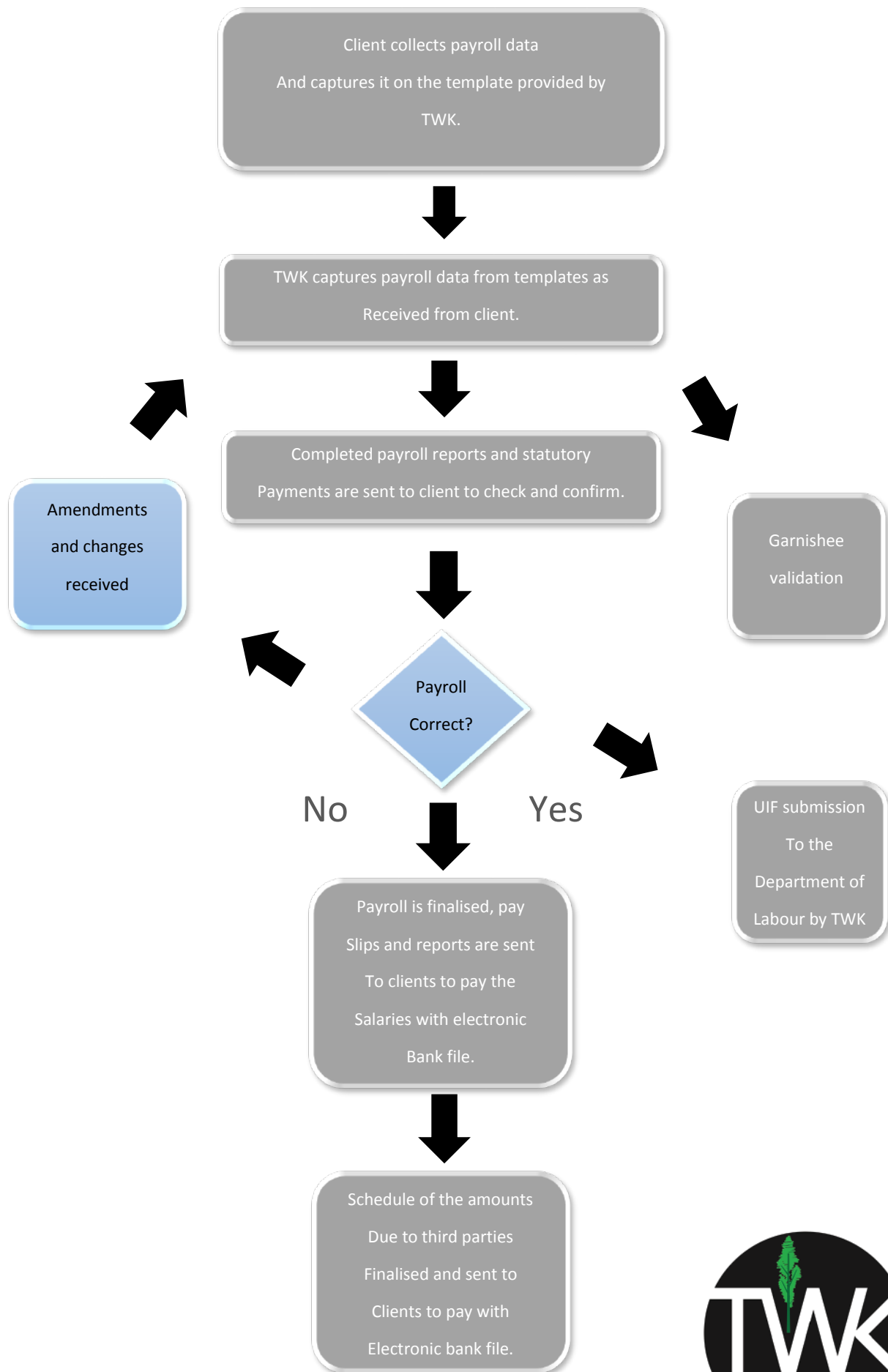
- Employment Tax Incentive (ETI)
- Cost saving
- Lower Bank Transaction Costs
- Accurate Leave Management
- No Software Costs or Annual Fees

### **Comply with Legal Requirements:**

- Section 31, 32, 33 and 35 of the Basic Conditions of Employment Act, Act 75 of 1997
- Unemployment Insurance Amendment Act, No 32 of 2003
- PAYE Statutory regulations
- Income Tax Act 52 of 1962



Monthly payroll process:



**The client will be responsible to:**

- Collect data and forward to TWK
- Confirm reports and statutory payments
- Make payments with electronic bank file

**TWK Payroll services will also take responsibility for the following:**

- Preparing electronic tax certificates.
- Preparing IRP5 and IT3 certificates.
- Preparing and reviewing the E@syfile import file for mid and end of tax year processes.
- Keeping up to date and in line with statutory requirements.
- Data backup and safe keeping.
- Records to be kept by TWK for 5 years

**Legal and Best Practice Principles:**

- It is a requirement that all earnings and monetary benefits (whether in cash or in kind), which an employee may receive, must be processed through the payroll.
- We are obliged to conduct the payroll outsourcing on your behalf in a transparent and auditable way.
- As your outsourced payroll provider we may be requested by the South African authorities to complete certain remuneration related questionnaires on your behalf. If and when requested to do so, the questionnaires will be completed accurately and truthfully.







Achieving sustainable  
growth  
together!



Contact:  
Dupie van Rensburg  
C: +27 (0)82 782 7325  
T: +27 (0)17 824 1599  
Email: [twkpayroll@twkagri.com](mailto:twkpayroll@twkagri.com)