

Payday Filing



Tick off the list to get sorted

You know the date is coming up, tick. You want to make the change as easy as possible, tick. You want to be 100% ready, tick.

With payday filing mandatory from 1 April 2019, now's the time to get organised and make business simpler, for you and your clients.

Managing payday filing and its impact on your practice:

- Think about how payday filing will impact your business and put a plan in place to ensure you and your clients comply with the change.
- If payday filing will increase your workload, review your process and systems, and look for areas where you could streamline workflow to save time.
- Review your payroll software. If you're using desktop software, is there an opportunity to move some or all your clients to an online product?

TIP:

Online payroll software like MYOB Essentials Payroll links directly with the IR, making payday filing doable with the click of a button. Find out more about Essentials Payroll [here](#).

- Contact the IR to confirm if you need to register as a payroll bureau or a nominated person, and which would be most appropriate for you (see below).

The Government plans to introduce a change to more formally recognise the relationships between tax intermediaries, like payroll bureaus, and their clients. If the legislation is passed, from 23 April 2019, you will be required to either formally register with the IR as a payroll bureau, or set up as a nominated person to act on behalf of each of your clients to continue filing on their behalf. The change will allow registered payroll bureaus to file for more than one client at a time.

If you have any questions, please contact the IR's Payday Filing Account Management team at paydayreporting@ird.govt.nz. They can explain the new registration process and give you further information about the legislation.

Keep your payroll services clients informed:

- Create a plan of what and when you need to communicate to your clients about payday filing.
- Let your clients know about payday filing and that they will be compliant.
- Ask your clients to review their people processes and procedures (see section below) and forward any updated employee information to you to pass to the IR.
- Ask any clients who don't already have a myIR account, to set one up (this may take some time).
- Ask clients to update their myIR third-party access settings to allow you to file on their behalf. *Please note: Before April 1 they can only do this after voluntarily opting in.*
- Let clients know to contact you (or the IR if you prefer) if they have any questions about payday filing, need help setting up a myIR account or changing their myIR third party access settings.

Review your people processes and procedures (if you employ staff):

- Check you have a written and signed employment agreement for each employee.
- Check all employee data in your payroll software reflects employment agreements and any letters of variation e.g. pay rates, tax codes.
- Ensure employee date of birth and address details are up to date.
- Notify employees that payday filing means their date of birth and contact details will now be supplied to the IR.
- Existing employees: date of birth and address details must be requested from employees and, if provided, supplied to IR. Any changes or updates must also be provided to IR. .
- New starters: add new single online form for new joiners as part of onboarding process.
- Risk management: Plan how you'll fix any errors sent to IR, for example, overpayments or misclassifications.

MYOB Product Fact Sheet

Want to begin payday filing for you and/or your clients before 1 April 2019?

If you use desktop software like MYOB Ace Payroll, MYOB Payroll or IMS Payroll, you'll need to opt-in through myIR (details from the [IR here](#)) or contact the IR directly. Your clients will need to do the same.

If you use MYOB Essentials Payroll, you'll be automatically opted-in when you submit your first payday employment information (EI) schedule. Easy.

When you're ready to begin payday filing:

- Make sure you have the latest version of your payroll software.
If you use MYOB Ace Payroll, MYOB Payroll or IMS Payroll, you'll need to download and install the latest version. MYOB Essentials Payroll will be updated automatically.
- Produce and file your first EI file with the IR.
- Provide employee details for new and departing employees on or before any new employees' first payday. If you use MYOB Essentials Payroll this information can be submitted to the IR when you load a new employee or remove a former one. If you use a desktop product, you're currently exempt from doing this.

File Upload Method New and Departing Employees – Temporary Exemption:

The IR have made some recent changes to the file format in which this information is reported from payroll software using the file upload method. This affects MYOB Ace Payroll, MYOB Payroll and MYOB IMS Payroll. We are working to release a further software update before 1 April so that software meets the new file format requirements.

In the meantime, IR have agreed that MYOB customers using the file upload method are not required to submit the new and departing employee file before 1 April. We have ensured that there are no compliance risks or penalties for you.

If you or your clients would like to add new and remove departing employees, they can enter this information onscreen manually in myIR. [Click here for more info.](#)

Please note: If you're using desktop software you'll need to produce and download the EI file from your software before uploading it to the IR using myIR. If you use online software, this process can be completed with the click of a button within your payroll software.

- The last EMS and employer deduction form will be due by the 5th (for large employers) and the 20th (for small employers) of the following month.
- Your EI will be due within 2 working days (for employers who file online) or 10 working days (for employers who do not file online or new employers) from the pay on date.

Got payday filing questions?

Call our payroll support team on 0508 328 283 or visit the [Inland Revenue website here](#).

