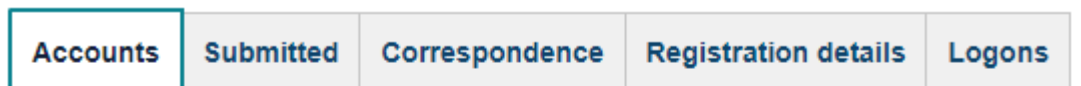


## Payday Filing on my IR with 4 steps Manual filing from ZZZ Accountants

Step 1, select My business after login my IR



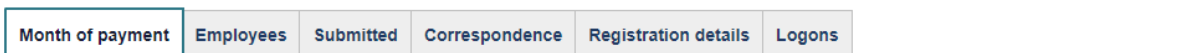
Step 2, select accounts > Payroll (was ir-File)



All accounts (tax types) that you can access from this logon



Step 3, select correct period at bottom section under the Month of payment tap



Periods		View Periods
30-Apr-2019		
31-Mar-2019	Multiple Returns	File Return
28-Feb-2019	Multiple Returns	
31-Jan-2019	Multiple Returns	
31-Dec-2018	Multiple Returns	
30-Nov-2018	Multiple Returns	
31-Oct-2018	Multiple Returns	
30-Sep-2018	Multiple Returns	
31-Aug-2018	Multiple Returns	

Step 4, select File or amend return at top right corner under the I want to... and Enter online



[Send a message](#)

[File or amend return](#)

## Employment information submission

[Redacted]

[Redacted] Filing period: 30-Apr-2019

Choose your preferred process

[Upload file >](#)

Or

[Enter online >](#)

---

[Save Draft](#) [Cancel](#) [Next >](#)

Entry correct pay day period and edit each employee payday detail by clicking employee IRD number.

### Pay day period

Please enter your pay date



Entry Employee information that included following items:

- IRD Number,
- Employee Name,
- Employee start and finished date, (enter termination date for terminated employees)
- Tax Code,
- Pay period start and end date,
- Pay frequency,
- Gross earning,
- Earning not liable ACC,
- Child support Code,
- Child support deductions,
- Tick if you made a lump sum payment and taxed at lowest rate
- PAYE/Schedular payments,
- Kiwisaver deductions,
- Kiwisaver contribution,
- Payroll donations,
- Student loan deductions,
- ESCT deductions,

Then OK and Next

Employee information
✕

### Schedule details ?

IRD number <input style="width: 100%; height: 20px;" type="text"/>	Gross earnings / schedular payments <input style="width: 100%; text-align: right; value: 0.00;" type="text"/>	PAYE / schedular payments <input style="width: 100%; text-align: right; value: 0.00;" type="text"/>
Tip: 022-222-222 or 222-222-222 Employee Name <input style="width: 100%; height: 20px;" type="text"/>	Earnings not liable for ACC earners' levy <input style="width: 100%; text-align: right; value: 0.00;" type="text"/>	KiwiSaver deductions <input style="width: 100%; text-align: right; value: 0.00;" type="text"/>
Employment start date <input style="width: 100%; text-align: center; value: 01-Aug-2018;" type="text"/>	Child support code <input style="width: 100%; height: 20px;" type="text"/>	KiwiSaver contributions <input style="width: 100%; text-align: right; value: 0.00;" type="text"/>
Employment finish date <input style="width: 100%; height: 20px;" type="text"/>	Child support deductions <input style="width: 100%; text-align: right; value: 0.00;" type="text"/>	Payroll donations <input style="width: 100%; text-align: right; value: 0.00;" type="text"/>
Tax code <input style="width: 100%; text-align: center; value: WT;" type="text"/>	<input type="checkbox"/> Tick if you made a lump sum payment and taxed at lowest rate	Student loan deductions <input style="width: 100%; text-align: right; value: 0.00;" type="text"/>
Pay period start date <input style="width: 100%; text-align: center; value: 01-Mar-2019;" type="text"/>		ESCT deductions <input style="width: 100%; text-align: right; value: 0.00;" type="text"/>
Pay period end date <input style="width: 100%; text-align: center; value: 08-Mar-2019;" type="text"/>		
Pay frequency <input style="width: 100%; text-align: center; value: Irregular/Ad-hoc;" type="text"/>		

Please check entered detail correctly and select declare check box and Submit.

