



# WORK PLACE GIVING

## A SIMPLE WAY TO MAKE A DIFFERENCE



Workplace Giving is a simple and effective way for employees to regularly donate to charity organisations that are entitled to receive tax deductible donations.

Easily set up through your payroll system, employees can make regular donations from their pre-tax pay. Generally, the donation amount is a fixed amount deducted from your employees' salary or wages on each pay day. You then pay the donation directly to the charity.

The Workplace Giving program does not affect the way gross income, super guarantee payments or fringe benefits are worked out.

### **BENEFITS FOR EMPLOYEES**

- A Workplace Giving Program provides an easy way for you to make a regular commitment to a cause you care about.
- It allows you to make smaller donations spread over the year, rather than a larger one-off donation.
- Donations are taken care of by the employee eliminating the need to arrange cash, cheques or set up direct debits.
- The donations are made from your pre-tax salary which means you receive the tax benefit immediately and there is no need to request receipts or substantiate the donations for tax purposes later.
- The system is easy to opt in and out of, giving you full control over their giving.



**YOU CAN MAKE THE  
DIFFERENCE IN THE LIVES  
OF MORE THAN 135,000  
SOUTH AUSTRALIANS.  
WITH EVERY DONATION...  
YOU WILL FEED HOPE IN  
THIS STATE.**

**IN FACT, FOODBANK CAN  
TURN A \$1 DONATION  
INTO \$6 OF FOOD FOR  
VULNERABLE SOUTH  
AUSTRALIANS IN NEED.**



**FOODBANK SA SUPPORT 135,000+ SOUTH AUSTRALIAN'S EVERY MONTH  
WITH FOOD RELIEF. ONE-THIRD ARE CHILDREN!**

## FOR EMPLOYERS

- The Workplace Giving Program is one of the simplest and most efficient ways of initiating a Corporate Social Responsibility program within your business.
- It shows you are committed to working in partnership with the broader community, in particular the causes your employees care about – something which is of increasing importance to all your stakeholders.
- We've made the process simple to manage!

## FOR FOODBANK

- Donations via a Workplace Giving Program provide a regular and reliable income to Foodbank, ensuring our vital services and programs can continue and allowing us to budget and plan ahead.
- You will help us to put food on the table of the 135,000+ South Australians we support with food relief each month

## HOW?

### FOR EMPLOYERS

- The administration can be undertaken as part of normal payroll procedures. Modern payroll systems are able to accommodate payroll giving. There are no tax forms to complete and the records required are straight forward.
- Importantly, Foodbank SA is a registered charitable organisation. Foodbank will provide the bank details and contact details in order to set Foodbank up as a vendor in your payroll system.
- Using the completed Work Place Giving Form, set-up pre-tax payments to Foodbank. Please ensure you use the 'FBSA Unique code' as reference. Include this summary in your employees PAYG summary.

### FOR EMPLOYEES

- Simply complete the Foodbank Work Place Giving form.
- Email to Foodbank SA – we will then provide you with your unique reference number.
- Submit your form complete with your reference number to your organisations payroll.
- You are now making the difference!

## GIVING TABLE

An example of giving...

If you donate	You pay*	Total you pay over 12 months
\$10 a fortnight	\$6.75	\$175.50
\$20 a fortnight	\$13.50	\$351.00
\$50 a fortnight	\$33.75	\$877.50

\*Figures based on a gross salary of \$50,000 valid for 2016/17 financial year. These figures are only indicative and are no way structured as financial advice. Please discuss your personal circumstances with your payroll department and/or a qualified financial advisory.

**\$25 =**  **MEALS**

**A \$25 DONATION WILL PUT 50 MEALS ON THE TABLE OF SOUTH AUSTRALIANS IN NEED.**

**\$50 =**  **MEALS**

**A \$50 DONATION WILL PUT 100 MEALS ON THE TABLE OF SOUTH AUSTRALIANS IN NEED.**

**\$100 =**  **MEALS**

**A \$100 DONATION WILL PUT 200 MEALS ON THE TABLE OF SOUTH AUSTRALIANS IN NEED.**

**\$250 =**  **MEALS**

**A \$250 DONATION WILL PUT 500 MEALS ON THE TABLE OF SOUTH AUSTRALIANS IN NEED.**

Any questions or to set up a Workplace Giving Program:

Call Sarah Davies:

Email: [sarahd@foodbanksa.org.au](mailto:sarahd@foodbanksa.org.au)

Phone: 8351 1136

# WORKPLACE GIVING DONATION FORM - EMPLOYEE



## SIMPLE STEPS TO MAKING A DIFFERENCE:

1. Fill in this Work Place Giving form
2. Send to Foodbank for your unique reference number (sarahd@foodbanksa.org.au)
3. Send to the payroll of your organisation to set up
4. Thank you - you are now supporting Foodbank SA.

## EMPLOYEE INFORMATION

EMPLOYEE \_\_\_\_\_

ORGANISATION \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## I WOULD LIKE TO DONATE THE FOLLOWING TO FOODBANK SA:

- \$10 EVERY PAY CYCLE
- \$25 EVERY PAY CYCLE
- \$50 EVERY PAY CYCLE
- \$100 EVERY PAY CYCLE
- THE AMOUNT OF \_\_\_\_\_ EVERY PAY CYCLE

PLEASE COMMENCE AS AT DATE \_\_\_/\_\_\_/\_\_\_

FREQUENCY OF PAY CYCLE \* (please circle) Weekly / Fortnightly / Monthly

I understand that the above deductions will be made from my pay before tax and will be donated to Foodbank on my behalf. A record of your donation will appear on your PAYG summary.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE FOR YOUR PAYROLL:** Please use employee's unique code provided below as the reference for payment to Foodbanks account.

## CHARITY OF CHOICE

**FOODBANK SA INCORPORATED**

**(ABN 70 673 398 230)**

**ACCOUNT # 2299-92378**

**BSB # 015-343**

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To be completed by Foodbank:

EMPLOYEE UNIQUE REFERENCE CODE:

W\_\_\_\_\_

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