

YOUR DISABILITY TAX GUIDE

BY : YOUR DISABILITY TAX



STEP BY STEP GUIDE TO CLAIMING YOUR CREDITS

Step 1

Determine if you are a taxpayer. If you earn a salary and pay PAYE(employee's tax) or receive income as a business owner, you can qualify for the medical tax credits.

Step 2

Get your medical specialist to complete the ITR-DD form confirming the severity of the disability or physical impairment. This form only needs to be completed once in 10 years if the disability is of permanent nature.

STEP BY STEP GUIDE

Step 3

Determine what expenses can qualify as an additional deduction by going through the SARS list of qualifying expenses. The qualifying expenses for a person with a physical impairment differs from that of a person with a disability. We are available to assist in determining what a person would qualify for if you are unsure.

Step 4

Keep records of the relevant expenses to your disability. Examples include:

Type of expense	Accepted proof
Medical aid contributions	Medical aid certificate + proof of payment
Doctors and specialists fees	Invoice or statement of account
Travelling cost	Logbook
Caregiver	Employment contract / salary slip
School / Care facility	Invoice / Statement of account
Equipment	Invoice / Specialist recommendation
Home improvements	Invoice and motivation from architect / builder confirming that improvement is solely for improving the quality of life of the disabled person.

We have created a system to help you keep records and to remind you which records you should keep. Ensuring you can get the maximum benefits.

Step 5

Calculate the medical tax credit according to the applicable rates. If you are unsure which rates to use, please contact us for assistance.

Step 6

Useful tax codes to know:

- 4005 - Contributions paid to medical aid(Employee and employer)
- 4020 - Claims not recovered from medical aid (per medical aid tax certificate)
- 4034 - Medical expenses paid but not reflected on medical aid tax certificate
- 4022 - Qualifying physical impairment expenses (not included in above)
- 4023 - Qualifying disability expenses (not included in above)

STEP BY STEP GUIDE

Step 7

Submit your tax return with the total medical deductions. Remember to tick the box for disabilities if applicable. If not ticked you will not get the benefit. In 90% of the submissions the tax return will be sent for verification, so be prepared and have your supporting documents scanned in.

Step 8

Upload supporting documents as requested by SARS on the link provided on e-filing. Remember to cross reference each claim and have proof of payment (bank statements) available.

If you are unsure what documents to submit please contact us to assist.

Step 9

Repeat the whole process in next tax year, except for step 2 as the form will still be valid.

