

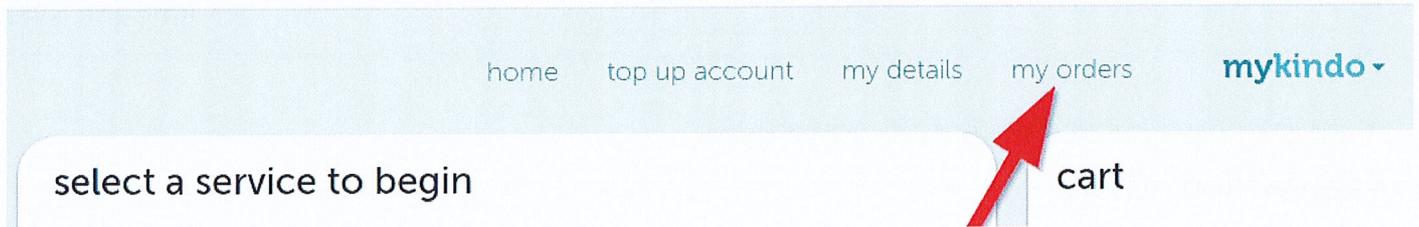


Finding your donation receipts

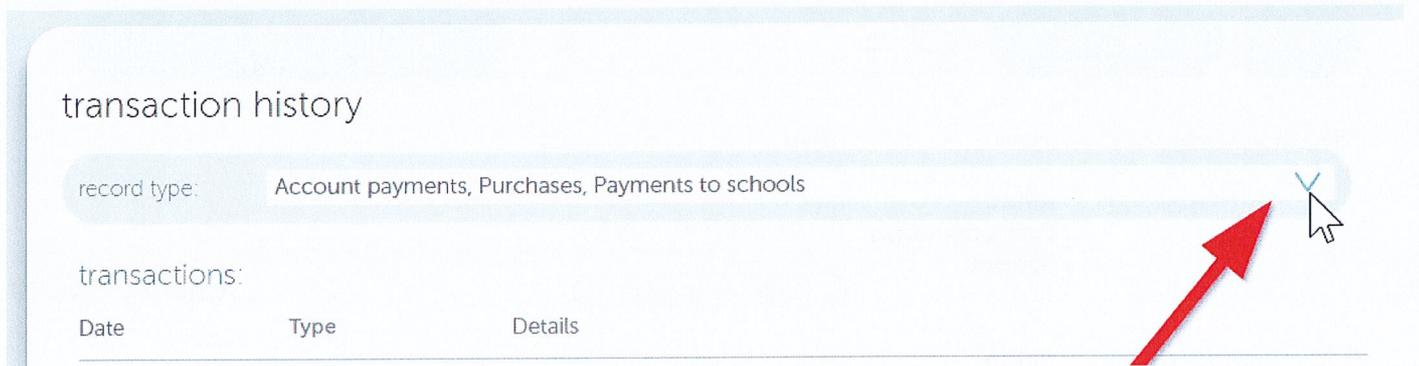
IRD approved donation receipts are automatically generated from Kindo, for any item that the school has marked as a donation. You can view your donation receipts from the my orders tab.

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

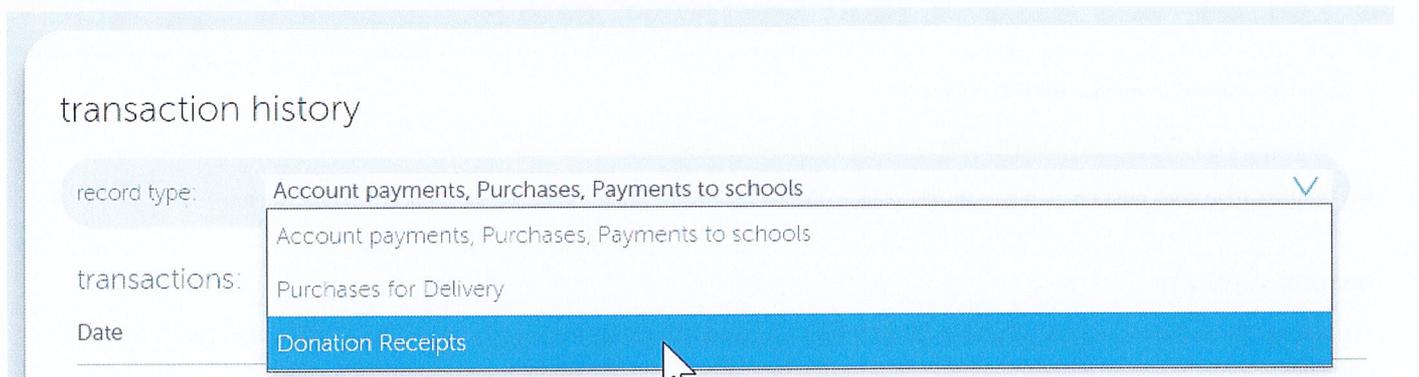
1. Log in to your account at myKindo.co.nz using your email and password.
2. Select 'My Orders'.



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.

transaction history

record type: Donation Receipts

All/None

Download Selected

Date All

Download Summary for IRD tax return

Selected	Creation Date	Donee
<input type="radio"/>	2018-05-09 03:52:42	

All
01/04/2021 to 06/04/2021
01/04/2020 to 31/03/2021
01/04/2019 to 31/03/2020
01/04/2018 to 31/03/2019

children \$200 per child

Amount: \$2.00

6. This will bring up all the donations you have made over that tax year.

transaction history

record type: Donation Receipts

All/None

Download Selected

Date All

Download Summary for IRD tax return

Selected	Creation Date	Donee	Details	
<input type="radio"/>	2020-03-28 12:11:07	Kindo Demonstration School	Amy Proprietors Donation 2020	DOWNLOAD TAX RECEIPT Amount: \$92.49
<input type="radio"/>	2020-03-28 12:11:08	Kindo Demonstration School	Amy Board Donation 2020 (Class 1 and Class 2)	DOWNLOAD TAX RECEIPT Amount: \$409.98

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.