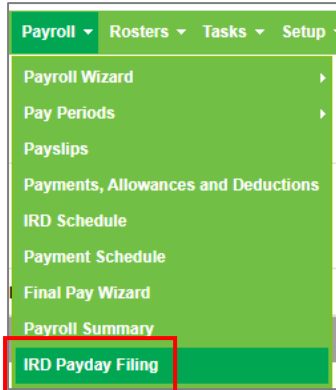


## DELETING A RETURN FROM THE IRD

1. Hover on *Payroll* and click on *IRD Payday Filing*:



2. Click on the file that you want to delete:

**Returns**

[File a Return](#)
[File a Nil Return](#)
[Filing Report](#)

#	Pay Date	Status	Response	Total Owing
12	Oct 14 2019	Last filed on Oct 14 2019 6:12 pm	Success	41.20
11	Oct 07 2019	Last filed on Oct 08 2019 10:46 am	Success	50.36
10	Sep 30 2019	Last filed on Sep 30 2019 9:31 am	Success	50.36

This will bring up the following screen:

**File Return** [Delete](#) [Re-File](#) [Add Employees](#) [Payday Filing Dashboard](#) [Print](#)

Please check the details below before submitting to IRD

**Pay Day Details**

Status : Last filed on Sep 12 2019 2:12 pm  
 Pay Day Date : Sep 15 2019  
 Period End Date : Sep 30 2019  
 IRD Number : 123059670

3. Click *Delete*:

**File Return** [Delete](#) [Re-File](#) [Add Employees](#) [Payday Filing Dashboard](#) [Print](#)

Please check the details below before submitting to IRD

**Pay Day Details**

Status : Last filed on Sep 12 2019 2:12 pm  
 Pay Day Date : Sep 15 2019  
 Period End Date : Sep 30 2019  
 IRD Number : 123059670

4. Click *OK*:

