

UNSW Workplace Giving Program

You can make a difference

Firstly, find out if your organisation has an existing workplace giving program, if not be a leader and discuss the options of starting it off. Workplace giving is a Government endorsed, simple and effective way for employees to regularly donate, pre-tax to UNSW to help the community at large.

What is workplace giving?

Workplace giving is a simple and effective way for your employees to regularly donate to UNSW through automated payroll deductions. An employee can pledge to UNSW a pre-tax amount on a weekly, fortnightly or monthly basis.

The deduction is taken from an employee's pre-tax earnings. This means, income tax is calculated on the reduced gross salary, giving the benefit of an immediate tax-deduction. Details of the deduction are recorded on the pay slip, so there is no need to keep donation receipts for taxation purposes.

By participating in a workplace giving program, employees have the opportunity to:

- Receive a tax deduction without the need to keep receipts
- Receive an immediate tax benefit
- Make a regular donation without pressure – the employee is in control

UNSW has deductible gift recipient status (DGR) – a copy of our certificate can be supplied upon request.

What happens at tax time?

The employer will keep a record of employee donations made to UNSW throughout the year and will issue a statement to each donor, along with the group certificate stating the amount donated.

In a pre-tax workplace giving program, employees will have already received the tax benefit of their donation, so they will only need to record the amount donated, without having to keep and submit receipts. It's easy.

Monthly reconciliation

At the end of each month the employer will forward to UNSW a cheque or do an electronic funds transfer for the amount pledged and provide a reconciliation detailing the employees details who have donated and, if applicable, the matched amount by the employer.

A tax invoice will in turn be forwarded to the employer on receipt of remittance.

Help double the Impact, does your company support a **Matching Gift Program**?

Matching Gift Program

As a further incentive to employees, an employer may like to consider a matched workplace giving program, whereby each dollar donated by employees is matched by the company.

Remember, the amount matched becomes a tax deduction for the employer.

Workplace Giving and Matching Gift Programs are happening at major companies such as AGL, Royal Flying Doctors, BHP Billiton, BP, Sun Microsystems, Holden, Optus, Macquarie Bank, Citigroup, Westpac, Mallesons Stephen Jaques, Pricewaterhouse Coopers, Sydney Water, Department of Health and Ageing and the ASX, just to name a few.

Does your company participate? Your employer may double or even triple the value of your gift by matching it dollar for dollar. Check with your company's human resources department to see if your company will match your gift, or would consider setting up such a program.

If you would like to discuss your involvement with the UNSW Workplace Giving or the Matching Gifts Program please contact the Gayle Hannan, Planned Giving Manager on: Telephone +61 (2) 9385 2996 or Fax + 61 (2) 9385 3278 or email: g.hannan@unsw.edu.au.

Help make it happen, you can be a donor today by downloading and completing the Work place giving **authorisation form** below.