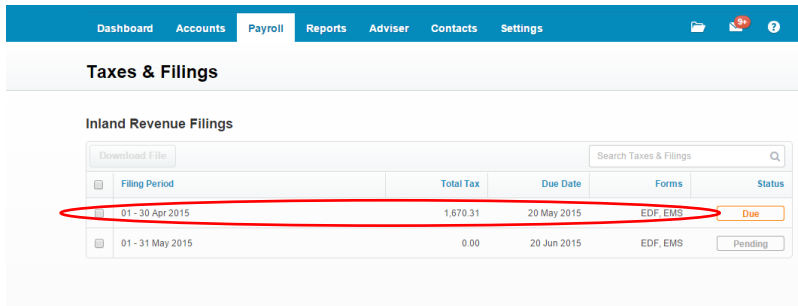
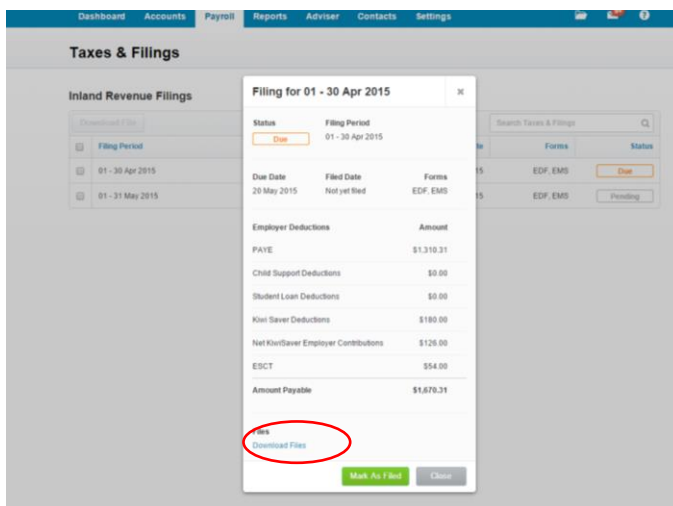


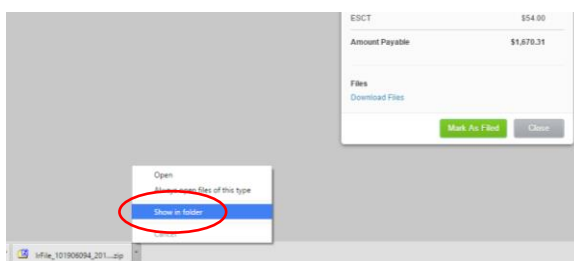
1. Click on “Payroll” tab
2. Select “Taxes & Filings”
3. Move the mouse cursor over the PAYE filing period and click



4. Click “Download Files”

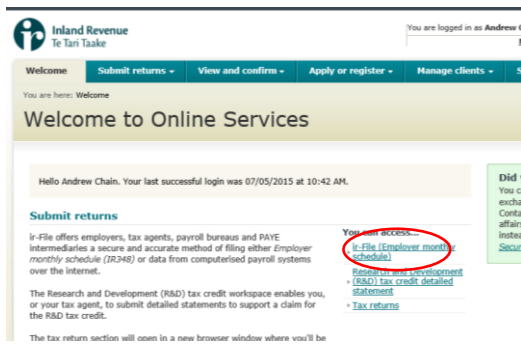


5. The downloaded file will appear on the bottom left of your computer screen. Click on the dark triangle at the right of the downloaded file, and then click on “Show in folder” to locate the folder where the file is saved.

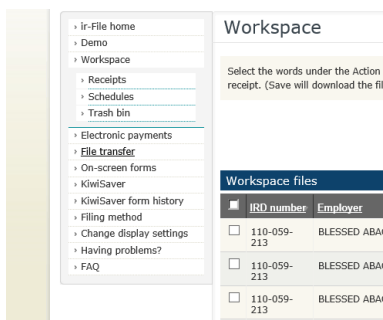


6. Go to IRD website
7. Login “myIR Secure Online Services”

8. Click on “ir-File (Employer monthly schedule)”



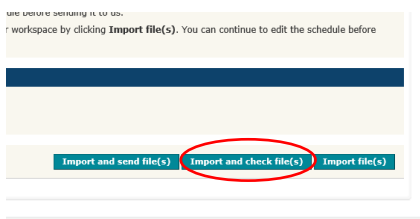
9. Click on “File transfer”



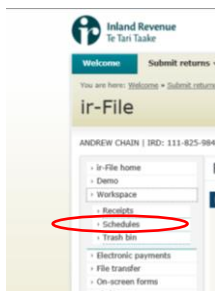
10. Click on “Browse...” button

11. Select the file you have just downloaded from Xero

12. Click on “Import and check file(s)” (recommended) or “Import and send file(s)” if you are sure the information contained in the file(s) is correct.



13. Click on “Workspace > Schedules”



14. You may now “View” your “EMS” and “EDF/IR345” schedules. If you are happy with them, you may select the schedules and click the “Send” button to send the files to IRD.



15. Check to make sure your PAYE returns are successfully filed

