

# Payday filing – checklist for employers not using software

Payday filing - providing us with employment PAYE information every payday - becomes mandatory from 1 April 2019. Take action now to get ready.

## If you file via upload (ir-File)

- Make sure that that your file format meets our requirements, check with your software provider.
- Think about if you're ready to start payday filing early – you can shift now if your file meets our requirements.
- Once file requirements are met you can opt-in through your myIR account. Just go to 'I want to' menu in the 'My Business' section of myIR, click on 'more' then under 'Other Actions' select 'Payday Filing'.

Check that your file format meets our requirements.

## If you file onscreen (ir-File)

- Think about if you're ready to start payday filing early – you can shift now if you're ready.
- You can opt-in through your myIR account. Just go to 'I want to' menu in the 'My Business' section of myIR, click on 'more' then under 'Other Actions' select 'Payday Filing'.

Shift to payday filing now if you're ready.

## If you file via paper

- From 1 April 2019 you can continue to file paper if you have less than \$50,000 PAYE and ESCT per year.
- We'll start sending you new payday filing forms prior to 1 April 2019.
- Think about if you want to shift to electronic filing. If you do, you can shift to payday filing now.

You'll only be able to payday file via paper from 1 April 2019.

## Review your business processes

There are a few things every business should do to be ready for payday filing:

- Make sure your payroll person and myIR account owner are aware of the changes.
- Think about the potential impacts and how you can plan to minimise them.
- Decide when you will be able to shift to payday filing.
- Ensure your myIR account is active and up-to-date.
- Make sure you are capturing all the required details when you employ new people.
- Make sure your employees understand what information you'll share with us.
- Check you're paying your employees correctly.

Visit our website [www.ird.govt.nz/payday](http://www.ird.govt.nz/payday) for more details.