

## Donation Receipts - Kindo

You are able to claim back a third from the IRD for any donation. More information can be found [here on their website](#).

Donation receipts are best downloaded using a browser rather than the app. Instructions on downloading the receipts are below:

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.

1. **Log in** to your account at [myKindo.co.nz](http://myKindo.co.nz) using your email and password.

2. Select 'my orders'.

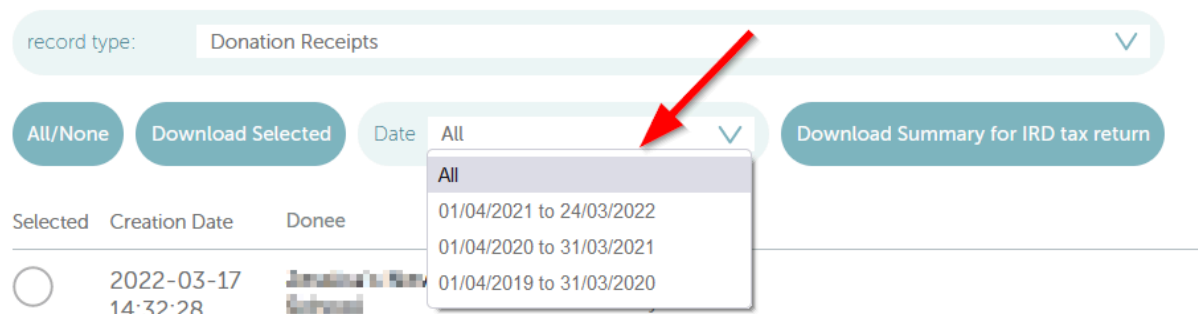


3. Under transaction history, there is a drop-down menu for record type.

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.



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

7. Select 'Download Summary for IRD tax return'.

record type: Donation Receipts

All/None Download Selected Date 01/04/2021 to 24/03/2022 Download Summary for IRD tax return

Selected	Creation Date	Donee	Details
<input type="radio"/>	2022-03-17 14:32:28	Jameson's Primary School	Tyler 2022 Donation - Full year

DOWNLOAD TAX RECEIPT Amount: \$10.00

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'.