

# Alerts in the new version of myIR

For: businesses and indivudals

SUMMARY:



This summary accompanies a webinar: *Alerts in the new version of myIR* 

It is aimed at businesses and individuals

ird.govt.nz/bt-webinars

#### Introduction

Alerts tell you when a task needs to be actioned

Alerts will be consolidated and easier to find

Each alert has:

- a description of the alert, and
- a link that directs you to the task

#### Customer, Individual

111-111-111 123 NOWHERE STREET, SOMEWHERE CITY 5510

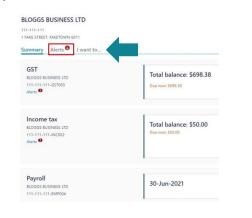
Summary Alerts I want to...

A red dot tells you when there are alerts, and how many The time when the alert appears will depend on the type of action. For example:

- Upcoming return alerts will display as soon as the return has been generated.
- Overdue return alerts will display as soon as the return has passed the due date
- A payment alert will display from the date it is due.

#### In your customer account

The Alerts tab is at the top of the panels in your customer account.



### In your customer account

**Accessing alerts** 

You can also link to account-specific alerts on an account panel.

I want to	
GST BLOGGS BUSINESS LTD HIGHTHINGSTOOL Alerts	Total balance: \$698.38 Due now: \$698.38
Income tax BLOGGS BUSINESS ITD Alerti •	Total balance: \$50.00 Due now: \$50.00
Payroll BLOGGS BUSINESS LTD 111-111-111-EMP004	30-Jun-2021

#### **Multiple customers**

If you have access to multiple customers, go into each customer account to see their Alerts tab.

ielect a customer:	
Piper to Blue	\
BLOGGS BIG WAREHOUSE	The panels for each
A 2 subleming diets	customer show
BLOGGS WAREHOUSE (NZ) LIMITED	which have
A 3 custancing alerts	outstanding alerts.
BLOGGS MASTER WAREHOUSE	• • • • • • • • • • • • • • • •
BLOGGS WAREHOUSE NORTH ISLAND	
BLOGGS WAREHOUSE SOUTH ISLAND	
Bloggs, Betty	

### **SUMMARY:**



## Navigating the new version of myIR

For: businesses and individuals

Finding sp	ecific alerts			<b>Dismissing alerts</b>	
In the alerts text filter ba	s tab you can search using the free ar:	Bloggs, Betty 000-000-001 1 FAKE STREET, FAKETO' Summary Alerts		Welcome, Betty Bloggs You lad lagged in an Tuesday, May 4, 2021 (1450-13 AM Manage my profile	
Summary Alerts I want to		Type to filter			
Type to filter Income tax Biogs, Betty Total balance: \$1,754.00	Total due: \$1,754.00         ×           You have a balance due Penulty and/or interest may be applied if this balance remains outstanding.         ×           Make a payment         ×	Income tax Brogge Berty 000-000-001-INC002	2	You have a payment due now         X           You have \$132400 due for payment now. Make a payment now to stop any penalties and interest.         X           Make a payment         X           Your 31-Mar-2021 return was due on 07-Jul-2021         X           Your 31-Mar-2021 return was due on 07-Jul-2021         X           Yes 31-Mar-2021 return was due on 07-Jul-2021         X	You can dismiss alerts if you don't want to see them right now.
Actioning al	erts			View dumated alierts	You can view dismissed
ask that nee	on in the alert tells you about the eds to be actioned. It provides ne amount due or the filing period.	D	tismissed alerts aggs. Betty 0-000-001 T Type to fatter		From the View dismissed
	irectly to the task from the alert. the blue link.		GST Bloggs, Betty 000-000-001-GST005	Your 31-May-2021 return was due on 28-Jun-2021 Your 31-May-2021 return was due on 28-Jun-2021. If your return stays unfiled this may mean a late filing penalty. File your return	alerts screen you can restore them.
GST Bloggs. Betty 000-000-001-GST005	Your 31-May-2021 return was due on 28-Jun-2021 You 31-May-2021 return was due on 28-Jun-2021. If your return stays unified this may mean a late filing penalty. Filing your return	Dis	missed a	alert reminders	

Don't worry, you won't forget to do something when you've dismissed the alert. Alerts are evaluated on a daily basis. When the due date is near, due, or is overdue, the alert will appear every time you log in - even if you keep dismissing it.

#### Example: income tax return for 31 March 2022

7 July 2022

Due date (if no

extension of time)



1 April 2022

Alert displays





From 1 April 2022

Alert dismissed



28 June 2022

a reminder

Alert comes back as

<u> </u>	0-0	0_0

After 7 July 2022

Once it is overdue, the alert will show every time you log in, even if you have dismissed it

ummary Alerts I want to		
Type to filter		
Income tax Bloggs, Betty Total balance: \$1,754.00	Total due: \$1,754.00 You have a balance due. Penulty and/or interest may be applied if this balance remains outstanding. Make a payment	×

#### **MORE INFORMATION**

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