



## John McGlashan 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

+ New receipt

Organization name:

Organization ID number:

Organization charity number:

Donation type:

Receipt date:

Receipt amount:

**TOP TIP**  
The school's charity 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 2000). 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

Hide attachment list

Add new receipt

Description	Size
2022 Tax Donation	156 Remove

**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

**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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