

Changing the lives of young Australians who use wheelchairs, every pay day.

**Workplace Giving Kit
for Employees**

www.jmf.com.au



jmf.com.au
**JOHN MACLEAN
FOUNDATION**

About Workplace Giving

- › Like other regular forms of giving, Workplace Giving helps us to plan confidently and budget more effectively for ongoing programs — meaning that **we are able to make the best possible use of your ongoing gift.**
- › Many workplaces also have matched giving programs, where **your employer matches what you donate.**
- › Coming straight from your pay, **and before tax**, you can choose to have your donations paid to The John Maclean Foundation, through a Workplace Giving scheme.
- › Providing that your employer offers Workplace Giving, it could not be simpler. You just ask your employer to deduct regular charitable donations from your pay. There are no cheques to pay or direct debits to set up.
- › Please visit www.ato.gov.au/businesses/content.aspx?doc=/content/36719.htm for more information.

How Does Workplace Giving Benefit Me?

- › No need to wait until tax time. You receive the benefit of your tax deduction each pay period.
 - On average, a donation of \$20 to JMF will attract a \$6 tax deduction i.e.. you contribute \$14 and your tax saving makes up the difference. Someone on a salary of \$20,000 per annum could contribute \$2 a fortnight [a total of \$52 per annum] all of which would be completely taken from their tax dollars. So this donation wouldn't cost a cent of your after tax income!
- › You do not need to collect and save receipts to substantiate deductions arranged through Workplace Giving programs, if:
 - The total donation amount is included in your employer's payment summary, or
 - You have a record from your employer outlining the total donation amount for the income year.

How does Workplace Giving Work?

It's as easy as 1-2-3:

1> Ask your employer to enter into a Workplace Giving arrangement.



2> Nominate The John Maclean Foundation as your preferred charity, and that you wish to make a regular donation (for example, fortnightly or monthly) as well as your donation amount.



3> The donation is paid directly by your employer to The John Maclean Foundation.

When your employer calculates the amount to be withheld from your salary each pay period, they will deduct the donation amount to The John Maclean Foundation from the gross salary referring to the appropriate tax table.

Does My Employer Offer This Scheme?

- › Ask your employer's HR department if they offer Workplace Giving. If they don't please let us know and we will contact them and help them start a Workplace Giving scheme.
- › If you would like us to do this, please complete the attached form.
- › Once you have completed the form on the next page and email it to: contact@jmf.com.au

Workplace Giving Form for Employees

› **IMPORTANT |** We cannot accept your gifts without this information

- I have set up a Workplace Giving account with my employer and you should be receiving my donations shortly.
- My company does not have a Workplace Giving scheme. Please contact them to help them set one up.

Please contact JMF on 0411 664 861 or contact@jmf.com.au if you have any questions or to indicate your interest directly.

› I would like to donate to The John Maclean Foundation each pay day

- \$10
- \$30
- \$50
- \$100
- Other Amount. Please Specify: _____

› **Contact Details** (Please print in BLOCK LETTERS)

MR MS MISS MRS (Please circle)	First Name:	Surname:
Home Street Address:		
City:	State:	Postal Code:
Country:		
Email:		
Landline:	Mobile:	Preferred time to call:
Preferred method of contact: WORK HOME MOBILE EMAIL POSTAL (Please circle)		
Employer's name:		
Postal Address:		
City:	State:	Postal Code:
Country:	Website:	