

PAYROLL GIVING

WHAT IS PAYROLL GIVING?

Payroll giving is an easy and hassle free way to support the charity of your choice.

It is a voluntary scheme where an employer processes donations from their employees directly through their PAYE system, to an approved donee organisation, such as Totara Hospice (providing that your employer can offer payroll giving).

Rather than holding onto receipts and claiming back at the end of the tax year, you receive an immediate tax rebate on your donation. For example if you donate \$15 through payroll giving each week, only \$10.05 will come out of your pay - while Totara Hospice will still receive the full amount you decide on.

It can also be a wonderful team building initiative, some workplaces even offer encouragement to their staff to donate by matching their donations (matched donations are also tax deductible for the business).

HOW TO DONATE AS AN EMPLOYEE:

Firstly, you will need to contact your Payroll Administrator to check if your employer offers, or can set up, a payroll giving scheme.

In order to begin donating to Totara Hospice, you will need to pass on:

- The amount you are choosing to donate
- The pay period/s you want to donate in
- The organisation name: Totara Hospice
- Totara Hospice's Charities Commission #: CC21683
- Totara Hospice's bank account: 12-3032-0715880-02
- Banking reference: Payroll Giving

KNOWING YOUR EMPLOYER RESPONSIBILITIES:

When you offer payroll giving to your employees, you need to:

- Deduct the requested donation amount from the employee's income
- Work out the tax credit for payroll donations for each donation made
- Record the tax credit for payroll donations for each employee on your return. Depending on how you file, this will be the Employer monthly schedule (IR348) if you use ir-File, or employment information schedule if you're a payday filer.
- Pass the donations to Totara Hospice/donee organisation within the specified time frame
- Keep records of all donation amounts, tax credits for payroll donations, donee organisations, and payment dates
- When you are/have set up Payroll Giving, please contact fundraising@hospice.co.nz or call 09 640 0250 so we can share with you how your team are helping patients and families in your community and thank you for supporting hospice through Payroll Giving

For more information, visit the the IRD website and download the [Payroll Giving Guide \(IR617\)](#).

Note: Payroll giving can only be offered if you are using electronic filing and deduction forms with IRD.

