



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-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...

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

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

Provisional tax payment calculation

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

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

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
Total	19,799.02

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: Select New

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: Return

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

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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-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...



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 'Welcome, Betty' message with a 'Manage my profile' link. Below this is a 'Select a customer:' section with a search bar and 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)
- SAMPLE BUSINESS NORTH ISLAND** (111-111-111)

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' header:

- GST** (SAMPLE BUSINESS LIMITED, 000-000-001-GST004): You have a payment due now. You have \$666.37 due for payment now. Make a payment now to stop any penalties and interest. [Make a payment](#)
- Your 30-Sep-2021 return is due**: You have an upcoming return to file on or before 28-Oct-2021. [File your return](#)
- Income tax** (SAMPLE BUSINESS LIMITED, 000-000-001-INC002): You have a payment due now. You have \$35,832.00 due for payment now. Make a payment now to stop any penalties and interest. [Make a payment](#)

The screenshot shows a specific alert notification: 'Your 30-Sep-2021 return was due on 28-Oct-2021'. Below the title, it says: '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](#)