

WORKPLACE GIVING GUIDE FOR EMPLOYERS

Workplace Giving – also known as payroll giving – is an easy and effective way of helping your employees make a difference, and engage them in the causes they care about.

By choosing to support **United Way Australia** through Workplace Giving, staff will give children and young people from Australian communities of disadvantage the chance to reach their full potential.

And with each donation reducing your employees' taxable income, they will also benefit!



STRENGTHENING COMMUNITIES, TOGETHER.

From life-changing early years initiatives to helping young people gain the skills to transition to work or further study, we're working to ensure every Australian community thrives.

To find out more about United Way Australia's work, please visit: unitedway.com.au

SET-UP IN 2 EASY STEPS

1. START COLLECTING EMPLOYEE WORKPLACE GIVING CONTRIBUTIONS

Your employees' contributions can be remitted either by EFT or cheque. United Way Australia prefers EFT deposits, as these help to reduce our administration costs.

EFT Please deposit employee contributions to:

Bank: WESTPAC

Name: United Way Australia

BSB: 032-000

Account: 90 0938

Note: For easier identification, please include your company name as a reference on the bank statement.

CHEQUE Please send cheques and remittance advice to:

Workplace Giving

United Way Australia

Level 2, 230 Clarence Street, Sydney, NSW 2000

2. LET US KNOW ABOUT YOUR AMAZING CONTRIBUTIONS!

To help track the incredible support of your staff, we require a remittance notice for each payment you make to United Way advising us of:

- your company name
- the payroll period for deductions remitted
- the amount you will be sending
- the contact details of the employees who donate* (**Where possible. This will allow us to thank and update your employees about the difference they are making in communities across Australia. If employees would like to stay anonymous, you can let us know. Alternatively, employees can opt out of our communications.*)

Remittance advice can be sent to us via email to donor.support@unitedway.com.au

And that's your workplace giving all set up!

! LIKE TO KNOW MORE? WE'RE HERE TO HELP!

Please contact our Corporate Partnerships Team on info@unitedway.com.au or 1300 780 345.

Our experienced staff can provide you with advice and materials such as sign up forms and posters, to help make your workplace giving program as easy and effective as possible.

CHANGE LIVES AT WORK!