



Hi All

You should all have received or be about to receive the appropriate change-over forms from the IRD. If not you can view & print them by going to http://www.iagri.com/support_downloads.htm and selecting the GST106 Booklet

READ THE GST106 BOOKLET CAREFULLY as it explains the process clearly.

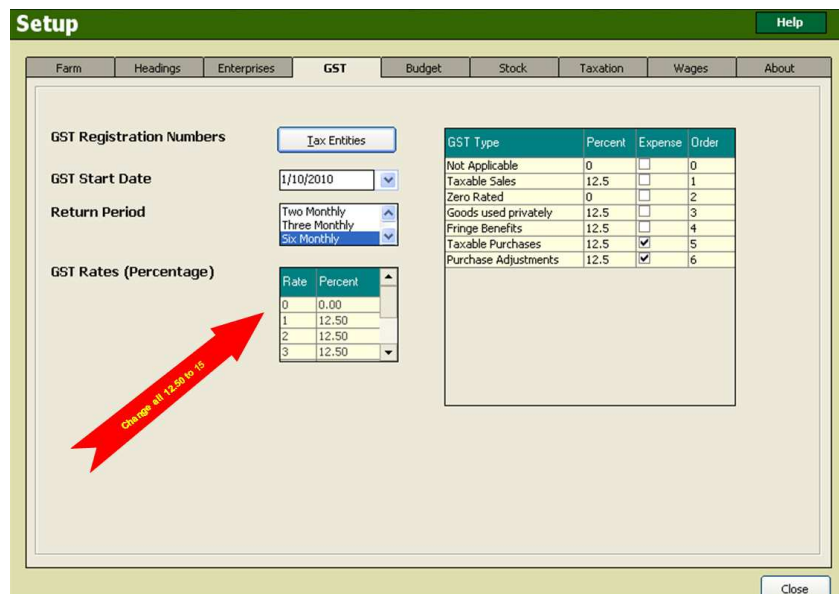
Making the GST changes at the 30th September 2010 in LandMark are easy as, **1,2,3**.

1. For those whose GST period ends on the 30th September:

- a. Create your usual GST return (commit it). Fill in the GST105 rate change adjustment form (with all 12.5% transactions that will fall after 1 October) and submit both forms to IRD.
- b. After completing and submitting (and committing) the GST return and before any October transactions have been entered.

Go **Modules – Setup – Select the GST tab** and change every 12.5 percentage to 15.(Scroll down to see the entire list)

(Figure 1)



- c. Download the GST service pack from our website This service pack will load the new GST forms to cater for the new 15% rate.

Then:

- d. Analyse your financials as per normal from 1 October at the new 15% rate.

2. For those on TWO MONTHLY RETURNS whose GST period spans the 30th September:

You will need to complete the GST 104 Transitional Form and the GST 105 Rate Change Adjustment Form.

To accommodate the GST change period using LandMark do the following:

- a. Go **Modules – Setup – Select the GST tab** (refer Figure 1) and change the Return Period to **One monthly**.
- b. Complete (and commit) your return to 30 September and the GST105 form. These figures go on Part 1 of the GST104 Form:
- c. After the 1st October (or before entering any October transactions) change the GST rates to 15%. (Refer Figure 1)

Then:

Note:- Leave the return period at one Month.

- d. Download the GST service pack from our website This service pack will load the new GST forms to cater for the new 15% rate.
- e. Analyse your October financials as usual for the one month at the new rate of 15%.
- f. Complete (and commit) your return to 31 October. These figures go on Part 2 of the GST104 Form. This completes the transition process. Submit to IRD.

Then - to return to your normal 2 monthly return period:

- g. Go **Modules – Setup – Select the GST tab** (refer Figure 1) and change the Return Period back to **Two months** and carry on as usual at the new rate.

3. For those on SIX MONTHLY RETURNS whose GST period spans the 30th September:

Phone the help desk on 0800 617 788 for advice, as it may mean completing and committing more than two GST forms within Landmark for preparing the figures for the GST104 form.

Monthly Subscribers on Automatic Payments:

For monthly subscribers we will post out new Automatic Payment forms, with the new GST rate, for presentation to your bank.

New Tax Rates (Wagebook)

For those who use the Wagebook there will be a new service pack on our web site with instructions showing you how to update the post 1 October tax rates in the LandMark program. http://www.iagri.com/support_downloads.htm

If you need any help with any of the above, please don't hesitate to contact us on 0800 617 788.

Please Note:- *The LandMark service packs mentioned in this document will not be posted on our web site until the appropriate time. We will attempt to advise you when they are available but It is important you log onto our web site frequently during the changeover period.*