

# How you can help

## Information Sheet No 2

### Workplace giving: Information for individuals

#### What is workplace giving?

Workplace giving is also known as payroll giving. It is where you give a donation to charity automatically through your pay. It's a tax-effective way to give as you gain an instant tax deduction if you make the donation pre-tax.

#### How does it work?

Your donation is deducted from your pay before tax, and forwarded by your employer to The Benevolent Society (and any other charities you may have chosen to support). You can choose to donate as little or as much as you wish. Once it is set up you don't need to do anything more as your employer will handle all the paperwork.

#### What benefits are there?

- It is one of the most convenient ways to give to your preferred charity, as no further action is required from you once it has been set up
- You will get the tax-deduction every pay day without having to wait until the end of financial year when you do your tax return
- There are no tax-deductible receipts to hold on to. You will get a statement from your employer about how much you've given, but you won't need to worry about claiming anything back as you'll have already done it pre-tax.
- For charities like The Benevolent Society, regular support through workplace giving helps us to plan ahead and it also helps us to keep our administration costs down. This means that more of your donation will go directly to helping the work we do in the community.
- You can choose to give fortnightly, monthly, quarterly or yearly, whatever suits you and your payroll department.
- Many employers match the donations given by their employees, so your gift goes twice as far.

#### What do I need to do to donate this way?

Simply ask your HR/payroll department to see if they have a workplace giving scheme. If they have they will be able to guide you, and all you need to do is nominate who you want to donate to, how much and how often. Ask too if your company has a matching scheme to make your donation go further!

**What if my employer doesn't have a workplace giving scheme?**

If your employer doesn't already have a workplace giving scheme in place but they are interested in setting one up, there are a number of organisations they can contact for advice. A useful start is to visit [www.partnerships.gov.au](http://www.partnerships.gov.au)

If there is no workplace giving scheme where you work, you can still make a regular gift to The Benevolent Society. Visit our website [www.bensoc.org.au](http://www.bensoc.org.au) or contact our Supporter Relations team on 02 9339 8037 or email [supporters@bensoc.org.au](mailto:supporters@bensoc.org.au)