

December 2025 Newsletter



Thank you for your continued support throughout the year. We truly value the strong relationships we've built and appreciate the trust you place in us. As we look ahead to the new year, we wish you and your team happiness, good health, and every success.

May the year ahead bring happiness and plenty of reasons to celebrate!

We close for the Christmas break at 2pm on Tuesday 23rd December and reopen at 8.30am on Wednesday 14th January 2026

If you require urgent assistance during the holiday break, phone

Mark 021 288 6662

Sonya 0273 730 910

Try a digital detox

Encourage your team to truly switch off from work over the holidays: no emails, phone calls, or notifications. A proper disconnect helps reset energy levels, and a rested team returns with better focus, motivation, and creativity.

Remember, supporting your team's mental health isn't just good leadership, it's good business: a balanced team leads to a balanced ledger.

Digital Detox



Provisional Tax payment Reminders - 2P

2026 second provisional instalment income tax letters are being emailed out now for payment due date being Thursday 15th January 2026.

You will receive our generic follow up reminder email a couple of days before this. Please ignore if you have already paid – well done!!

Please be aware that we are not back in the office until the 14th of January so if you do have any queries about your tax payments, please contact your manager before we shut down on Tuesday 23rd December 2025.

If you have any tax payment queries contact Diana on ext 811



Act Fast to Protect Your Credit Rating

Inland Revenue has tightened its approach to credit reporting for unpaid tax. If your business owes **over \$150,000** or has tax debt unpaid for **12 months (30% or more of income)**, you could be reported to **Centrix**, affecting your credit score.

What's new?

A **Notice of Intent** will appear in your myIR account and be couriered to your registered office.

You'll have **30 days to act**—set up an instalment plan or pay—before reporting occurs.

Notifications now go to the **company only**, not individual directors.

Don't ignore IRD letters or requests to pay. Phone Diana and she will assist with setting up payment arrangements that are suitable to your cashflow.

Diana can be reached on ext 811

December PAYROLL

Christmas Payroll – Here's what to keep in mind if your business will close over the holiday period:

- Give employees at least 14 days' notice of the closedown.
- Staff must use entitled annual leave first, then they can use any accrued leave.
- If employees are short on annual leave, plan ahead - will they take unpaid leave, or will you let them take leave in advance?

If you have any payroll queries, give Katya a call on ext 816



Disclaimer

This publication has been carefully prepared, but it has been written in general terms only. The publication should not be relied upon to provide specific information without also obtaining appropriate professional advice after detailed examination of your particular situation.