

January

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 Jan New Year's Day

3 Jan Salary increases and medical aid increases

5 Jan EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline

Add to calendar

UIF Declaration submission deadline

Add to calendar

15 Jan Employment Equity (EEA2 & EEA4) online reporting deadline

25 Jan VAT201 manual submission and payment deadline

31 Jan VAT201 electronic submission and payment deadline

Helpful links

[Completing and submitting the EMP201 declaration](#)

[Submitting the VAT201 return and payment](#)

[Employment Equity online reporting](#)

February

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

7 Feb EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline

Add to calendar

UIF Declaration submission deadline

Add to calendar

20 Feb Prepare for 2023/2024 tax year end

23 Feb VAT201 manual submission and payment deadline

29 Feb VAT201 electronic submission and payment deadline

Helpful links

[Completing and submitting the EMP201 declaration](#)

[Submitting the VAT201 return and payment](#)

payspace.

2024

Payroll Calendar

**Download the remind.ics file and open it. Click 'Add to Calendar' to add the reminder for the entire year to your preferred calendar app.

March

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 Mar Start of new tax year 2024/2025
- 7 Mar EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline
Add to calendar
UIF Declaration submission deadline
Add to calendar
- 21 Mar Human Rights Day
- 25 Mar VAT201 manual submission and payment deadline
- 28 Mar VAT201 electronic submission and payment deadline
COIDA Return of Earnings (ROE) 2023/2024 submission deadline
- 29 Mar Good Friday

Helpful links

- Completing and submitting the EMP201 declaration
- Submitting the VAT201 return and payment
- COIDA ROE online submission

April

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 1 Apr Family Day
Employer Annual Reconciliation Declaration submission 2023/2024 expected start date
- 5 Apr EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline
Add to calendar
UIF Declaration submission deadline
Add to calendar
- 25 Apr VAT201 manual submission and payment deadline
- 27 Apr Freedom Day
- 30 Apr VAT201 electronic submission and payment deadline
Skills WSP, ATR, PTP & PTR reports submission to SETA deadline

Helpful links

- Completing and submitting the EMP201 declaration
- Submitting the VAT201 return and payment
- SETAs and Skills Development
- Employer Reconciliation Declaration

May

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 May Worker's day
- 7 May EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline
Add to calendar
UIF Declaration submission deadline
Add to calendar
- 24 May VAT201 manual submission and payment deadline
- 31 May VAT201 electronic submission and payment deadline
Employer Annual Reconciliation Declaration submission 2023/2024 deadline

Helpful links

- Completing and submitting the EMP201 declaration
- Submitting the VAT201 return and payment
- Employer Reconciliation Declaration

**Download the remind.ics file and open it. Click 'Add to Calendar' to add the reminder for the entire year to your preferred calendar app.

June

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

7 Jun EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline

Add to calendar

UIF Declaration submission deadline

Add to calendar

16 Jun Youth Day

17 Jun Youth Day Holiday

25 Jun VAT201 manual submission and payment deadline

28 Jun VAT201 electronic submission and payment deadline

Helpful links

[Completing and submitting the EMP201 declaration](#)

[Submitting the VAT201 return and payment](#)

July

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 Jul Personal Income Tax filing season 2023/2024 expected start date

5 Jul EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline

Add to calendar

UIF Declaration submission deadline

Add to calendar

25 Jul VAT201 manual submission and payment deadline

31 Jul VAT201 electronic submission and payment deadline

Helpful links

[Completing and submitting the EMP201 declaration](#)

[Submitting the VAT201 return and payment](#)

[Personal Income Tax Assessment](#)

August

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7 Aug EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline

Add to calendar

UIF Declaration submission deadline

Add to calendar

9 Aug National Women's Day

23 Aug VAT201 manual submission and payment deadline

30 Aug VAT201 electronic submission and payment deadline

Helpful links

[Completing and submitting the EMP201 declaration](#)

[Submitting the VAT201 return and payment](#)

September

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 Sep Employer Interim Reconciliation Declaration submission 2024/2025 expected start date

6 Sep EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline

Add to calendar

UIF Declaration submission deadline

Add to calendar

24 Sep Heritage Day

25 Sep VAT201 manual submission and payment deadline

30 Sep VAT201 electronic submission and payment deadline

Helpful links

[Completing and submitting the EMP201 declaration](#)

[Submitting the VAT201 return and payment](#)

[Employer Reconciliation Declaration](#)

October

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Oct Employment Equity (EEA2 & EEA4) manual reporting deadline

7 Oct EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline

Add to calendar

UIF Declaration submission deadline

Add to calendar

25 Oct VAT201 manual submission and payment deadline

31 Oct VAT201 electronic submission and payment deadline

Employer Interim Reconciliation Declaration submission 2024/2025 deadline

Helpful links

[Completing and submitting the EMP201 declaration](#)

[Submitting the VAT201 return and payment](#)

[Employer Reconciliation Declaration](#)

November

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7 Nov EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline

Add to calendar

UIF Declaration submission deadline

Add to calendar

25 Nov VAT201 manual submission and payment deadline

29 Nov VAT201 electronic submission and payment deadline

Helpful links

[Completing and submitting the EMP201 declaration](#)

[Submitting the VAT201 return and payment](#)

December

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1 Dec

Bonuses and annual shutdown
- 6 Dec

EMP201 (PAYE, UIF, SDL & ETI) submission and payment deadline

Add to calendar

UIF Declaration submission deadline

Add to calendar
- 16 Dec

Day of Reconciliation
- 24 Dec

VAT201 manual submission and payment deadline
- 25 Dec

Christmas Day
- 26 Dec

Day of Goodwill
- 31 Dec

VAT201 electronic submission and payment deadline

Helpful links

- [Completing and submitting the EMP201 declaration](#)
- [Submitting the VAT201 return and payment](#)

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