

## How to download a copy of your income summary from the IRD website:

- 1) Go to the IRD website (www.ird.govt.nz)
- 2) Login to myIR – you will need to register first if you don't have an account



- 3) Once on your home page – click on the salary and wages button part way down the page

### Account information

[Help ?](#)

Our records show you're an IR3 filer. If you're unsure, check **Need 2 file?** or if this is incorrect call us on 0800 377 774.

#### Save or print your details

To print a copy of your details you can either print it directly from your browser, or download a file to your computer first.

Save as PDF

Save as RTF

- 4) This will take you to a new page, which has your income from the past year on it. Near the top of the page is an option to save your income summary as a PDF. Click on this button and your income summary will be downloaded to your computer.

Below is your income from salary, wages, benefits, taxable pensions or schedular payments. It doesn't include any income from other sources such as self-employed income, rental income, or interest and dividends.

This information is what we currently hold as advised by your employer. If any information is missing or incorrect please contact your employer.

Totals for period:			
Income		Deductions	
Gross income (salary, wages, benefits or pensions)	23,301.00	PAYE deductions	3,615.89
<b>Total income</b>	<b>23,301.00</b>	<b>Total deductions</b>	<b>3,615.89</b>
		Less ACC Earners Levy	337.86
		<b>TAX DEDUCTIONS</b>	<b>3,278.03</b>

There should have a box part way down that looks like this summary.

You can then either email it to Wish for a Smile directly (info@wishforasmile.co.nz) or print it and send it to our postal address:

**Wish for a Smile, 3 Clyde Road, Riccarton, CHRISTCHURCH, 8041**