

The table below provides a list of documents that will be accepted by SARS as proof of residential or business address.

Top Tip: The document must clearly show the taxpayers name (either initials and surname or first names(s) and surname) and the physical address.

Document description Validity period

1. GENERAL ACCOUNTS:

- 1.1 Utility account i.e. rates and taxes, water or electricity account Less than 3 months old
- 1.2 Educational Institution account Less than 3 months old
- 1.3 Co-op statement (for farmers) Less than 3 months old
- 1.4 Medical aid statement Less than 3 months old
- 1.5 Mortgage statement from mortgage lender Less than 6 months old
- 1.6 Telephone account (All networks) Less than 3 months old
- 1.7 e-Toll account Less than 3 months old
- 1.8 SABC television licence Less than 1 year old
- 1.9 Retail accounts (e.g. Woolworths, Edgars, etc.) Less than 3 months old

2. GOVERNMENT ISSUED DOCUMENT:

- 2.1 Motor vehicle licence documents Less than 1 year old
- 2.2 Court order Less than 3 months old
- 2.3 Subpoena Less than 3 months old
- 2.4 Traffic fine Less than 3 months old
- 2.5 Documentation relating to UIF or pension pay-out Less than 3 months old

3. INSURANCE AND INVESTMENT DOCUMENT:

- 3.1 Life assurance document Less than 1 year old
- 3.2 Short-term insurance document Less than 1 year old
- 3.3 Health insurance document Less than 1 year old
- 3.4 Funeral policy document Less than 1 year old
- 3.5 Investment statement from share, portfolio or unit trust Less than 1 year old

4. LEASE/FRANCHISE AGREEMENT:

- 4.1 Current and valid agreement

The Confirmation of Entity Residential/Business Address form (CRA01) must be filled in:

- Where proof of residence is in the name of a third party (e.g. in someone other than the taxpayer name) the CRA01 must be filled in.
- A letter or the CRA01 must be filled by the Chief or Councillor if a taxpayer lives in an area where municipal account aren't issued. The taxpayer must get a letter from the Councillor in the area they live in. The Chief or Councillor doesn't need to provide proof of residence or ID if the letter or CRA01 is for a third party.

- If an entity has only one director/member that is also the representative taxpayer and the business is trading from the representative taxpayer's address, proof of residential address is needed. Where there is more than one member/director and the business is trading from one of the member/director's addresses, the CRA01 needs to be filled in by another members/directors.

Here is the form: CRA01. Remember certain mandatory information must be filled in before you will be able to print the form.