



DIY Tool: Frequently Asked Questions

Benefits

Q. What is the benefit of donating through Workplace Giving?

- A. Workplace Giving offers a number of advantages both to you and the recipient charities:
- Your donation is pre-tax meaning you don't pay tax on your donation and do not have to claim it on your tax return at the end of the financial year. <Company Name> will record your annual donation amount on your PAYG Payment Summary (Group Certificate) at the end of the year.
 - Because your donation is made each pay, you only have to make one decision about how much to give.
 - Donating through your workplace is a relatively cost-free way for charities to raise funds.
 - Because your donation and your colleagues' are sent as a lump sum to the charity, this reduces administration costs for the charity and means that the charity does not have to spend money on fundraising

Q. How much of my donation does the charity actually get?

- A. 100% provided the program is run through the employer's payroll system. If the employer chooses to engage a payment facilitator, eg Good2Give, 7%-10% of the donation goes to the provider, although many employers choose to cover this administration cost so that 100% of staff donations go to the charity. Donating through Workplace Giving is free for employees.

Q. Is <Company Name> making a donation?

- A. Yes. In support of employees participating in workplace giving, <Company Name> will match employee donations up to \$XXXXXX per annum. Additionally, the company will cover all the administration costs associated with the development, implementation and ongoing support of the program, ensuring that 100% of employee donations can go directly to the beneficiary charities.

OR

- B. The company will cover all the administration costs associated with the development, implementation and ongoing support of the program, ensuring that 100% of employee donations can go directly to the beneficiary charities.

Q. How much should I give?

- A. The appropriate amount of charitable giving will be different for every person. Deciding how much to give to charity can be influenced by many factors including your financial position, your family situation, retirement goals and personal values.

Workplace Giving tries to bring regular giving within the reach of most Australians. Our suggestion is to start with something affordable, say \$5 to \$10, a pay and review your level of giving each year.

PRIVACY

Q. Will I be added to the mailing list of the charities I support?

- A. No. In accordance with privacy laws, <Company Name> will not pass your name or personal contact details on to the charities that you support, unless specifically requested by you.

Q. Will the charity acknowledge my donation personally?

- A. No. As your donation is made from pre-tax income and you receive an immediate tax refund, the charities simply acknowledge your donation directly to <Company Name> who will keep track of the donations you have made and provide you with a summary at the end of the financial year on your PAYG statement.

TAX

Q. Can I still claim a tax refund on my donation?

- A. No. Your donation is made from pre-tax income and you receive a tax refund at the time of your donation. For this reason, you will not receive a receipt for your donation and cannot claim a further refund in your annual tax return.

Q. Do I need to do anything at tax time?

- A. Yes. You just need to record the annual amount of your donations on your tax return so the Australian Taxation Office knows that you are participating in a workplace giving program and no further tax liability is calculated. <Company Name> will provide your donation amount to you at the end of the year on your PAYG Payment Summary (Group Certificate).

MAKING CHANGES

Q. Can I change my donation after I have submitted my pledge form?

- A. Yes, you can change your donation simply by resubmitting the donation form. The form is available <insert form location, eg from Payroll>. Changes will take effect from the next pay period or a date specified by you.

CHARITIES

Q. How do I get more information about the charities?

- A. The program brochure provides more information about the charities. You might also wish to visit their website. Additionally, you will receive regular updates informing you about the work being done by the charities and how your donations are being used.

Q. A charity that I want to support is not on the list; can I still donate to them?

- A. Depending on the platform used either:
- a. The selected charities have been chosen through an employee consultative process and cover a broad range of community issues important to our team.
 - b. Our platform allows you to choose your charity of choice – please follow the directions (add steps) to add your charity of choice.