#### Summary of employer monthly schedule

Total gross earnings and/or schedular payments	0.00	Total PAYE / schedular tax	0.00
Total earnings not liable for ACC earners' levy	0.00	Total child support deductions	0.00
		Total student loan deductions	0.00
		Total KiwiSaver deductions	0.00
		Total KiwiSaver contributions	0.00
		Total payroll donations	0.00
		Total employer superannuation contribution tax	0.00
		Total deductions	0.00

▼ Show employee breakdown

#### Declaration

By clicking this I declare that to the best of my knowledge, the information I have supplied is true and correct.

You must declare to proceed.

Step 5, Done and log off

IRD Payment is due on 20<sup>th</sup> of month following. It is good idea, print all filed reports for your records.

Payday Filing done, Easy job :D

## New employees:


If you have New employees. Please do following steps after login my IR:

My Business > Payroll (was ir-File) > Employee tap

- And select New/departing employees at right hand side of middle section.
- And Add a new employee
- And enter all employee details (lots and headache)
- And review all information, then Submit

Month of payment	<b>Employees</b>	Submitted	Correspondence	Registration details	Logons
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 **Search criteria** New/departing employees

IRD number <input type="text"/>	Employee name <input type="text"/>	Need attention only Yes <b>No</b>
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Tip: Needs to be 9 digits eg. 022-222-222 or 222-222-222 Format: 999-999-999

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**Employee information** [+ Add a new employee](#)

**List of employee**

Employee IRD	Employee name	Date of birth	Start date	Cease date
--------------	---------------	---------------	------------	------------

[+ Add a new employee](#)

## Personal information

Employee name	<input type="text" value="ABCDEF"/>
Title	<input type="text"/>
First name	<input type="text"/>
Middle name	<input type="text"/>
Family name	<input type="text"/>
Employee IRD	<input type="text"/>
Date of birth	<input type="text"/>

## Employment information

Start date	<input type="text" value="01-Apr-2019"/>
Cease date	<input type="text"/>
Kiwisaver status	<input type="text" value="Non-member"/>

## Employee contact information

Daytime phone country	<input type="text"/>
Daytime phone area code	<input type="text"/>
Daytime phone number	<input type="text"/>
Daytime phone extension	<input type="text"/>
Mobile phone country	<input type="text"/>
Mobile phone area code	<input type="text"/>
Mobile phone number	<input type="text"/>
Mobile extension	<input type="text"/>
Email address	<input type="text"/>

## Employee address

Country	<input type="text"/>
Unit type	<input type="text"/>
Unit number	<input type="text"/>
Street number	<input type="text"/>
Street name	<input type="text"/>
City	<input type="text"/>
Post code	<input type="text"/>
State	<input type="text"/>

## Tax Codes

<input checked="" type="checkbox"/> M	<input type="checkbox"/> MESL	<input type="checkbox"/> S	<input type="checkbox"/> STSL	<input type="checkbox"/> CAE	<input type="checkbox"/> STC	<input type="checkbox"/> SLBOR
<input type="checkbox"/> MSL	<input type="checkbox"/> SB	<input type="checkbox"/> SSL	<input type="checkbox"/> SH	<input type="checkbox"/> ESS	<input type="checkbox"/> ND	<input type="checkbox"/> SLCIR
<input type="checkbox"/> ME	<input type="checkbox"/> SBSL	<input type="checkbox"/> ST	<input type="checkbox"/> SHSL	<input type="checkbox"/> EDW	<input type="checkbox"/> WT	<input type="checkbox"/> NSW

Cancel

Next &gt;

## Review

## Review

Filter: Use this field to filter by keywords, dates, or numbers

Employee IRD	Employee name	Date of birth	Start date	Cease date
	ABCDEF		01-Apr-2019	

Cancel

&lt; Previous

Submit