



## Before you start...

- You can claim donations from the **past four years**
- You must have **paid tax to the IRD** in each of the years you are claiming
- You need a **donation receipt** from Hillary Outdoors. It will be automatically emailed to you when you make your donation
- Login to My IRD** and navigate to Donation Tax Credit <https://myir.ird.govt.nz>

**TOP TIP**  
If this is your first time you will need to register for Donation TC (for help see my site)

## 1. Click Enter donation tax credit receipts + Add a receipt

- > Enter donation tax credit receipts
- > View receipts submitted
- > More...

Enter donation tax credit receipts

Donation Receipts    Confirm and submit donation receipts    Credit Transfer

Donation tax receipts

+ Add a receipt

Please enter at least one receipt

**TOP TIP**  
Ensure the receipt is in your name and address

## 2. Complete the receipt fields (only 5 fields)

Donation tax receipts

× New receipt

Organization name: **Hillary Outdoors**

Organization IRD number: \_\_\_\_\_

Organization charity number: \_\_\_\_\_

Donation type: **Other donee organisation**

Receipt date: \_\_\_\_\_

Receipt amount: \_\_\_\_\_

ⓘ If your receipt was issued after the tax year or your receipt is for multiple donations, please use the end date of the tax year the donation applies to (eg. 31 March 2000). Otherwise use the receipt date.

+ Add a receipt

**TOP TIP**  
The Hillary IRD number will be on the donation receipt.

## 3. Attach the Tax Donation from Hillary Outdoors

Type: Donation Tax Credit Receipt Attachments

Document description: 2025 Tax Donation

File: Choose File HillaryOutdoors.pdf

Receipt attachments

Description	Size
2022 Tax Donation	156 Remove

Cancel    Save Draft    Previous    Next

**TOP TIP**  
Save Draft at any point if you get stuck.

## 4. Credit Transfer Question and click submit

Enter donation tax credit receipts

Donation Receipts    Confirm and submit donation receipts    Credit Transfer

Credit Transfer

Would you like to transfer your credit?  
Yes    No

Cancel    Save Draft    Previous    Submit

**TOP TIP**  
This is usually no if you want the money in your bank

Confirmation

✓ You have successfully submitted: Enter donation tax credit receipts

## 5. Was this guide useful? Please consider a koha donation.



DonateMate will donate 50% of profits to Cure Kids to support life-saving medical research.

DonateMate  
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