

# HOW TO SET UP WORKPLACE GIVING

## SETTING UP WORKPLACE GIVING

### STEP 1

COMPLETE THE MEDECINS SANS FRONTIERES REGISTRATION FORM AND SEND IT TO US:

@ [workplace.giving@sydney.msf.org](mailto:workplace.giving@sydney.msf.org)

✉ PO Box 847, Broadway NSW 2007

Once received and processed, you will receive a unique Supporter Number along with our banking details.

### STEP 2

SET UP MEDECINS SANS FRONTIERES IN YOUR PAYROLL SYSTEM.

Your payroll system should have a Workplace Giving option (Note: it can also be called Payroll Giving). You will require our banking details for this step.

### STEP 3

NOW IT'S TIME TO ENGAGE YOUR EMPLOYEES AND PROMOTE YOUR WORKPLACE GIVING PROGRAM!

## WHAT MAKES A SUCCESSFUL WORKPLACE GIVING PROGRAM?



### LEADERSHIP FROM THE TOP

Senior support and participation is key



### EASY SIGN UP PROCESS

Find an easy and effective way to engage staff to sign up



### CELEBRATING THE WINS

Internal communication about the impacts they are contributing to



### HAVING A WORKPLACE GIVING CHAMPION

Have a representative that manages and drives the program internally



### MATCHING EMPLOYEES GIVING

To highlight your commitment, you could consider matching your employee's giving. This could be on sign up, for one month a year or a yearly contribution

## DID YOU KNOW?

1. Employees don't need to keep a record of Workplace Giving donations (making it minimal fuss for them at tax time)

2. Donating through Workplace Giving guarantees employees receive a tax benefit each and every pay

3. Workplace Giving doesn't affect employee's superannuation or payroll tax calculation like salary sacrificing

4. Workplace Giving reduces the donor's PAYG liability but doesn't decrease their gross income

5. If you have a large number of employees, there are third party platforms that can help you process your donations

## USEFUL RESOURCES

➤ **1 MILLION DONORS**

➤ **AUSTRALIAN TAXATION OFFICE**

➤ **WORKPLACE GIVING AUSTRALIA**