



Grayston Statutory Services (Pty) Ltd

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11 July 2025

Dear Client

PROVISIONAL TAX RETURN FOR THE 2026 TAX YEAR

We wish to advise that the FIRST provisional tax payment for 2026 is due on 29 August 2025

To enable us to compute the tax due by you, would you kindly insert the amount of PAYE deducted from your salary/annuities for the period 1 March 2025 to 31 August 2025. This information is required by 29 July 2025

Estimated figures for July and August will be acceptable if you are unable to calculate accurate figures.

If there is a material difference in your earnings, then please also let us have an estimate of your taxable income for the tax year March 2025 to February 2026 so that we do not over-estimate your income.

Please return completed letter to our Tax Department on email taxd@gsservices.co.za

We trust that this matter will receive your urgent and prompt attention to enable us to notify you timeously of the correct amount due.

N.B If no reply is received by 29 July we shall estimate the PAYE and Income per the latest provisional return or assessment.

If you prefer us to use a different email address for your provisional tax notification, enter below so that we may update our records.

PAYE DEDUCTED: R_____

ESTIMATED TAXABLE INCOME R_____

New Email Address: _____

Yours faithfully

A handwritten signature in black ink, appearing to be 'G Phillips', is written over a horizontal line.

Tax Compliance Department
Grayston Statutory Services Pty Ltd