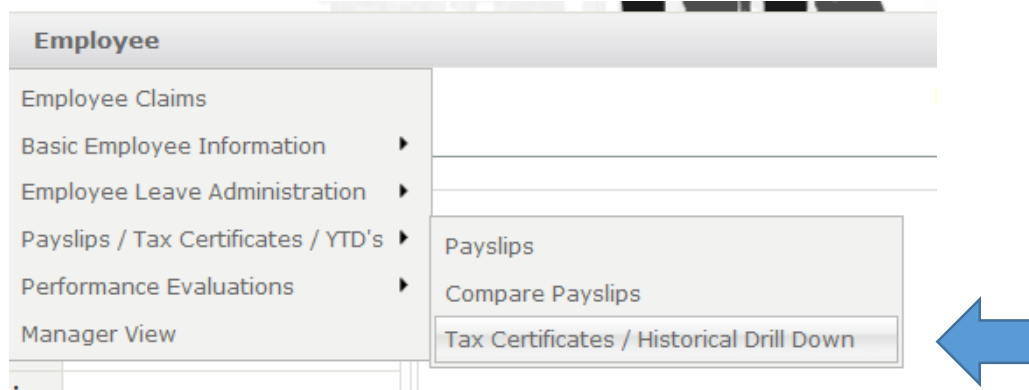


Paymaster Online Tutorial

Viewing your tax certificate

If you need a copy of your IRP 5, click on **employee, payslips/tax certificates/ytd's, tax certificates/historical drilldown**



Once you have clicked on this option, your screen should look like this:

YTD Tax Certificates

[Click here to toggle page instructions](#)

[PAGE HELP](#)

Tax Year Start Date	Tax Year End Date	Manual Number
01 Mar 2015	29 Feb 2016	view drill down
01 Mar 2014	28 Feb 2015	view tax certificate view drill down
01 Mar 2013	28 Feb 2014	view tax certificate view drill down
01 Mar 2012	28 Feb 2013	view tax certificate view drill down
01 Mar 2011	29 Feb 2012	view tax certificate view drill down
01 Mar 2010	28 Feb 2011	view tax certificate view drill down

You have access to every tax certificate that you need from when you started with your company. To open the tax certificate to view or save it, click on **view tax certificate**. Please remember to have pop-ups enabled otherwise nothing will happen with you click on view.

Once the tax certificate is open, you can save it or print it as it will open as a PDF document.