



Edmund Rice Centre

Awareness. Advocacy. Action

Workplace Giving

What Is Workplace Giving?

Employees can make small, regular donations to the Edmund Rice Centre through their pre-tax pay. Donations are deducted from your pre-tax salary, which reduces your taxable income and the amount of tax you pay each year.

What are the benefits?

A workplace giving program is easy for employers to set up and provides many benefits for both companies and employees while supporting a great cause. Workplace giving reduces your salary for taxation purposes and as you are making your donation pre-tax, there is no need to keep or present receipts at tax time.

Workplace giving programs are also a great way for employers to show their commitment to social justice and human rights.

Workplace giving greatly reduces the Edmund Rice Centre's administration costs. Therefore, more money reaches the people who need it most!

How to set up workplace giving

1. Ask your employer to include the Edmund Rice Centre in their workplace giving program;
2. Complete the form overleaf and give it to your payroll manager; and
3. Your donation will be deducted from your salary each pay period.

For more information contact:

Office: 15 Henley Road, Homebush West NSW 2140
Mail: LPO Box 2219, Homebush West NSW 2140
Email: erc@erc.org.au
Phone: (02) 8762 4200
Fax: (02) 8762 4220

Workplace Giving Authorisation Form

To authorise regular deductions from your pay, please complete the details below and return to your Payroll Manager.

Name:	
Residential Address:	
Suburb:	
Postcode:	
Work Phone:	
Email:	
I would like to donate the following amount to the Edmund Rice Centre each pay period (please circle): \$5 \$10 \$20 \$50 \$100 Other \$ _____	

Signature: _____ **Date:** _____

To be completed by payroll manager:

Company Name:	
Payroll Contact Name:	
Payroll Contact Position:	
Company Address:	
Suburb / City:	
Postcode:	
Payroll Contact Phone:	
Payroll Employee Number:	
Contribution Frequency (please circle): Weekly Fortnightly Monthly Other: _____	

Instructions for Payroll:

Each pay period we require a simple summary of your contributions to ensure all donations are recognised and credited correctly (email, fax or post). Please post, email or fax this form to Edmund Rice Centre to receive confirmation and our EFT details.

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