



Finding your donation receipts

IRD approved donation receipts are automatically generated from Kindo, for any item that the school has marked as a donation. You can view your donation receipts from the my orders tab.

NOTE: If you have selected one of our tax rebate partner options - Tax Gift or Supergenerous - then you donation receipt will automatically be sent to your chosen provider, and will not be visible under the my orders tab.

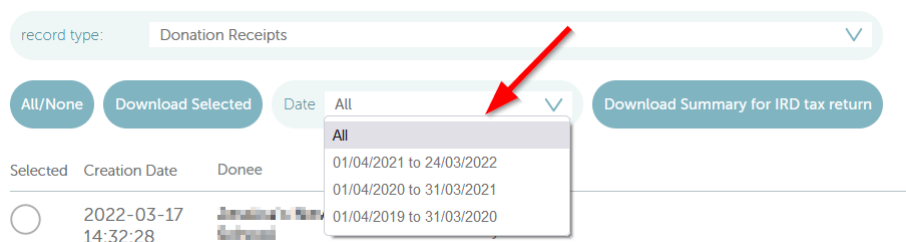
1. **Log in** to your account at [myKindo.co.nz](https://mykindo.co.nz) using your email and password.
2. Select '**my orders**'.



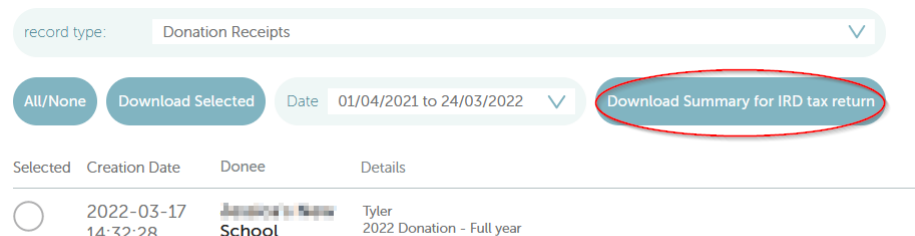
3. Under transaction history, there is a drop-down menu for record type.
4. Use the drop-down menu to select '**Donation Receipts**' as your record type.



5. Select the date range you require - all the dates are already set to coincide with the tax years, so pick the year you are working on from the drop-down menu.



6. This will bring up all the donations you have made over that tax year on the screen.
7. Select '**Download Summary for IRD tax return**'.



8. This will create a PDF that you can then save and attach to your tax return.

NOTE: if the PDF does not pop up automatically, please ensure you "allow" pop-ups and it should open in a new window.

IMPORTANT NOTES:

- 1) Kindo cannot change the details on your donation receipt, so please ensure your Account Holder name is correct BEFORE paying any donations.
- 2) Donation receipts will only be issued for items that the school has nominated as a 'donation'.
- 3) If you have opted in with one of our tax rebate partners - Supergenerous or Tax Gift - then your donation receipt will automatically be sent to your chosen provider.