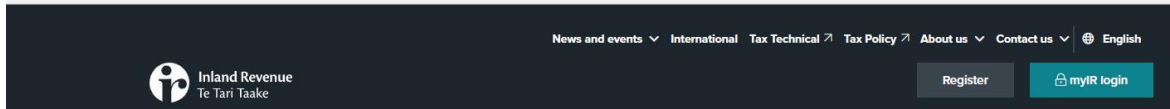


How to download a copy of your Income Summary from the IRD website:

- 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

<https://www.ird.govt.nz>



- 3) Once on your home page
Click on **Income Tax**
Click on **More..**

The screenshot shows a dashboard for 'Income tax'. On the left, it says 'Income tax'. On the right, it displays 'Total balance: \$0.00' and 'Due now: \$0.00'. To the right of the balance, there is a list of actions: 'Make a payment', 'Returns and transactions', 'Income summary', and 'More...'. The 'Income summary' link is highlighted in blue.

- 4) Once **More** screen opens
Under **My Income** click on **Print Proof of Income**

[More...](#)

The screenshot shows a search bar with the placeholder text 'Type to filter'. Below the search bar, there are several categories of links:

- Communicating with IR**
 - Send a message: Send a message to us through myIR.
 - View letters: View or search your IR letters.
- My activity**
 - Search submissions: View or search your submission.
 - Recent activity: View recent activity for this account.
- My details**
 - Manage refund bank accounts: Add, update or delete your refund bank account.
 - View your PIR: View your Prescribed Investor Rate (PIR) based on residency and income details we hold for you.
- My income**
 - Income summary: View your total income, net income, deductions, investments, and other income details.
 - My income sources: Tell us about any income where tax was not deducted or if you had expenses that were not business related.
 - Print proof of income: View or download a summary of your total income before taxes and the total amount of taxes that would be deducted.**

- 5) Under Income Period choose **Last 12 months** and click **Print proof of income**

Print Proof of Income

The screenshot shows a form titled 'Income period'. It has four radio button options: 'Current tax year', 'Calendar year', 'Last 12 months', and 'Other'. The 'Last 12 months' option is selected and highlighted in yellow. Below the radio buttons, there are two date input fields: 'From' with the value '28-Feb-2022' and 'To' with the value '28-Feb-2023'. At the bottom of the form is a large teal button labeled 'Print proof of income'.