

Title	Prepare IRD employer reporting documentation for PAYE, FBT and GST		
Level	3	Credits	3

Purpose	<p>People credited with this unit standard are able to prepare IRD employer reporting documentation for wage and salary earners, and prepare Fringe Benefit Tax (FBT) and GST returns.</p> <p>This unit standard is for people who are not financial specialists or experts but who need financial knowledge and skills in their workplace.</p>
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Classification	Financial Management > Financial Skills
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Available grade	Achieved
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Guidance Information

- 1 People must be assessed against this unit standard in their workplace using naturally occurring evidence, or in a realistic simulation of such a context. Competence must be demonstrated within timeframes expected in a commercial environment.
- 2 Information and current forms for meeting the requirements of this unit standard are available from Inland Revenue (IRD), <http://www.ird.govt.nz>.

Outcomes and performance criteria

Outcome 1

Prepare IRD employer reporting documentation for wage and salary earners.

Range documentation in relation to – PAYE, student loan, child support, KiwiSaver or other superannuation.

Performance criteria

- 1.1 Data used to prepare the reporting documentation is accurate and relevant to IRD compliance requirements.
- 1.2 Current IRD documentation for wage or salary deductions is completed to IRD requirements.
- 1.3 Payment documentation is prepared.

Outcome 2

Prepare FBT returns.

Performance criteria

2.1 FBT on benefits is calculated.

Range benefits – cars, loans, subsidised transport, goods and services supplied below market cost; evidence is required for two benefits.

2.2 FBT returns are prepared to IRD requirements.

Outcome 3

Prepare GST returns.

Performance criteria

3.1 GST is calculated from transaction details.

Range capital items, revenue items, exempt supplies.

3.2 GST returns are completed to IRD requirements using an appropriate accounting basis for GST.

Range at least two of – payment basis, invoice basis, hybrid basis.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 September 1994	31 December 2016
Revision	2	7 September 1999	31 December 2016
Revision	3	16 December 2002	31 December 2016
Revision	4	12 January 2006	31 December 2016
Review	5	21 May 2010	31 December 2016
Rollover	6	18 April 2013	31 December 2020
Rollover and Revision	7	17 September 2015	31 December 2022
Rollover and Revision	7	11 March 2016	31 December 2022
Review	8	10 December 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

This unit standard is expiring