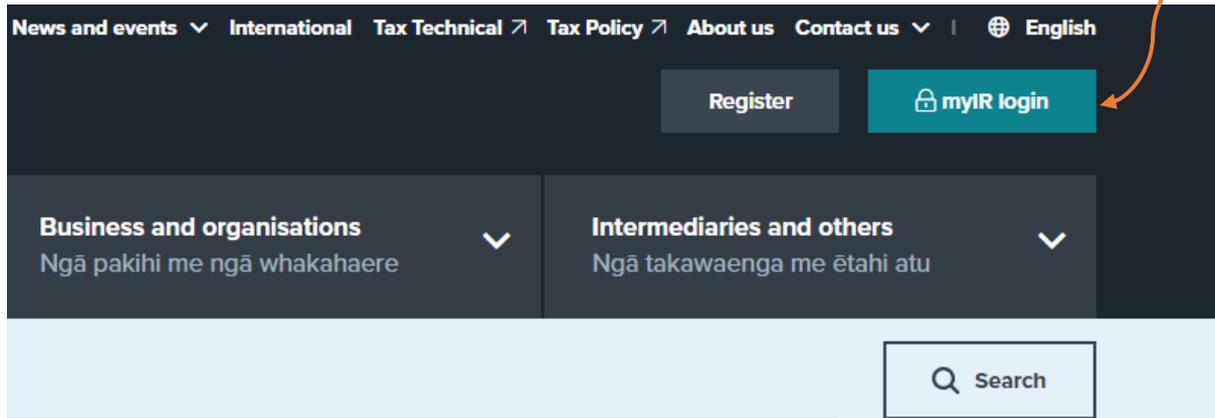


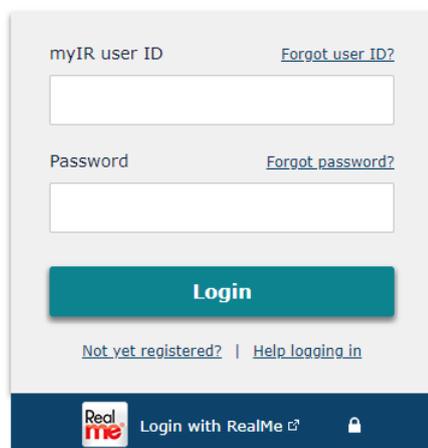
Guide to Downloading Tax Summaries from IRD Website

You will need a log in for IRD to complete this

1. Go to <https://www.ird.govt.nz/> and click myIR Login



2. Pop in username and password



The screenshot shows the myIR login form. It has two input fields: 'myIR user ID' with a 'Forgot user ID?' link, and 'Password' with a 'Forgot password?' link. Below the fields is a teal 'Login' button. At the bottom of the form, there are links for 'Not yet registered?' and 'Help logging in'. A footer bar contains the 'Real me' logo, the text 'Login with RealMe', and a lock icon.

3. You'll see the below screen; click "More"

Income tax

Total balance: \$0.00
Due now: \$0.00

- > Make a payment
- > Returns and transactions
- > Income summary
- > More...

4. Click "Print Income Details"

More...

Type to filter

Communicating with IR

- > Send a message Send a message to us through myIR.
- > View letters View or search your IR letters.

My activity

- > Search submissions View or search your submission.
- > Recent activity View recent activity for this account.

My details

- > Manage refund bank accounts Add, update or delete your refund bank account.
- > View your PIR View your Prescribed Investor Rate (PIR) based on residency and income details we hold for you.

My income

- > Income summary View your total income, net income, deductions, investments, and other income details.
- > My income sources Tell us about any income where tax was not deducted or if you had expenses that were not business related.
- > Print proof of income View or download a summary of your total income before taxes and the total amount of taxes that would be deducted.
- > Print income details View or download a breakdown of your income, including salary, wages, interest, and dividends.
- > Update investment percentage Update the percentage of investment income given to each party on a joint account.

5. You'll see some drop -down boxes for income period at the top of the screen. Click on the calendars to adjust the dates. You'll want 1 April XX – 31 March XX

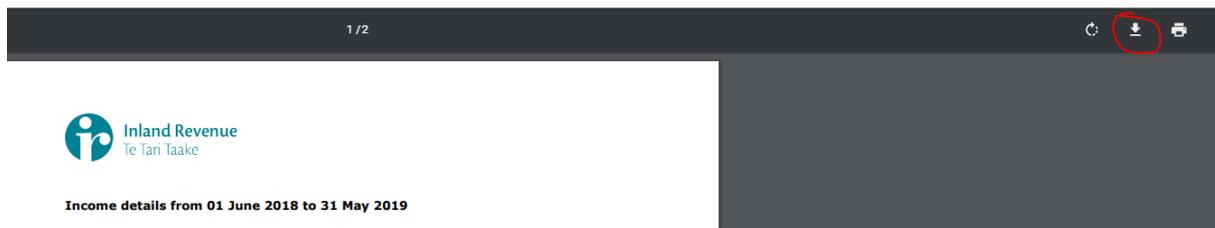
Print Income Details

From

To

Print income details

6. It should come up with a PDF which can be downloaded to your computer. This is generally 3 to 4 pages long



7. These will then download to your computer and you can send through to us as an attachment.
8. We may need several periods of this information, so you can go back to the date range and input dates as required.

Please don't hesitate to contact one of the team if you need a hand or have any questions