

**“It’s time to
switch to
payday filing”**



Are You Prepared?

Here is What You Need to Know...

From 1st April 2019 Employers must:

- File employment information every payday to the IRD
- Provide new and departing employees' address/DOB information
- File electronically – by relevant payroll software **OR** through myIR
 - Over \$50k PAYE per year you must:
 - File payday information through myIR either on screen or by the file upload through compatible software
 - Under \$50k PAYE per year:
 - Same as above or use paper form.

Checklist - Before you start filing:

- How do you prepare your Payroll – Manually / Software
 - Software – Is your Payroll system ready?
 - Manually – Is it tracking all information correctly?
- Is there someone responsible for managing the change?
- Does your MyIR Account owner have the ability to payday file? This person needs to be available when you transition to payday filing
- Have you considered how your current processes will need to change?
- Have you considered special payments and how you will report these? (e.g out-of-cycle pays and schedular payments)
- Have you considered early adopting?
 - If you opt in early prior to 1st April, you will need to register through myIR. After 1st April, registration is automatic.
- Be aware not all payroll software has this ability yet. Please check with your software provider.

Please contact Kylie, Lorraine or Jordon if you require further information.