Inland Revenue
Te Tari Taake

IR1159 | January 2026

myIR access for tax agents

	Owner	Admin	Restricted admin	User	Restricted user
Home					
Search – Customer identifier/IRD number/name	✓	✓	✓	✓	✓
Favourites	✓	✓	✓	✓	✓
History	✓	✓	✓	✓	✓
My activity					
Search submissions	✓	✓	✓	✓	✓
Communicating with IR					
View messages	✓	✓	✓	✓	✓
View letters	✓	✓	✓	✓	✓
My business					
Agency reports	✓	✓	✓	✓	✓
Client list report	✓	✓	✓	✗	✗
Agency activity report	✓	✓	✓	✗	✗
Web logon activity report	✓	✗	✗	✗	✗
All client transactions	✓	✓	✓	✓	✓
GST return summary report	✓	✓	✓	✓	✓
PAYE return summary report	✓	✓	✓	✓	✓
Unfiled returns report	✓	✓	✓	✗	✗
Manage agency	✓	✓	✓	✗	✗
Update key office holders	✓	✓	✓	✗	✗
L letter request (1 Aug to 15 Feb)	✓	✓	✓	✓	✓
D status request (1 Aug to 20 Mar)	✓	✓	✓	✓	✗
My clients					
Client maintenance	✓	✓	✓	✓	✗
Link a new client to your agency	✓	✓	✓	✓	✗
Delink or manage links	✓	✓	✓	✓	✗
All client mail	✓	✓	✓	✓*	✗
All client messages	✓	✓	✓	✗	✗
Manage payment and returns	✓	✓	✓	✓	✓
Manage client subscriptions	✓	✓	✓	✓	✓
Submit a short-process ruling	✓	✓	✓	✓	✓
Client registration	✓	✓	✓	✓	✗
Register a new customer	✓	✓	✓	✓	✗
Register client for a new tax account	✓	✓	✓	✓	✗
Register client for an international exchange of information account	✓	✓	✓	✓	✗
Register client for unclaimed monies	✓	✓	✓	✓	✗
Register client for donation tax credits	✓	✓	✓	✓	✗
Register client for income equalisation	✓	✓	✓	✓	✗
Register client as a NZ foreign trust	✓	✓	✓	✓	✗
Register client for R&D tax incentive	✓	✓	✓	✓	✗
Register client for Working for Families	✓	✓	✓	✓	✗
Donation tax credits claim	✓	✓	✓	✓	✓
Upload GST returns	✓	✓	✓	✓	✓
Financial transfers	✓	✓	✓	✓	✗
Transfer date calculator	✓	✓	✓	✓	✗
Payroll					
Client employee details	✓	✓	✓	✓	✓
Employer information schedule	✓	✓	✓	✓	✓
Amend employment information	✓	✓	✓	✓	✓
Employer monthly schedules	✓	✓	✓	✓	✓
Amend employer schedules	✓	✓	✓	✓	✓

* User access to all client main is limited to viewing the letter list only. Users cannot open letter PDFs or export the letters

Restricted administrator access

If you're a restricted administrator, you have access to all the features and functions of administrators, except for viewing customer level mail issued for the agency's own tax affairs. This does not affect account level mail for accounts you have been given specific access to.

myIR access for tax agents includes:

- EOT stats dashboard
- L letter and D status request
- unfiled returns report
- financial transfers
- customer master link allows you to view clients customer mail and register them for new accounts
- the ability to redirect your clients' mail and refunds.

Note: If you register a client for a new account from the intermediary centre, the client will be linked at the same time.

If you use the IRD number registration, the client will be linked automatically to the income tax account and the customer master when the IRD number is issued.