

How do I get the most out of a Payroll Giving Program?

It is extremely important to promote your Payroll Giving Program to staff and encourage take-up of the program.

RSPCA can advise of the best ways to do this, as well as provide promotional information, such as flyers and posters to display around the workplace and provide opportunities for your employees to participate in other RSPCA activities.

How to get started

Contact RSPCA Australia to register your interest in starting a Payroll Giving program today.

For further information please refer to the Payroll Giving Cheat Sheet.



Payroll Giving Information for Employers

RSPCA Australia
PO Box 265 Deakin West ACT 2600
P 02 6282 8300 F 02 6282 8311
W rspca.org.au E rspca@rspca.org.au



Information for Employers



Prove that your business is a leader and cares about the community and the work of the RSPCA by offering Payroll Giving to your employees.

What is Payroll Giving and why should my business offer it?

More and more businesses are offering Payroll Giving to their employees.

Payroll Giving is one of the simplest and most effective ways for your employees to support the RSPCA. The program allows employees to donate to the RSPCA, straight from their pay, before tax.

Payroll Giving can be good for business. It demonstrates to employees and customers that your business is community minded and committed to supporting the work of the RSPCA. This commitment can help build better employee relations and also be attractive when recruiting new employees.

How does it work?

It's simple. Your employee asks payroll to deduct regular donations from their pay to the RSPCA. You make the deduction from the employee's before-tax pay.

This deduction is made after calculating superannuation contributions but before deducting Pay as You Go tax. This way your employee gets the tax benefit straight away.

If just 10% of working Australians donated \$5 per week through their pay, an additional \$260M would be generated each year for the community.

Is it complicated to set up?

No, most of the administration is carried out as per your normal payroll procedures. All modern payroll systems can handle Payroll Giving. There is very little extra work involved.

There are no tax forms to complete and the records you need to keep are very straightforward.

Each pay cycle your payroll electronically transfers the donations from any employee to the RSPCA in one transaction.



Show your employees your business cares for all creatures great and small - every payday



What records do I need to keep?

You need to keep a copy of forms completed by your employees authorising you to make deductions from their pay and a record of the total deductions made from each employee's pay.

Employers may also choose to notify employees of their Payroll Giving donations as part of their pay slips.

Each time your payroll transfers these funds to the RSPCA, a remittance (either emailed or faxed) should be supplied to the RSPCA, to ensure correct reconciliation.

Can my business match employee donations?

Yes. This is a great opportunity to demonstrate your business' commitment to your Payroll Giving Program and encourage employees to start supporting it.

