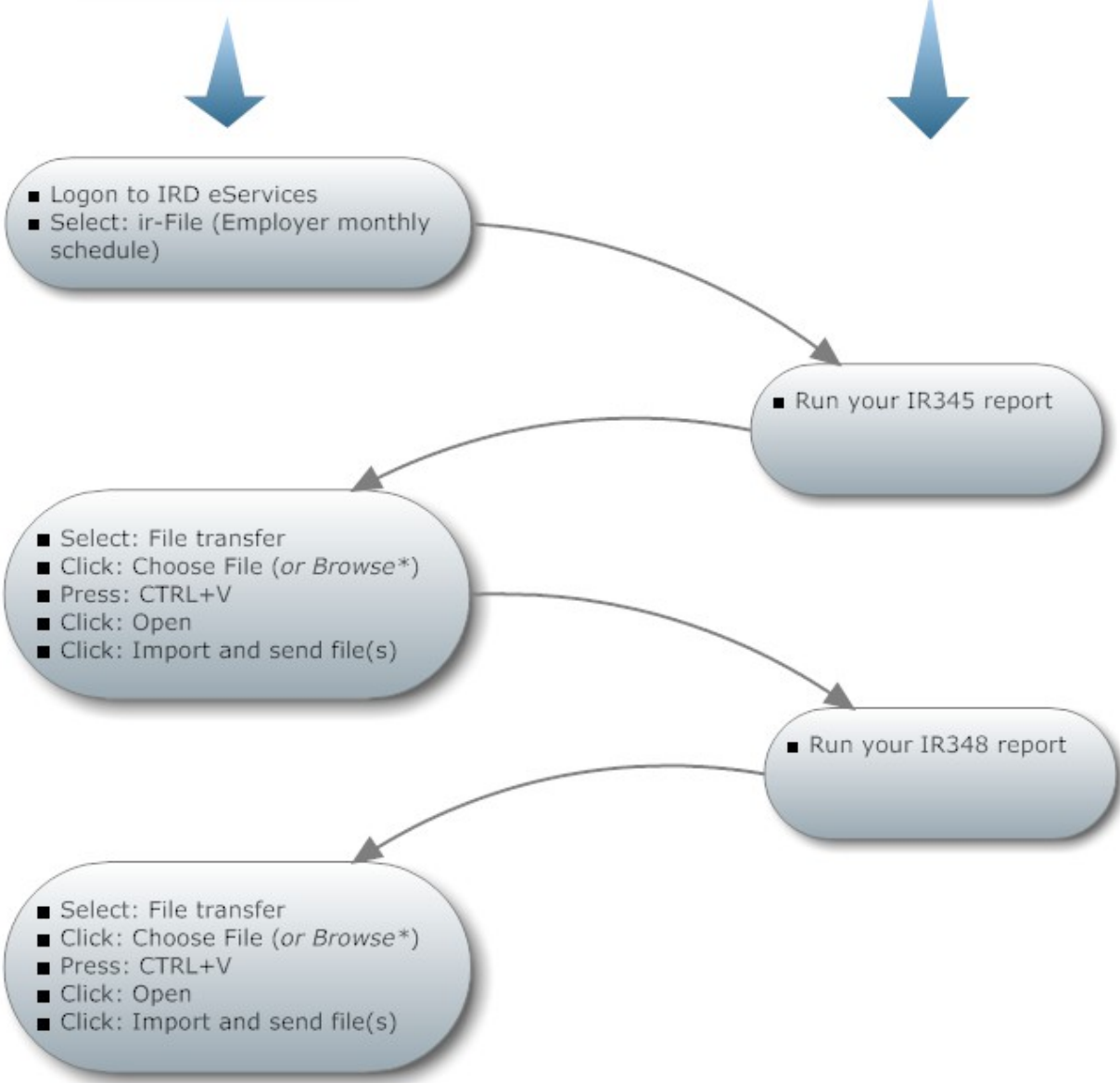


# ir-Filing the Easy Way



\* IRD's website is not consistent with content across different browsers

## What is ir-Filing?

ir-Filing allows you to send your schedules to the IRD electronically, via their website, by using the IRD's ir-File system.

These schedules include:

- **IR348 Monthly Employer Schedule** (this is sent ONCE per tax month)
  - **IR345 Employer Deductions schedule** (this may be required TWICE per tax month for large employers – SmoothPay will remind you), and
  - **KiwiSaver enrolment changes** (KSD, which we refer to as the KS1 after the IRD's enrolment form)
- This means you do not have to complete the IRD's paper or online IR348 form, or print SmoothPay's IR348 Schedule (other than for your own records), and you don't need to post anything to the IRD.

IRD has a series of tutorials available on their website as well as a trial area so you can become familiar with the ir-File system.

To use ir-Filing, you must register with the IRD as an ir-File user. You can do this on the ir-File web page:

<http://www.ird.govt.nz/online-services/online-services-registration.html>

or access ir-File from the main IRD website at <http://www.ird.govt.nz>

**The ir-File helpline number is 0800 473 829.**

**Please use this number when calling for assistance with ir-File.**

## SmoothPay produces ir-Files automatically

SmoothPay prompts you to produce IR345, IR348 and KiwiSaver Enrolment schedules and associated ir-Files automatically when you *Finish the Last Pay in a tax period*.

You can also reproduce these reports and files at any time from *Reports..IRD Schedules*.

- *You do NOT have to complete these Forms manually, nor do you need to complete any of these Forms online - simply upload the files created by SmoothPay.*

## Generating ir-Files from SmoothPay

SmoothPay *automatically* generates the following ir-Files when you run the specified report:

Report	ir-File produced
IR348 Employer Monthly Schedule	IR348.CSV (and KS1.CSV if necessary*)
IR345 Employer Deductions	EDF.CSV

- *If you have any changes to KiwiSaver enrolments in the period, an additional schedule and a file called KS1.CSV are also produced containing these new enrolments. This file too may be submitted electronically via ir-File.*

These *Reports* (and associated Files) can be reproduced at any time from the *Reports List (IRD Schedules)*.

### How do I know which file to send?

The full path and filename is displayed on the IR345 and IR348 Report screens (where you select the period ending). Conveniently, SmoothPay also copies the name of the file to the *Windows clipboard*, so you can easily paste it into the IRD's file upload name field using *Edit...Paste* (or the keyboard shortcut *CTRL+V*).

The file is produced directly into your *Payroll Company Directory*, and replaces any previous copy of the IR348.CSV, KS1.CSV and EDF.CSV files that may exist from previous schedules.

**Please DO NOT open these CSV files with Excel, as the file format will be corrupted and will not be accepted by IRD.**

Go to the File transfer section of the ir-Filing website.

Click **Choose File** (or **Browse**)

If you have just produced an IR345 or an IR348, the filename will already be in the *Windows Clipboard*, ready to simply paste into the *File name* field (*Edit...Paste*, or press *CTRL+V*) in the *File transfer..Choose File* section of the IRD website.

- You could also navigate to wherever the Files have been created in order to upload them to IRD - and it's this bit that really frustrates people usually, because they don't know where the files are (*though you might remember that the File Name is displayed in full on the IR345 and IR348 screens in SmoothPay, so it's really not too difficult to find*).
- **NOTE:** Windows, by default, does not display file extensions, so you may not see the ".CSV" part of the file name.

Once you have selected the correct file, choose Open, then click *Import and send files(s)*:

**Import and send file(s)**

Repeat for any other files that need to be transferred.

**\* END \***