



## Workplace Giving

### What is Workplace Giving?

Giving regularly through your pay is one of the most cost effective and simple ways of making a donation to Caritas Australia. Your ongoing donation, which is deducted automatically from your salary each pay period, allows Caritas Australia to plan vital projects for the future and to assist communities worldwide who are trapped by poverty and injustice.

### Benefits for employees

With Workplace Giving, all your donations are made from your pre-tax salary. This reduces your salary for taxation purposes but doesn't affect the amount you are giving to Caritas Australia. For example, to give \$100 per month to Caritas Australia from your salary costs you only \$68.50 per month (based on a marginal tax rate of 30% for taxable income between \$25,001 and \$75,000 and a Medicare Levy of 1.5%). As it is pre-tax, there is also no need to keep or present receipts at tax time, just set it and forget it.

### Benefits for employers

Participating in Workplace Giving is a great way for companies to demonstrate their social responsibility by committing their business to the long-term economic and social development of communities and families worldwide. This in turn sends positive signals to investors, shareholders, employees and customers alike. Employers can further support their employees' efforts by matching their donations - demonstrating an organisational commitment to staff interests.

### Benefits for Caritas Australia

Workplace Giving greatly reduces Caritas Australia's administration costs because the agency only processes one donation from each employer, and is not required to issue receipts to the employees making the donations. Therefore, more money reaches the people who need it most!

### How to set up Workplace Giving

1. Ask your employer to include Caritas Australia in their Workplace Giving program
2. Complete the form overleaf, and give it to your payroll manager
3. Your donation (you determine the amount) will be deducted from your salary each pay period.
4. You have the option of receiving updates from Caritas Australia about the community programs and people you will be supporting.



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## Workplace Giving Authorisation Form

To authorise regular deductions from your pay, please complete the details below and return to your Payroll Manager.

Name			
Home Address			
City		Postcode	
Work Phone			
Email address			
I would like to donate the following amount to Caritas Australia each pay period (please circle one of the below)			
\$5	\$10	\$20	\$50 \$100 Other_____

Signature\_\_\_\_\_ Date\_\_\_\_\_

### To be completed by the Payroll Manager

Company name			
Payroll contact name			
Payroll contact position			
Company address			
City		Postcode	
Payroll contact phone			
Employee Payroll Number			
Contribution Frequency (please circle)	Weekly	Fortnightly	Monthly Other

Instructions for Payroll:

Each pay period we require a simple summary of your contributions to ensure all donations are recognised and credited correctly (email, fax or post).

Please post or fax this form to Caritas Australia to receive confirmation and our EFT details.

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