Inland Revenue
Te Tari Taake

Business
Ngā Ūmanga

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Payday filing – checklist for employers 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 use supported software

- [ ] Talk to your software provider about what options they will offer and when they will be ready. Make sure you understand any implications their release schedule will have on your business.
- [ ] Find out what support your software provider will offer you as you move to payday filing.
- [ ] Consider any cost implications as a result of moving to payday filing.

Contact your software provider

Your software provider can let you know when your payroll software will be ready for payday filing.

If you have a bespoke system

- [ ] Make sure the right staff in your business know about payday filing and are talking to us.
- [ ] Email us at **PaydayReporting@ird.govt.nz** to find out what you need to do to make sure your system is compliant.

Contact us

A bespoke system is one that is developed and supported internally. We're already working closely with a number of businesses with bespoke systems to help them get ready for the shift to payday filing. You should contact us if you haven't already.

Review your business processes

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

- [ ] Make sure the right staff in your business know about payday filing, especially your payroll and finance staff.
- [ ] Review your payroll processes – plan and schedule when to shift to payday filing.
- [ ] Review your delegations in myIR.
- [ ] Review your onboarding processes for new employees.
- [ ] 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** for more details.

New Zealand Government