

## WORKPLACE GIVING



Workplace giving is a simple and effective way for employees to regularly donate to charitable organisations who are entitled to receive tax deductible donations. A workplace giving program (under a pre-tax system) results in an automatic tax deduction for employees, without the need for them to keep receipts.

### BENEFITS OF WORKPLACE GIVING

#### BENEFITS TO EMPLOYEES

- Provides the opportunity to make regular tax deductible donations through the company payroll system and enables staff to support community service activities simply and easily.
- Staff can make regular tax deductible donations to Parramatta Mission, without having to worry about keeping the paperwork and claiming a tax deduction later.
- Reduces the pressure to give to other causes not related to your specific corporate or personal interests.
- Mission Mate Mouse Mat and membership certificate.

#### BENEFITS TO EMPLOYERS

- Raises corporate profile and boosts staff morale.
- Supports employees' efforts by demonstrating an organisational commitment to staff interests.
- The resulting positive publicity - both internal and external - greatly enhances an employer's reputation among employees, potential employees and the wider community.
- The scheme is very easy to administer.

### HOW WORKPLACE GIVING WORKS

Employers, who wish to offer workplace giving, invite their employees to enter into a workplace giving program and consult with them to determine the charities they would like to support. They then approach the charity such as Parramatta Mission, to make appropriate arrangements.

Employees then nominate their preferred charity and specify the amount they wish to donate. Generally, the donation amount will be a fixed amount which will be deducted on each pay day. The donation is paid directly by the employer to the nominated charity.

The workplace giving arrangement does not affect an employee's gross income or other calculations, such as superannuation guarantee payments or fringe benefits tax (FBT).

### HOW TO NOMINATE PARRAMATTA MISSION AS A WORKPLACE GIVING PARTNER

#### For employees

Firstly, find out if your organisation has an existing workplace giving program:

**If yes-** you can nominate Parramatta Mission as a preferred workplace giving charity partner and request your employer submit the Parramatta Mission Workplace Giving Employer Registration Form. Once the process is complete, you can pledge a nominated donation to Parramatta Mission on a regular basis through your employer.

**If no-** champion the cause! Consult your employer and refer to next section.

#### For employers wanting to establish a workplace giving program

For employers that wish to offer workplace giving, get started now and invite your employees to enter into your workplace giving program. For more information, go to the Australian Taxation Office website.

Then, to add Parramatta Mission to your workplace giving program, fill out the Mission Mate Workplace Giving Employer Registration Form and return it to Parramatta Mission.

#### For Employers with an existing workplace giving program

For employers that have an existing workplace giving program and would like to add Parramatta Mission to your program, simply fill out the Mission Mate Workplace Giving Employer Registration Form and return it to Parramatta Mission.



*Your support will help transform the lives of people facing crisis*

A handwritten signature of Mark Taylor AO in black ink.

Mark Taylor AO  
Patron



**Parramatta  
Mission**