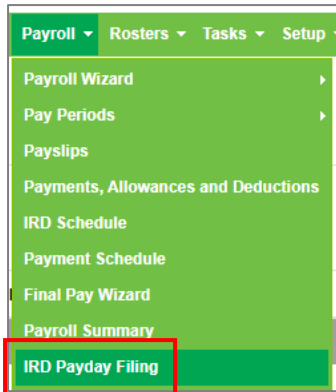


REFILING A RETURN TO THE IRD

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



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

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 *Re-File*:

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. Scroll down to the *Amendments* section and select the reason for refile:

Amendments

Amendment Reason : OTHER

Amendment Details : KEY (incorrect amount)
MATH (calculation error)
TRANSPO (transposition error)
OTHER

File

5. Enter the *Amendment Details* (optional):

Amendments

Amendment Reason : KEY (incorrect amount)

Amendment Details :

6. Scroll down to the bottom of your screen and click *File*:

Total Amount Payable : 14438.44

File Download

7. Click *OK*:

c3.timesmart.co.nz says

This process may take several minutes. Please visit Payday Filing Dashboard after a few minutes for status updates.

OK Cancel

8. You can track the status of this file by visiting your Payday Filing Dashboard:

File Return Re-File Payday Filing Dashboard Print

This process may take several minutes. Please visit Payday Filing Dashboard after a few minutes for status updates.