



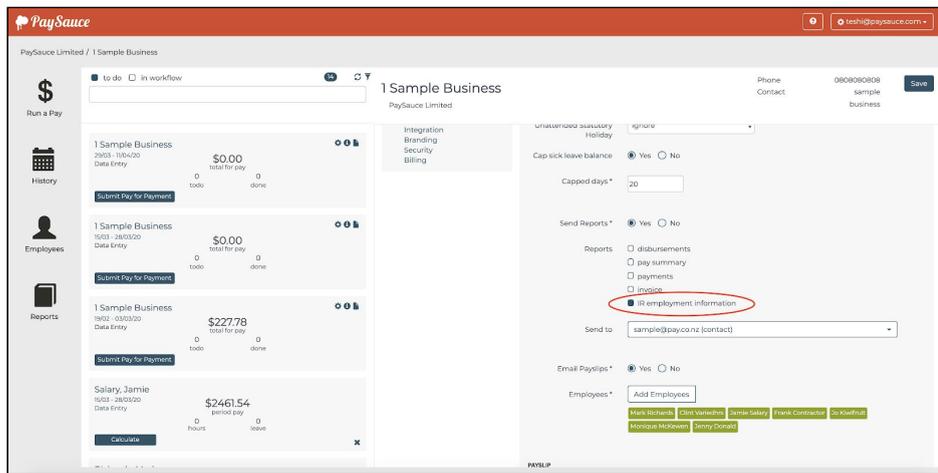
Paysimple: Downloading IR Payday Filing Info

Automatically email payday filing reports to yourself each pay:

Head to [Company](#) | [Settings](#) | [General](#)

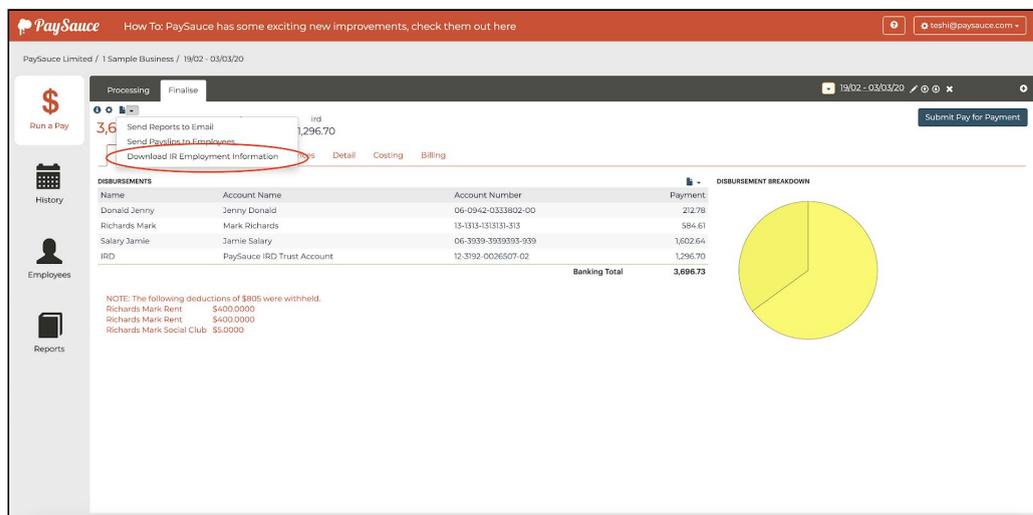
Under [Send Reports](#), toggle on **IR Employment information** and put in your email address.

You'll now be sent the report for payday filing every time you run a pay. This should be uploaded through myIR as per Inland Revenue's payday filing requirements.



Manually download the payday filing report when running a pay:

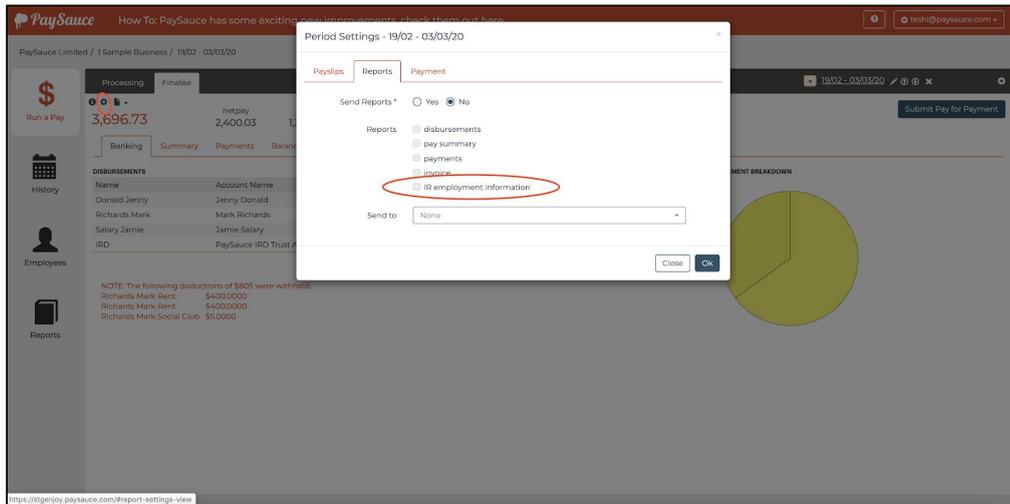
When finalising a pay, you can also download this report by clicking **Download IR Employment Information**.



Manually email the payday filing report when running a pay:

In addition to downloading the report when finalising a pay, you can send it to an email address.

Click on **Settings | Reports** and click **Yes** to **Send Reports** for this payrun. Make sure that **IR employment information** is checked and input your email address.



Download the payday filing report from a closed or past pay:

You can download the IR report from closed pays by heading to **History**. Select the relevant pay period and click **Download IR Employment Information**.

