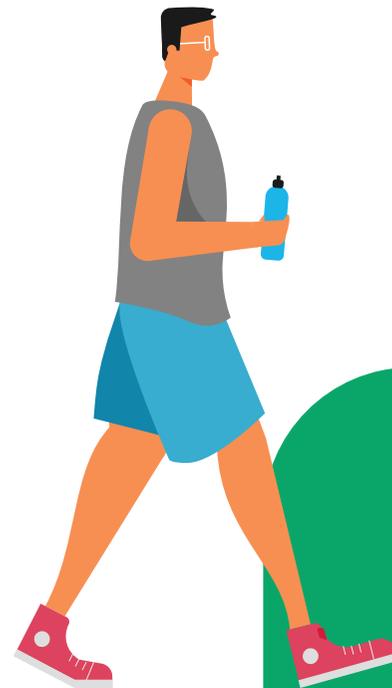
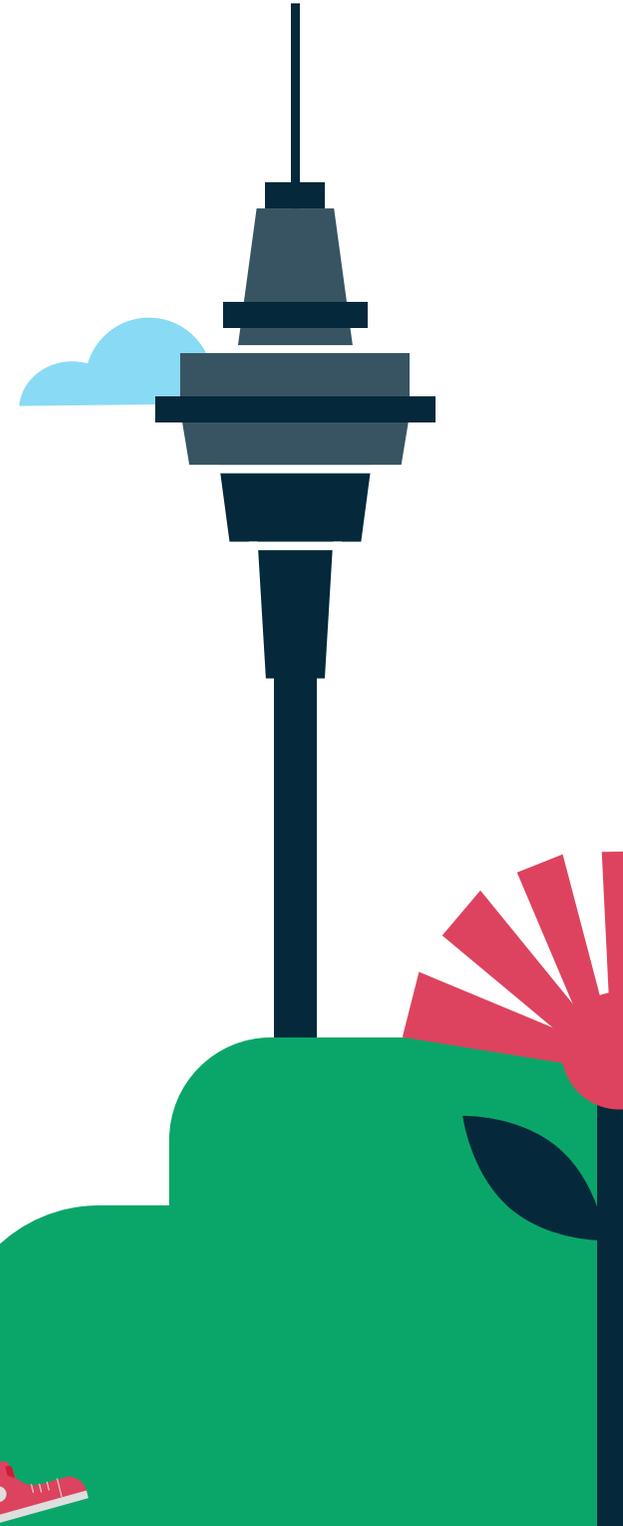


Getting ready for payday filing with Xero



Beautiful business



Payday filing with Xero

From the 1 April 2019, new payday filing requirements from Inland Revenue mean that every time you pay employees, you'll also need to file employment information.

With payday filing in Xero, you'll be able to file your employment information to Inland Revenue straight from Xero Payroll, so it only takes a few clicks to complete.

We're working with Inland Revenue on our payday filing solution so it's ready to use by 1 April 2019. We'll keep you updated and let you know when the new feature is ready to use.

Use our checklist to make sure you're ready for the new requirements.

Already using Xero Payroll?

