

How to claim FamilyBoost

This fact sheet gives the steps for FamilyBoost claims in myIR

You need to submit a FamilyBoost claim to get your refund. You need to submit a new claim in myIR every quarter.

You can only submit invoices and quarterly statements when claims open after the quarter has ended. You cannot pre-submit a claim partway through a quarter.

Before you begin

Check that you are eligible and have registered for FamilyBoost.

To complete your claim, you will need your:

- partner's full name, date of birth and IRD number (if you have a partner)
- child or children's full name, date of birth and IRD number
- Early childhood education (ECE) provider's name, address and licence number
- invoices or quarterly statements from your ECE provider(s)
- New Zealand bank account information

We'll include any information we already have from your registration when you submit your claim.

If you are claiming FamilyBoost for an earlier quarter, you need to click 'FamilyBoost periods' in your myIR FamilyBoost account. Then find the period you want to claim for and follow the instructions below.

Steps to claim FamilyBoost

1. In myIR, select 'Claim FamilyBoost' in your FamilyBoost account

Enter required details:

- Your partner information
- Your child or children's information
- Your Early childhood education (ECE) provider details

2. Upload invoices/quarterly statement

Upload invoices or your quarterly FamilyBoost statement. If you have a quarterly statement, you should use this. You do not need to provide both.

These should be provided as PDFs. If you cannot upload them as PDFs, you can upload them as images.

Please ensure that:

- all the required details are showing
- it is clear and can be read
- your 'live' photo function is turned off (if you're taking a photo with your iPhone).

The date you enter in the 'invoice period end date' field in myIR needs to match the end date on your invoice/quarterly statement.

The period end date on your invoice/quarterly statement determines which quarter it can be claimed in.

3. Enter the final details

Enter your New Zealand bank account information.

4. Review and confirm your claim

5. Submit your claim

What happens next

We will contact you if we need any more information.

We pay most FamilyBoost refunds within 15 working days. It may take longer if we need more information from you, or your income tax return is being processed.



ird.govt.nz

Go to our website for information and to use our services and tools.

- **Log in or register for myIR** - manage your tax and entitlements online.
- **Calculators and tools** - use our calculators, worksheets and tools, for example, to check your tax code, find filing and payment dates, calculate your student loan repayment.
- **Forms and guides** - download our forms and guides.

Forgotten your user ID or password?

Request these online from the myIR login screen and we'll send them to the email address we hold for you.