



DonateMate
Turn Giving Into Getting



THE LION FOUNDATION
Young Enterprise Scheme

Sacred Heart College

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 should have been sent a **donation statement** from the school.
- ☐ **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 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

Organisation name

Sacred Heart College

Organisation IRD number

Organisation charity number

Donation type

School or Kindergarten

Receipt date

31-Mar-2022

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

TOP TIP
for help with the date see my site

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

Hide attachment list

Add new receipt

Description	Size
2022 Tax Donation	12K 15K Remove

Cancel

Save Draft

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

4. Credit Transfer Question and click submit

Enter donation tax credit receipts



Credit Transfer

Would you like to transfer your credit?

Yes No

Cancel

Save Draft

Previous

Submit

Confirmation

You have successfully submitted: Enter donation tax credit receipts

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

5. Was this guide useful?

If you found this resource useful, please consider a koha donation.

Thank you for supporting a student-run initiative helping whānau across Aotearoa claim money they're entitled to.

Olivia Priemus
03-0905-0343972-001

This guide does not constitute professional financial or tax advice. DonateMate is a general guide designed to help individuals understand and navigate the process of claiming tax credits on school donations. Use of this guide is at your own discretion and risk. **Full disclaimer on website**

hello@donatemate.co.nz
www.donatemate.co.nz
@donatemate

