

## What is payroll giving?

Payroll giving is fast becoming the most popular way for New Zealanders to give to their favourite charity.

It's an easy hassle-free way of supporting a charity, without the need to set up a direct debit or automatic payment.

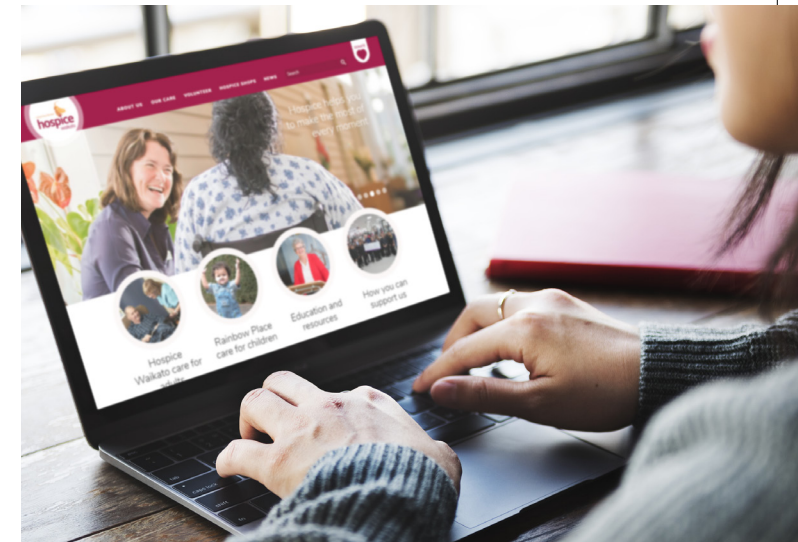
Plus, you get an immediate tax rebate on your donation, so for example if you gift \$10 to Hospice Waikato through payroll giving, just \$6.70 will come out of your pay, but Hospice will receive the full \$10.

Hospice Waikato is an approved IRD Donee charity.



### Hospice Waikato

334 Cobham Drive, Hillcrest, Hamilton, 3216  
PO Box 325, WMC, Hamilton 3240  
Telephone (07) 859 1260 | Fax (07) 859 1266  
[www.hospicewaikato.org.nz/payrollgiving](http://www.hospicewaikato.org.nz/payrollgiving)



# Payroll Giving

The easy way to donate



## There are many good reasons to offer payroll giving to your staff.

Here are just some of the benefits of payroll giving...

- Your employees can donate to an approved donee organisation, such as Hospice Waikato, direct from their pay.
- Lets your employees get a tax credit for payroll donations when they get paid - instead of waiting until the end of the tax year.
- Can be used as a team building exercise and your business can join its employees by choosing to match your employees' donations.
- Together you can celebrate the amounts raised for Hospice Waikato through your payroll giving.
- Your organisation will be seen to be a good 'corporate citizen' by supporting your community.

Please support Hospice Waikato with your payroll giving scheme.



## Your responsibilities as an employer when you offer payroll giving.

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

- deduct the requested donation amount from the employee's salary or wage.
- 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 Hospice Waikato organisation within the specified time frame.
- advise Hospice Waikato the donation is from payroll giving by completing the Employer Payroll Giving Registration Form on our website [www.hospicewaikato.org.nz/payrollgiving](http://www.hospicewaikato.org.nz/payrollgiving)
- keep records of all donation amounts, tax credits for payroll donations, donee organisations, and payment dates.

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

## What employees need to do when joining payroll giving.

If your employees want to join your payroll giving scheme and to donate to Hospice Waikato they need to:

- advise you of their desire to give to Hospice Waikato through payroll giving
- download a copy of the employee payroll giving registration form from [www.hospicewaikato.org.nz/payrollgiving](http://www.hospicewaikato.org.nz/payrollgiving)
- choose the amount of the donation they want to make
- choose the pay period(s) they want the donation to be made

### To set up payroll giving for Hospice Waikato you will need the following information for IRD:

- Our legal name: Waikato Community Hospice Trust
- Our normal operating name: Hospice Waikato
- Our Charities Commission number: CC20547
- Our Donee number: 26-079-713:
- Our Bank account number: 03 1555 0091553 00
- Our Bank/Branch: Westpac, Victoria Street, Hamilton

For more information please visit IRD's payroll giving page or download a copy of the Payroll Giving Guide (IR617).