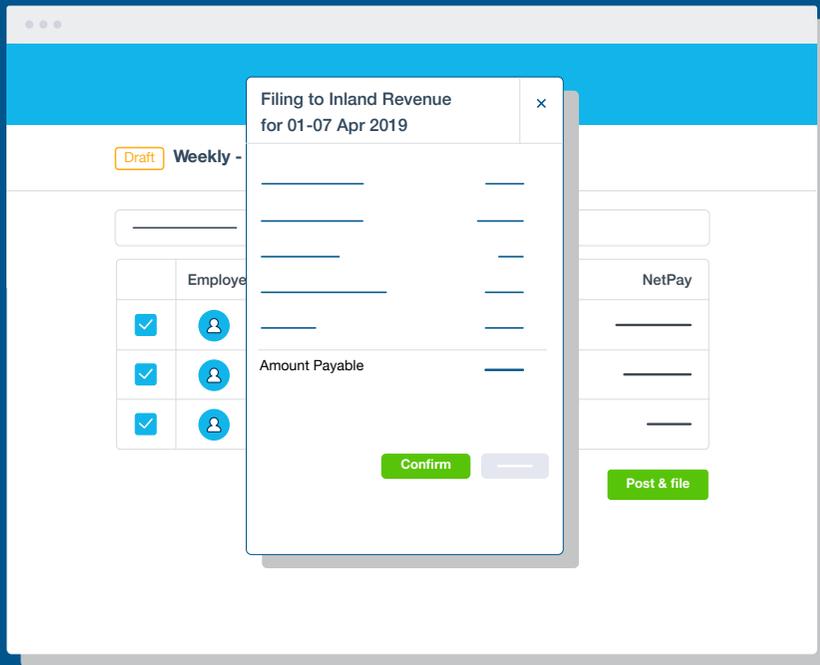
Good news: there won't be a big change to how you currently process your pay run. Filing will be simpler and you won't need any software updates.

The current process of manually uploading your files to myIR will no longer be required. Instead you'll be able to file your pay run and employee information straight from Xero Payroll after each posted pay run.

New to Xero Payroll?

Sign up to Xero before 31 March 2019 and get 50% off your Xero subscription and Xero Payroll for three months.

To get Xero Payroll set up, be sure to visit Xero Central, where you can find helpful videos and guides. If you still have questions, email support, or speak to your accountant or bookkeeper. To speak to a payroll certified advisor, search our Xero advisor directory.



Get set up for payday filing

1. Find out what's changing

Use the table below to find out how the payroll process in Xero will change with payday filing.

| Current process | New process | What this means for you |
|---|---|--|
| Monthly employer schedule (IR348 form) manually uploaded to myIR | Replaced with employment information completed within Xero Payroll | You should continue uploading your IR348 schedule until payday filing is ready to use in Xero. With the Xero to Inland Revenue connection, employment updates and pay run information will be filed directly. |
| Monthly employer schedule amendments (IR344 form) manually uploaded to myIR | Replaced by correcting/updating employment information in Xero Payroll | |
| Setting up new employees on IR330 and KS2 | Replaced with a single online form that must be filed on or before any new employee's first payday. We're working on making sure you'll be able to do this in Xero Payroll. | |
| Timing of payroll filing: payroll reports submitted monthly to Inland Revenue | Each time you pay staff, employment information must be sent to Inland Revenue within two working days (if you're filing electronically). | You need to file employment information within two working days of paying staff. Review your procedures to make sure your filing timing fits that requirement. |
| Timing of PAYE payment - monthly or twice monthly | There are no changes to current tax payment due dates or the way you pay - pay monthly or twice monthly as you currently do | |
| Employer deduction form (IR345) | This is no longer required | |

2. Check your employer and employee details

Make sure that your employer and employee details are up to date and correct in Xero Payroll.

- Employer details
 - Make sure you have the correct employer IRD number, found under Settings > Payroll Settings > Organisation Settings in Xero
- Employee details
 - Ensure all employees have accurate details for:
 - date of birth
 - address
 - email address and phone number (if provided)
 - Review employee KiwiSaver details:
 - Check any employees who are set as 'not eligible' for KiwiSaver and [review their eligibility](#). If they are eligible for KiwiSaver – even if they are not yet a KiwiSaver member – update their employee record to reflect this.

3. Access to your myIR account

When you first use payday filing in Xero Payroll, you'll be prompted to log in to your myIR portal to opt-in for payday filing, so you'll need to have your myIR login details connected to your business's IRD number.

Take note: the first time you set up payday filing through your myIR account, you must be the owner or a tax agent already set up within the myIR account.

Once you've opted into payday filing, any previous delegations you had set up in myIR will need to be redelegated. Xero Payroll will automatically recognise any new third party access granted within myIR.

4. Register for a Xero payday filing webinar in the new year

We'll be holding a number of sessions across February and March 2019, so [sign up now](#) to reserve your space.

[Find out more about payday filing in Xero](#) and for help and support on setting up Xero payroll, visit [Xero Central](#).



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[Visit xero.com/payday-filing](https://xero.com/payday-filing)

