



UNSW Workplace Giving Program Alumni and Friends

Never Stand Still

How 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 you to regularly donate to UNSW through automated payroll deductions. You can pledge to UNSW a pre-tax amount on a weekly, fortnightly or monthly basis.

The deduction is taken from your 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 your pay slip, so there is no need to keep donation receipts for tax purposes.

By participating in the workplace giving program you 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.

What happens at tax time?

Your employer will keep a record of your 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, you will have already received the tax benefit throughout the year for your donation so you will only need to record the amount donated, without having to keep and submit receipts. It's easy!

At the end of each month your employer will forward to UNSW a cheque or do an electronic funds transfer

for the total amount pledged and provide a reconciliation detailing the employees details who have donated and, if applicable, the matched amount by your employer.

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

HELP double the impact, does your company support a **Matching Gift Program**?

Matching Gift Program

As a further incentive, 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 many major companies. 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 Program or the Matching Gifts Program, please contact Helen Tauro, Development Associate on telephone (02) 9385 8520 or email: h.tauro@unsw.edu.au.