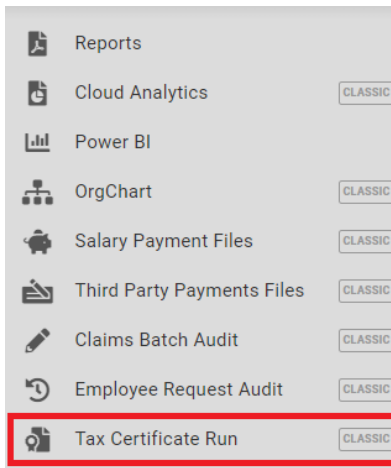# How to export IRP5's
(not – applicable in the August Bi-Annual Submission)

Under report select the **Tax Certificate Run**

📊	Reports	
📊	Cloud Analytics	CLASSIC
📊	Power BI	
📊	OrgChart	CLASSIC
🐷	Salary Payment Files	CLASSIC
✍️	Third Party Payments Files	CLASSIC
✏️	Claims Batch Audit	CLASSIC
🕐	Employee Request Audit	CLASSIC
📇	**Tax Certificate Run**	CLASSIC

In order to execute IRP5 you have to select **retrieve files and reports for February**

Tax Year End Process

Click here to view audit trail

change trade classification and SIC codes   view file creation progress

what would you like to do:	retrieve files and reports for February. ▼	🔄
email this report to me in the above format?	☐	
which year would you like to view for this frequency:	01 March 2022 --> 28 February 2023 ▼	🔄

Reports for selected action above	Microsoft Excel	
non financial report, shows all non financial information that will appear on the IRP5	execute	🔄
EMP201 report	execute	🔄
EMP201 breakdown	execute	🔄
EMP501 Report	execute	🔄
EMP501 ETI breakdown report	execute	🔄

Year End Tax File		
which tax year end file would you like to create, the live file can only be created once:	TEST ▼	
		Save and Retrieve File

Tax Reports	Acrobat Reader	
IRP5/IT3(a), a full report of all IRP5's and IT3(a)'s.	execute	🔄

File History				
Period	**Test or Live**	**Creation Date**		
202202	LIVE	03 Aug 2022 01:33:59 PM	Download	Delete
1				

When the Live file has been created the next step would be to create the IRP5's. These reports can then be printed out and issued to the relevant employees by clicking on the execute button next to the relevant report. You may also generate these reports before the LIVE file has been finalized so that you can check your tax certificates. Please note that it is not advisable to print tax certificates from PaySpace if you have created any manual adjustments on any employees in e@syFile. In this case you would need to generate the certificates in e@syFile.

Tax Reports	Acrobat Reader	
IRP5/IT3(a), a full report of all IRP5's and IT3(a)'s.	execute	🔄

Viewing/downloading individual Tax Certificates

It is possible to view or download individual tax certificates in payspace.

Go to the employee and click on Payroll results:

Under payroll results go to **Tax Certificates** and **Historical Drill Down**

From there you will be able to view or download the Tax Certificates

By clicking on the edit button ✏️ you can add manual tax certificates on the employee