

Getting your IRD Earnings Summary

So you need to get your income information from IRD to complete your application for a mortgage? We've listened to our clients in the past talk about the struggle to get the right info and we've made a handy step by step guide to make this so much easier.

Firstly, you'll need to go to www.myir.govt.nz and login. From there, it's as simple as following these 6 steps:

- Once you have logged in there should be a section labelled "Income Tax". To the right of this section you will see a menu with a few different options, click on "More..."
- If you scroll down a little you will now see a section labelled "My income" and under that menu you will see "Print income details" - Click this
- You will then have the option to print Current Tax Year, Last Income Tax Year or Last 12 Months among other options. - You will need to select Last 12 months and click "Print Income Details" on the bottom left of the screen.
- You should now be taken to a print preview screen where you should have a Download icon at the top right of the screen. You can now download this as a PDF document.
- You will also need to repeat these steps for Last Income Tax Year as well.
- Simply download these as PDF documents and either upload it to your client file or email directly to us. Easy!