

Create and file returns with myIR

From 1 April 2019, employers must report employee info to the IRD every payday via payday filing instead of filing an IR348. The information on this page only applies before 1 April 2019.

This page explains how to create both the IR348 (Employer Monthly Returns) and the IR345 (Employer Deductions) tax forms, and send them to Inland Revenue using the online ir-File system.

It is important that Inland Revenue receive both forms each month, as the IR345 (Employer Deductions) shows the [ESCT](#) for [KiwiSaver](#), and the IR348 (Employer Monthly Returns) does not.

C-Series paper reporting

From April 17 2018 C-Series reporting won't be accepted by Inland Revenue. This means you won't be able to use Ace Payroll (or any payroll software) to print out your IR348 form to send to Inland Revenue.

This change doesn't affect electronic filing through ir-File.

Read more about [C-Series](#), [paper filing](#), and [your tax return](#).

Set up Ace Payroll for myIR

Before you file your tax forms online you will need to follow a brief set up procedure.

To set up Ace Payroll for ir-File

Create an Employee Deductions IR345 form

Depending on your business, you will need to pay your PAYE either once or twice a month. Each time you pay you will need to create your IR345 and file it electronically.

Follow these instructions to process once or twice monthly PAYE.

To create an Employee Deductions IR345 form

Create an Employer Monthly Schedule IR348 form

Your Employer Monthly Schedule IR348 needs to be submitted once a month. If you submit your Employer Deductions IR345 form twice a month, then submit your Monthly Schedule IR348 with the second one.

Follow the instructions below to create this file in Ace Payroll.

File your forms electronically using myIR

File online at the Inland Revenue website.

Related topics

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[Using ir-File and direct credits on an Apple Mac](#)

[IR348 FAQs](#)

[Monthly payment and reporting to Inland Revenue](#)

[Correct an IR348 error](#)

[Combine multiple Employer Monthly Schedules](#)

[Tax bills and refunds](#)

[C-Series, paper filing, and your tax return](#)