

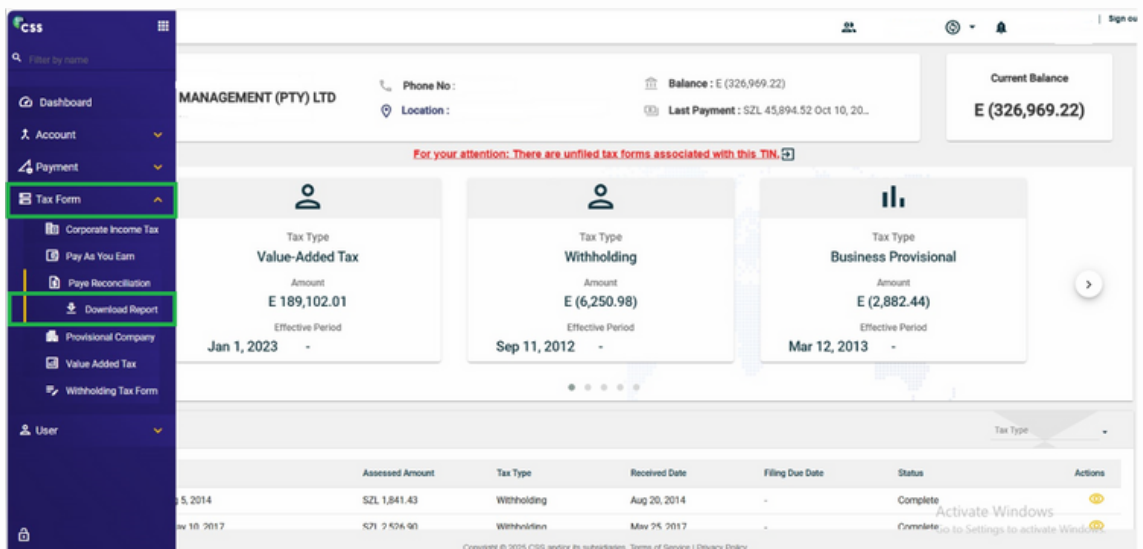
Step by step guide on downloading PAYE Reconciliation detail report on TaxEase

Eswatini Tax Year is from 1 July to 30 June of each year.

→ **Step One:**
Log into TaxEase

→ **Step Two:**
Go to Tax Forms

→ **Step Three:**
Go to Download Report



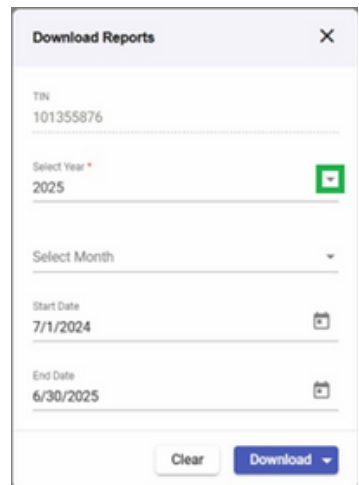
The screenshot displays the TaxEase web application interface. On the left, a dark blue sidebar menu contains the following items: 'Dashboard', 'Account', 'Payment', 'Tax Form' (highlighted with a green box), 'Corporate Income Tax', 'Pay As You Earn', 'Paye Reconciliation', 'Download Report' (highlighted with a green box), 'Provisional Company', 'Value Added Tax', 'Withholding Tax Form', and 'User'. The main content area shows the user's profile for 'MANAGEMENT (PTY) LTD' with contact details and a current balance of E (326,969.22). Below this, a red alert message states: 'For your attention: There are unfiled tax forms associated with this TIN.' Three tax form cards are displayed: 'Value-Added Tax' (Amount: E 189,102.01, Effective Period: Jan 1, 2023), 'Withholding' (Amount: E (6,250.98), Effective Period: Sep 11, 2012), and 'Business Provisional' (Amount: E (2,882.44), Effective Period: Mar 12, 2013). At the bottom, a table lists tax forms with columns for Assessed Amount, Tax Type, Received Date, Filing Due Date, Status, and Actions. The table contains two rows of data for withholding tax forms.

Assessed Amount	Tax Type	Received Date	Filing Due Date	Status	Actions
SZL 1,841.43	Withholding	Aug 20, 2014	-	Complete	Activate Windows
SZL 7,426.90	Withholding	Mar 25, 2017	-	Complete	Activate Windows

→ **Step Four:**

Select Year. Start and End date will always default to year-to-date;
1st July – 30th June of each year.

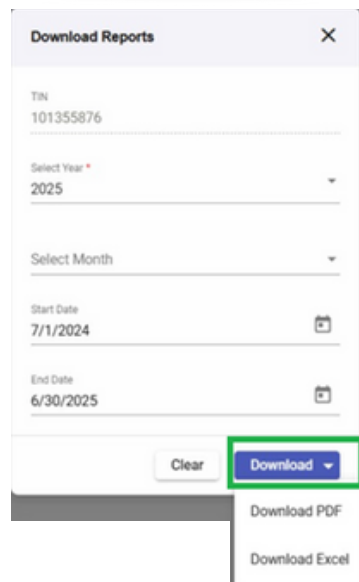
- Depending on the month of the year you download report on, YTD will be up until that specific month. For example, if you download the report in May and do not select the month, the report will run from 1st July–31st May.
- Please do not select the month as it will only download that month, example if you select May, the report will run from 1st May – 31st May.



The screenshot shows a 'Download Reports' form with the following fields: TIN (101355876), Select Year (2025), Select Month (dropdown), Start Date (7/1/2024), and End Date (6/30/2025). At the bottom, there are 'Clear' and 'Download' buttons. The 'Download' button is highlighted with a green box.

→ **Step Five:**

Click on Download. The report available is in Excel and PDF. Please download the Excel version.



This screenshot shows the same 'Download Reports' form as above, but with the 'Download' button highlighted by a green box. Below the form, there are two options: 'Download PDF' and 'Download Excel'.



SUPPORT

Please contact support@amcon-group.com or the support desk on 7602 0652 for assistance