

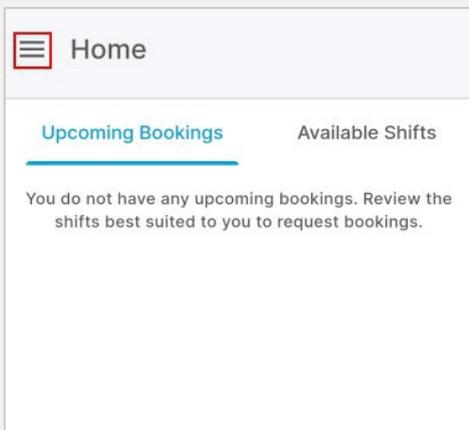
CHANGING TAX NUMBER

How to change your tax number

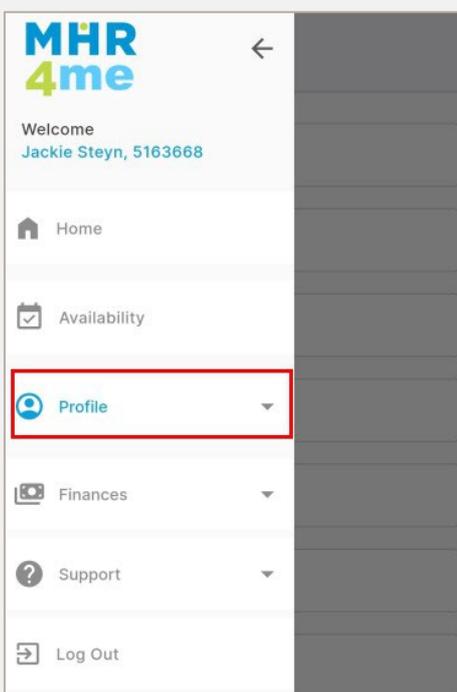
Note: Have your SARS Income Tax Notification with your tax number ready to upload in **step 6**. MHR does not accept IRP5 certificates or payslips as proof.

Follow these steps:

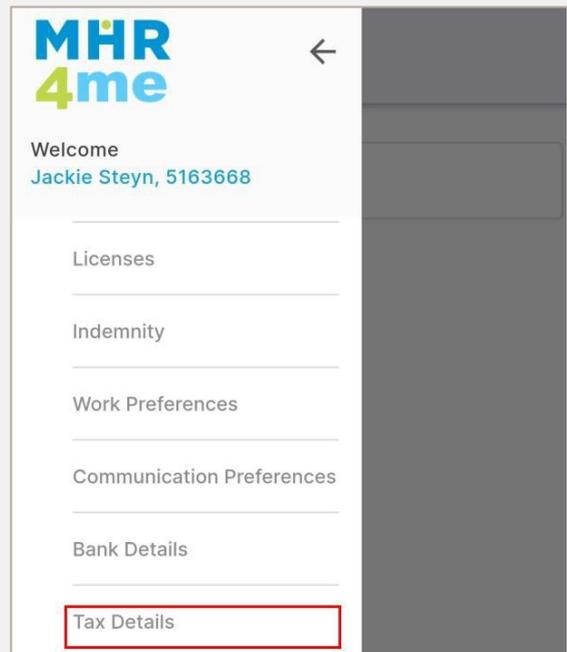
- 1 From the **Home** screen, tap the **Hamburger button**.



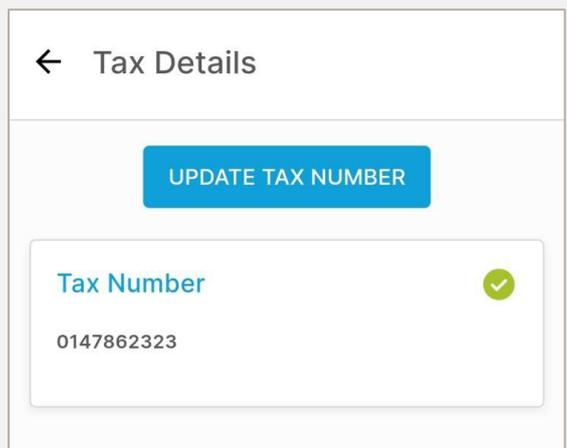
- 2 Tap to expand the **Profile** option.



- 3 Select the **Tax Details** option.



- 4 Tap the **Update Tax Number** button.



PTO

- 5 Enter the new tax number, then tap the upload button to upload your SARS Income Tax Notification as proof.

Update Tax Number

Your tax details will be reviewed and approved before any payments will be made.

Tax Number *

Tax Number

Upload Tax Proof Certificate * 📁

A SARS income tax notification, which includes your tax number, must be submitted as proof. Please note that MHR does not accept payslips or IRP5 certificates

CANCEL
SAVE

- 6 Tap the **Save** button after uploading proof of your income tax number.

Update Tax Number

Your tax details will be reviewed and approved before any payments will be made.

Tax Number *

0147862329|

Sars Income Tax Notification.jpg * ✕

A SARS income tax notification, which includes your tax number, must be submitted as proof. Please note that MHR does not accept payslips or IRP5 certificates

CANCEL
SAVE

- 7 The new tax number will be displayed and is awaiting approval from MHR.

MHR will review the update during office hours (Monday to Friday) and either approve or reject the update. If rejected, you will receive a notification explaining the reason.

You can still remove the updated tax number before approval by tapping the dustbin icon.

← Tax Details

UPDATE TAX NUMBER

Tax Number ✔

0147862323

Tax Number 🗑️ ⋮

0147862329

Note: Once approved, only the latest tax number will display and you will receive a notification on the MHR4me app.

