

MERCY WORKS



The Mercy Works Workplace Giving Program

An easy way for your staff to support Mercy Works' life changing projects which is easy for you to set up and administer.

Information for Payroll
Managers.

FOR MORE INFO:
WWW.MERCYWORKS.ORG.AU
02 9564 1911



What is Workplace Giving?

Workplace Giving is a means by which your employees can regularly donate from their pre-tax pay to a registered Charity with Deductible Gift Recipient status. Mercy Works is such an organisation.

Donations are withheld by employers from their employee's pay before tax is deducted.

What do you need to do?

When an employee elects to participate in Workplace Giving:

Obtain written authorisation from the employee confirming:

- the donation amount and pay frequency
- permission to deduct the donation from their pay
- acknowledgement that they may change or cancel their donation at any time

Apply the donation through payroll

- Workplace Giving donations are generally processed by reducing assessable gross earnings before calculating PAYG tax, in line with ATO guidance and payroll system functionality
- Confirm your payroll software can calculate these deductions automatically

Maintain records

- Keep records of each employee's donations
- Report the total Workplace Giving amount through payroll reporting (e.g. Income Statement / PAYG information) where applicable

Remitting Donations to Mercy Works

- Forward the total amount deducted from employees to Mercy Works as a single lump sum on a regular basis (preferably monthly)
- **Provide, where possible:**
 - employee name
 - donation amount for the period
 - employee contact details (email and/or postal address), subject to privacy consent
 - details of donation

Bank details for remittance:

Account Name: Mercy Works Limited

BSB: 032 060

Account Number: 37 2339

Privacy and Consent

Workplace Giving information is subject to privacy obligations. Schools should ensure employees provide written consent for:

- payroll deduction
- the provision of limited contact details to Mercy Works (where required)

Employee information should only be shared in accordance with agreed consent and privacy requirements.

Important Information

- *Mercy Works is an ACNC registered charity and ATO endorsed Deductible Gift Recipient (DGR)*
- *Workplace Giving donations are generally tax deductible for employees*
- *Payroll treatment may vary depending on payroll systems and employee circumstances*
- *This flyer provides general information only and does not constitute taxation or payroll advice*