Inland Revenue
Te Tari Taake

IR1163 | June 2025

myIR access for Payroll bureaus

	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	✓	✓	✓	✓	✓
PAYE return summary report	✓	✓	✓	✓	✓
Manage agency	✓	✓	✓	✗	✗
Update key office holders	✓	✓	✓	✗	✗
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 client for a new tax account	✓	✓	✓	✓	✗
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 an Administrator, except you cannot view any customer level mail issued for the bureaus' own tax affairs. This does not affect account level mail for accounts you have been given specific access to. For example, a Restricted administrator who has been delegated access to the bureaus' GST account.

Payroll bureaus can only manage PAYE (EMP)

Unlike Tax agents, Payroll bureaus will not be able to:

- add a Customer master link (so no ability to apply for an IRD number or access customer level mail)
- use the Financial transfers facility or access the transfer credit calculator
- redirect mail or refunds.

Important note:
Payroll bureaus do not get automatic access to the client upon linking. Each client needs to approve their link request first to grant access to their information.