



# Changes to myIR

This information will help you navigate the updated version of myIR following the changes on 28 October.

If you have an intermediary such as an accountant or bookkeeper dealing with Inland Revenue on your behalf, some of the changes below will only be relevant to them and are for your information only.

## GST and provisional tax due date extended to 4 November

*Reminder – if you have an intermediary who manages GST or provisional tax on your behalf, you don't need to do anything. They will be aware of the 4 November due date extension.*

If you still have an amount to pay, you'll notice the 'Due now' amount in the GST account panel from the homepage.

## Filing GST

Click on the 'Returns and transactions' link within the GST panel.

Note the dates in myIR will still refer to the 28 October due date, however this has been extended. You will not incur any penalties or interest as long as you file and pay by 4 November.

SAMPLE BUSINESS LIMITED  
000-000-001  
1 FAKE STREET, FAKETOWN 6011

Welcome, Joe Bloggs  
You last logged in on Wednesday, Oct 6, 2021 2:27:00 PM  
Manage my profile

Summary Alerts I want to...

**Dividend withholding tax**  
SAMPLE BUSINESS LIMITED  
000-000-001-DWT003  
Total balance: \$0.00  
Due now: \$0.00  
Make a payment  
Returns and transactions  
More...

**GST**  
SAMPLE BUSINESS LIMITED  
000-000-001-GST004  
Alerts  
Total balance: \$666.37  
Due now: \$666.37  
Make a payment  
Returns and transactions  
More...

**Income tax**  
SAMPLE BUSINESS LIMITED  
000-000-001-INCO02  
Alerts  
2022 Provisional tax: \$13,231.00  
Provisional tax left to pay: \$13,231.00  
View provisional tax  
Estimate provisional tax  
Make a payment  
Total balance: \$25,832.00  
Due now: \$0.00  
Make a payment  
Returns and transactions  
More...

GST  
SAMPLE BUSINESS LIMITED  
000-000-001-GST004  
Alerts  
Total balance: \$666.37  
Due now: \$666.37  
Make a payment  
Returns and transactions  
More...

> Returns and transactions

< SAMPLE BUSINESS LIMITED

Returns and Transactions

GST  
000-000-001-GST004  
SAMPLE BUSINESS LIMITED

Periods Returns

Periods

Period	Balance	
30-Sep-2021	\$0.00	▲ File return (Due 28-Oct-2021)
31-Mar-2021	\$331.08	▲ Make a payment (Due 07-May-2021)
31-Jan-2021	\$0.00	

▲ File return (Due 28-Oct-2021)



# Changes to myIR

The GST filing process will be the same as what you're used to, however, you'll notice the screens are cleaner and easier to follow.

If you pay provisional tax at the same time as your GST, your provisional tax details will be included here.

The payment screen may incorrectly show the 'estimated penalties and interest' box up until midnight on 4 November. Please note the amount added is \$0.00 because of the due date extension. Penalties and interest may start being added after 4 November if you've not paid by then.

Back

**GST return** 28-Oct-2021  
Due

30-Sep-2021  
GST  
000-000-001-GST004  
SAMPLE BUSINESS LIMITED

**GST return**

Filing option

**Filing option**

Is this a nil return?  
 Yes  No

Select an option  
Total sales and purchases

Cancel Save Draft Previous Next

Back

**GST return** 28-Oct-2021  
Due

30-Sep-2021  
GST  
000-000-001-GST004  
SAMPLE BUSINESS LIMITED

**GST return**

Filing option Sales and income Purchases and expenses Provisional tax payment

**Provisional tax payment calculation**

Provisional tax instalment due	6,615.00
GST to pay	13,043.48
<b>GST and/or provisional tax to pay</b>	<b>19,658.48</b>

Cancel Save Draft Previous Next

SAMPLE BUSINESS LIMITED

**GST return** 28-Oct-2021  
Due

30-Sep-2021  
GST  
000-000-001-GST004  
SAMPLE BUSINESS LIMITED

**GST return**

Filing option Sales and income Purchases and expenses Provisional tax payment Review Payment

**Payment due \$19,799.02**

Pay by direct debit  
 Yes  No

Select No to pay by credit card. Submit this return and go to **I want to... > Make a payment.**

**Estimated penalties and interest**

Penalty and interest charges have been added to the amount due because this return is late.  
Note: these figures may change.

Total GST	13,043.48
Provisional tax due	6,615.00
Penalty	0.00
Interest	0.00
<b>Total</b>	<b>19,799.02</b>

Cancel Save Draft Previous Next



# Changes to myIR

If your provisional tax is not paid with your GST, you'll find the provisional tax account in the Income tax panel on the myIR homepage.

Again the process will be the same as usual for provisional tax, however the screens may look a bit different.

See the Alerts section for an alternative way to navigate to your GST filing.

## Updated myIR layout

On the homepage you'll notice the new account panel layout that clearly displays the 'total' and 'due now' balances, along with relevant quick links to common tasks, such as making a payment or filing a return.

**Income tax**  
SAMPLE BUSINESS LIMITED  
000-000-001-INC002  
Alerts

**2022 Provisional tax: \$13,231.00**  
Provisional tax left to pay: \$13,231.00

- > View provisional tax
- > Estimate provisional tax
- > Make a payment

**Total balance: \$25,832.00**  
Due now: \$0.00

- > Make a payment
- > Returns and transactions
- > More...

