

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 an ACNC 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?

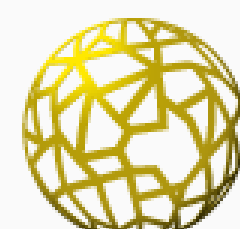
- Work out the reduced amount of tax to withhold from employees who make regular donations by reducing the gross earnings by the total donation amount and use this reduced earnings figure to calculate the amount to withhold.
- Check whether the software payroll package you use is able to calculate these deductions automatically for each pay period.
- Keep records of the amount donated on behalf of each employee and advise them in writing of the total amount donated at the end of the financial year. ATO payment summaries have a Workplace Giving section where you can include the total amount of donations for the year.
- Forward the agreed donation amount deducted for each staff member to Mercy Works as a lump sum on a periodic basis (preferably monthly).
- Provide the name of the employee, the amount deducted in that period, and contact details for that employee (email and/or postal address) for each transfer of funds to Mercy Works.
- Transfer Workplace Giving donations to the following bank account:

Account Name: Mercy Works Limited

BSB: 032 060

Acc#: 37-2339

- Because employee workplace giving information is subject to privacy laws, when setting up their workplace giving, ask each staff member to complete and sign a form which includes:-
 - Written permission to withhold the donation from their pay
 - A written acknowledgement that they are aware that they may change the amount or frequency of their donation, or cancel their donation, at any time
 - Details of how much they wish to donate each pay



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