

Get your business ready for payday filing

Employers are now able to file payroll information every payday rather than monthly. Payday filing will potentially save businesses time, particularly those using payroll software, as filing this information will become integrated into their payroll process rather than requiring an extra step. Collecting payroll information more regularly will help Inland Revenue offer increased certainty about employees' tax obligations and entitlements.

From 1 April 2018, payday filing has been voluntary. It becomes mandatory on 1 April 2019. This means that you, as employers, need to start thinking about how you will integrate payday filing into your payroll processes before it becomes a requirement.

There are three options for electronic filing:

- Direct from payroll software.
- Call Inland Revenue on 0800 377 772 to start using one of two options:
 - o Upload a file to myIR in the Payroll returns account (if supported by software providers)
 - o Onscreen in myIR in the Payroll returns account

If you haven't already, you should talk to your payroll or software provider about when they will be offering the functionality required to enable payday filing.

We have already started work with a number of the providers to help them get ready for when payroll filing becomes compulsory next year. It would be helpful for us if you could fill in the 'software' and 'version' fields in your current Employer Monthly Schedule, so that we have an accurate picture of existing software use.

For more information, visit www.ird.govt.nz/payday