**Variable direct debit payment**  
31-Mar-2022  
Income tax  
000-000-001-INC002  
SAMPLE BUSINESS LIMITED

**Payment**

**Bank account details**

Option:

Saved bank accounts  
Shared - ANZ Bank New Zealand - \*\*0000

Direct debit - New Zealand bank  
ANZ Bank New Zealand  
01-0001-10000000-0000

**Payment details** Help

Payment type:

This payment is to be directed to the Income Tax account, estimated voucher for future filing periods and return voucher for current or past filing periods.

Payment date: 06-Oct-2021

Select payment amount

- \$13,231.00 - Current balance
- \$6,615.00 - Provisional tax due 28-Oct-2021
- \$6,616.00 - Provisional tax due 09-May-2022
- Other amount

Amount: \$13,231.00

SAMPLE BUSINESS LIMITED  
000-000-001  
1 FAKE STREET, FAKETOWN 6011

Welcome, Joe Bloggs  
You last logged in on Wednesday, Oct 6, 2021 2:27:00 PM  
[Manage my profile](#)

**Summary** Alerts 2 I want to...

**Dividend withholding tax**  
SAMPLE BUSINESS LIMITED  
000-000-001-DWT003

**Total balance: \$0.00**  
Due now: \$0.00

- > Make a payment
- > Returns and transactions
- > More...

**GST**  
SAMPLE BUSINESS LIMITED  
000-000-001-GST004  
Alerts 2

**Total balance: \$666.37**  
Due now: \$666.37

- > Make a payment
- > Returns and transactions
- > More...

**Income tax**  
SAMPLE BUSINESS LIMITED  
000-000-001-INC002  
Alerts 2

**2022 Provisional tax: \$13,231.00**  
Provisional tax left to pay: \$13,231.00

- > View provisional tax
- > Estimate provisional tax
- > Make a payment

**Total balance: \$25,832.00**  
Due now: \$0.00

- > Make a payment
- > Returns and transactions
- > More...



# Changes to myIR

If you have access to multiple businesses/ customers, you can still view the full list when you log in. You'll need to select the business/ customer you want to access before you can access their account.

## Alerts

The Alerts tab at the top of the myIR homepage allows you direct access to all of your alerts, sorted by account type and due date, and can be filtered and dismissed.

Dismissing an alert only applies for your login, so other users will still see the alert when they log in to myIR. Dismissed alerts will also reoccur if the required action has not been taken:

- > for payment alerts - everyday once the payment is overdue
- > for return alerts – 10 days prior to the due date and then every day once they're overdue.

Each alert will show you a description of the task we require you to complete and a quick link to complete it.

*Reminder that the GST due date will appear as 28 October and the alert will say that it is overdue, however it has been extended to 4 November so no penalties or interest will be applied.*

The screenshot shows the 'Logon details' section of the myIR interface. It includes the user's name 'Betty', email 'test@test.com', and a 'Select a customer:' dropdown menu. The dropdown is open, showing a list of businesses: 'SAMPLE BUSINESS LIMITED' (000-000-001) with 3 outstanding alerts, 'NEW SAMPLE BUSINESS LIMITED' (000-000-002) with 3 outstanding alerts, 'MASTER BUSINESS LIMITED' (000-000-003), and 'SAMPLE BUSINESS NORTH ISLAND' (111-111-111). The user is logged in as 'Betty' and the page shows the date 'You last logged in on Tuesday, May 18, 2021 11:02:56 AM'.

The screenshot shows the 'Alerts' tab selected in the myIR interface. A purple callout bubble highlights the 'Alerts' tab with a red circle containing the number '3'. The alerts are listed under the 'SAMPLE BUSINESS LIMITED' (000-000-001) account. The alerts include: 'GST' (SAMPLE BUSINESS LIMITED, 000-000-001-GST004) with a 'You have a payment due now' alert for \$666.37; 'Your 30-Sep-2021 return is due' alert for the GST return; and 'Income tax' (SAMPLE BUSINESS LIMITED, 000-000-001-INC002) with a 'You have a payment due now' alert for \$35,832.00. The user is logged in as 'Joe Bloggs' and the page shows the date 'You last logged in on Wednesday, Oct 6, 2021 3:13:24 PM'.

The screenshot shows a specific alert notification: 'Your 30-Sep-2021 return was due on 28-Oct-2021'. The alert text states: 'Your 30-Sep-2021 return was due on 28-Oct-2021. If your return stays unfiled this may mean a late filing penalty.' A purple callout bubble highlights the 'File your return' link.



# Changes to myIR

When you click 'File your return' the process will be the same as what you're used to.

*Note – If you have access to multiple customers/businesses, you'll need to go into each one to see the 'Alerts' tab for them*

## For employers

### Payday filing

If you had a payday over the shutdown period, you are now able to file the EI information.

Note: If EI returns that are due between 22 and 27 October, are filed by 29 October, they will not be considered late.

From the homepage you'll see the 'Payroll' account panel. Simply click on the link to file your Employment Information via your preferred method.

If you want to file for a prior period, you need to click on "Returns and transactions" link and then the "Returns" tab.

*Reminder: You will not get alerts for payday filing.*

[Returns and transactions](#)