

**Registered PAYE intermediary**

	Owner	Admin	Restricted admin	User	Restricted user
<b>Home</b>					
Favourites	Yes	Yes	Yes	Yes	Yes
Search - IRD number/Customer identifier/Name	Yes	Yes	Yes	Yes	Yes
History	Yes	Yes	Yes	Yes	Yes
<b>My activity</b>					
Search Submissions	Yes	Yes	Yes	Yes	Yes
<b>Communicating with IR</b>					
View messages	Yes	Yes	Yes	Yes	Yes
View letters	Yes	Yes	Yes	Yes	Yes
<b>My business</b>					
Agency reports	Yes	Yes	Yes	Yes	Yes
Client list report	Yes	Yes	Yes	No	No
Agency activity report	Yes	Yes	Yes	No	No
Web logon activity report	Yes	No	No	No	No
All client transactions	Yes	Yes	Yes	Yes	Yes
PAYE return summary report	Yes	Yes	Yes	Yes	Yes
Manage agency	Yes	Yes	Yes	No	No
<b>My clients</b>					
Client maintenance	Yes	Yes	Yes	Yes	No
Link a new client	Yes	Yes	Yes	Yes	No
Delink clients	Yes	Yes	Yes	Yes	No
All client mail	Yes	Yes	Yes	Yes*	No
Manage Subscriptions	Yes	Yes	Yes	Yes	Yes
Client registration	Yes	Yes	Yes	Yes	No
Register client for new tax account	Yes	Yes	Yes	Yes	No
<b>Payroll</b>					
Client employee details	Yes	Yes	Yes	Yes	Yes
Employer information schedule	Yes	Yes	Yes	Yes	Yes
Amend employment information	Yes	Yes	Yes	Yes	Yes
Employer monthly schedule	Yes	Yes	Yes	Yes	Yes
Amend employer schedules	Yes	Yes	Yes	Yes	Yes
Single employer	Yes	Yes	Yes	Yes	Yes
Multiple employers	Yes	Yes	Yes	Yes	Yes

\*User access to All client mail is limited to viewing the letter list only. Users cannot open letter PDFs or export the letters

**Administrators vs Restricted administrators**

Restricted administrators are able to access features and functionality available to an Administrator.

**But cannot view any customer level mail that has been issued for the Intermediaries own tax affairs.**

This will not affect access to account level mail for the accounts they have been given specific access to.

For example, a Restricted administrator who has been delegated access to the Intermediaries GST account.

PAYE intermediaries can only manage PAYE (EMP).

PAYE intermediaries cannot see Financial transfers or the transfer credit calculator.

PAYE intermediaries are not required to provide IR details of their key office holders.

PAYE intermediaries get automatic access to clients once they've linked. They cannot add a Customer master' link.

If a PAYE intermediary uses the employer registration forms under Client registration they will be linked for the account once it's been created.

PAYE intermediaries do not have a bulk mailing addresses. They cannot choose to redirect mail or redirect refunds - as they are responsible for filing and paying, all EMP mail and EMP refunds are redirected by default.

Child support deduction notices to an employer do not redirect for clients of PI's (but do for tax agents)