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

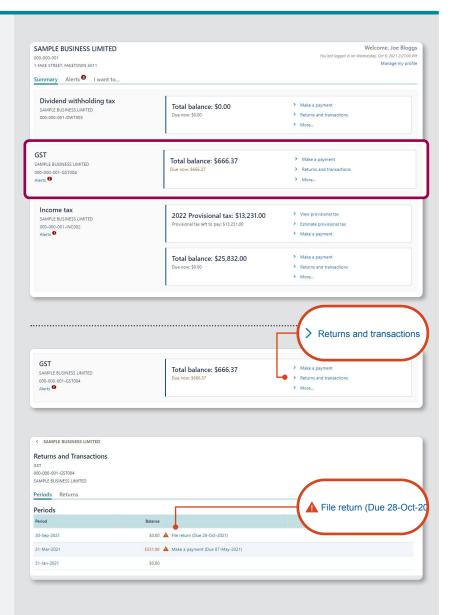
Reminder – if you have an intermediary who manages GST or provisional tax on your behalf, you don't need to do anything. They will be aware of the 4 November due date extension.

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.

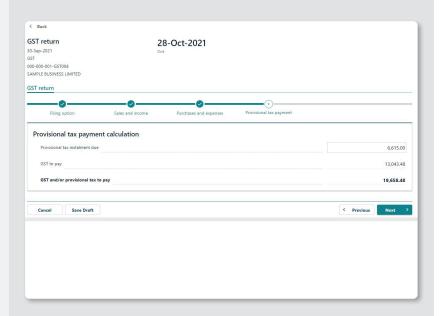


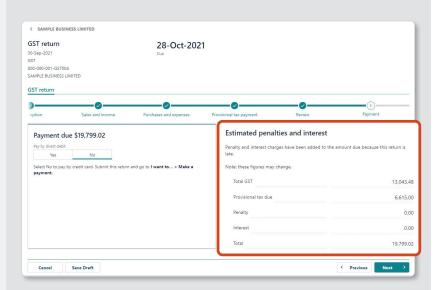
The GST filing process will be the same as what you're used to, however, you'll notice the screens are cleaner and easier to follow.

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.







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.

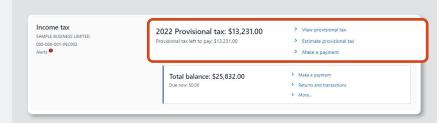
Again the process will be the same as usual for provisional tax, however the screens may look a bit different.

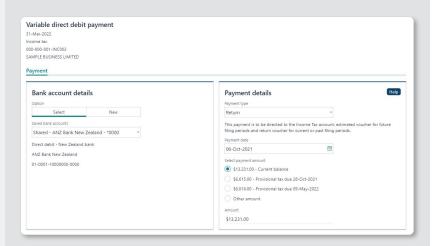
See the Alerts section for an alternative way to navigate to your GST filing.

Updated myIR layout

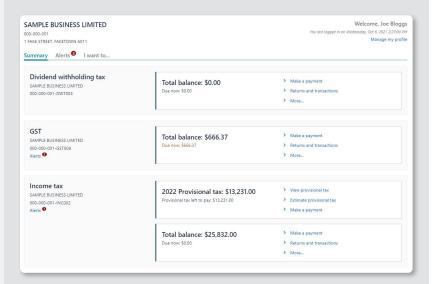
On the homepage you'll notice the new account panel layout that clearly displays the 'total' and 'due now' balances, along with relevant quick links to common tasks, such as making a payment or filing a return.

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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

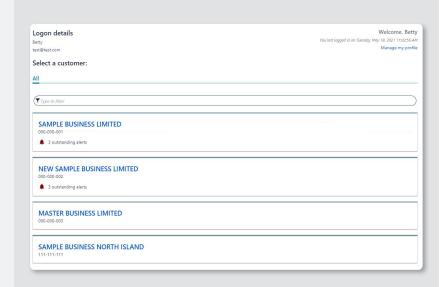
The Alerts tab at the top of the myIR homepage allows you direct access to all of your alerts, sorted by account type and due date, and can be filtered and dismissed.

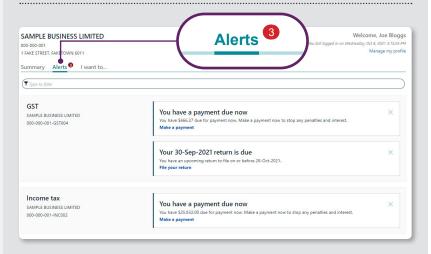
Dismissing an alert only applies for your login, so other users will still see the alert when they log in to myIR. Dismissed alerts will also reoccur if the required action has not been taken:

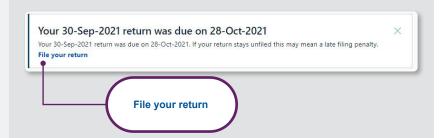
- for payment alerts everyday once the payment is overdue
- for return alerts 10 days prior to the due date and then every day once they're overdue.

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.







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

GST return 30-Sep-2021 GST 000-00-001-GST004 SAMME BUSINESS LIMITED GST return Spring option Filing option Filing and return Yes No Select an option Total sales and purchases Cancel Save Draft Kext >

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.

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Reminder: You will not get alerts for payday filing.

