

GIVE
WHERE
YOU LIVE
FOUNDATION

THE BLUEBIRD FOUNDATION
RECEIVED A \$40,000 GRANT
FROM GIVE WHERE YOU LIVE
FOUNDATION



How you can
help create a
fairer Geelong
community

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A PAYROLL GUIDE TO WORKPLACE GIVING

A guide to setting up Workplace Giving with
the **Give Where You Live Foundation**

givewhereyoulive.com.au



THANKS TO YOUR DONATIONS OPERATION NEWSTART GEELONG WAS GIVEN A \$30,000 EDUCATION & EMPLOYMENT GRANT TO SUPPORT A FULL-TIME YOUTH WORKER TO ASSIST PROGRAM DELIVERY.

HOW TO SET UP WORKPLACE GIVING IN YOUR PAYROLL SYSTEM



Workplace Giving deductions operate similarly to **Tax or Superannuation contributions** and deductions can be taken from salaries, generally pre-tax. If your organisation is **new to Workplace Giving**, it is **simple and easy to set up** following these steps:

Setting up Workplace Giving for the Give Where You Live Foundation is simple and **easy**. See these **simple steps**.

If you have any questions **please contact** the Give Where You Live Foundation business@givewhereyoulive.com.au

- 1.** Staff sign up **to the Workplace Giving program** using either the **online or physical form**, nominating the donation amount they wish to have collected by payroll on **their behalf each pay**.
- 2.** **The completed form is then sent** to your payroll team and the Give Where You Live Foundation so the donation amount can be **deducted from staff pay**.
- 3.** In your payroll system to collect the nominated donation amount, set up a **new pre-tax deduction**.
- 4.** **Donations from staff members** are forwarded to the Give Where You Live Foundation **each pay cycle via your preferred payment method** (see over page).

STAFF FROM THE GIVE WHERE YOU LIVE FOUNDATION VISITED THE RIDING FOR THE DISABLED BARWON PROGRAM TO CONGRATULATE THEM ON THEIR GRANT AND SEE THEIR DONATIONS AT WORK.



Together,
we can make a
BIG
difference





THE BELLARINE LIVING & LEARNING CENTRE RECEIVED A \$30,000 GRANT FROM GIVE WHERE YOU LIVE FOUNDATION

PAYMENT METHODS

EFT Payments

All electronic payments need to be easily identifiable

In the 'Reference/Description' field please identify the payment as:

'Your Company Name' - WPG

Bank Details: AWA Alliance Bank

Branch: 49-51 Malop St Geelong VIC 3220

Account Name: Give Where You Live

BSB No: 803-136

ACCOUNT No: 100029321

At the same time, please send a remittance advice to the Give Where You Live Foundation business@givewhereyoulive.com.au identifying it as **Workplace Giving (or WPG)** including the total amount transferred. Please also include the names of contributors and their donation amount for employees who have consented to share this information.

If your organisation has **signed up to Good2Give**, payment can also be activated through this platform.

FREQUENTLY ASKED QUESTIONS

Does the Give Where You Live Foundation have ongoing deductible gift recipient (DGR) status?

Yes, this can be verified by searching for us at abr.business.gov.au. As a DGR1 registered charity all donations to the Give Where You Live Foundation over \$2 are tax-deductible

What do I need to provide employees participating in the workplace giving program for tax purposes?

Contributions should be stated in employees pay slips, and end of year payment summaries. There are no additional requirements from a statutory perspective.

Does Workplace Giving affect the way gross income, super guarantee payments or fringe benefits are calculated?

Workplace Giving does not affect any of the above calculations.

FURTHER INFORMATION

For all enquiries please email: business@givewhereyoulive.com.au



When we give a little together, our community gets a lot