



St Hilda's Collegiate

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 statement** from the school for each year. Request it by emailing schoolfees@shcs.school.nz
- 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...



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

x New receipt

Organization name: St Hildas Collegiate School

Organization ID number: 025-698-584

Organization charity number: [empty]

Donation type: School or Kindergarten

Receipt date: 31-Mar-2022

Receipt amount: \$1,816.00

TOP TIP
The school's IRD number will be on the donation statement.

TOP TIP
for help with the date see my site.

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 2020). Otherwise use the receipt date

3. Attach the Tax Donation from your school

Type: Donation Tax Credit Receipt Attachments

Document description: 2022 Tax Donation

File: Choose File Priemus, Olivia - Tax Donation 20212022.pdf

Receipt attachments

Description	Size
2022 Tax Donation	156 Remove

Save Draft

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

4. Credit Transfer Question and click submit



Credit Transfer

Would you like to transfer your credit?

Yes No

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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