Making a difference

The Catholic Education Office Workplace Giving Program is a simple and effective way for employees to regularly donate to charitable organisations through automated payroll deductions. It allows employees the opportunity to make regular, planned donations through their pay and provides ‘time-poor’ employees with a way to support their community.

Pre-tax donation

The Workplace Giving Program is a voluntary program. It allows employees to donate to one or more charities direct from their pre-tax pay.

As donations are processed through the payroll system, employees will receive an immediate tax deduction (donations of $2 or more are tax deductible), saving the hassle of keeping receipts for personal tax return. At the end of the financial year an outline of donations will be included in an employee’s PAYG payment summary.

100% of every dollar donated by an employee goes directly to charity. Administrative costs for issuing receipts are eliminated and the charity’s fundraising expenses are minimised allowing them to get on with the important job of helping others.

It’s so easy

Step 1:
Review the list of charities and select the charity or charities that you wish to support.

Step 2:
Determine the amount you will donate to the selected charities each pay period.

Step 3:
Complete the Workplace Giving Pledge Form and return to:

Manager Payroll
Catholic Education Office
Locked Mail Bag 8802
Wollongong NSW 2500

Payroll will then process your donation and send it to your selected charity/charities each pay - you won’t need to do anything else. You can change or cancel your donation/s at any time by simply resubmitting the pledge form.

Name: ________________________________
Employee Number: ___________________________
Telephone: ________________________________

Please select one or more charities from the list below:

- Caritas Australia Amount per pay: $ __________________________
- Catholic Earthcare Australia Amount per pay: $ __________________________
- Catholic Mission Amount per pay: $ __________________________
- Catholic Care Amount per pay: $ __________________________
- St Vincent de Paul Society Amount per pay: $ __________________________
- Diocesan Charitable Works Fund Amount per pay: $ __________________________

☐ I would like my donation/s to begin at the next available pay period.
☐ OR I would like my donation/s to begin from this date ___ / ___

I understand that the above deductions will be made from my pre-tax pay and forwarded to my nominated organisations. The Catholic Education Office will provide a summary of my donations to record on my tax return.

Signature: ____________________________ Date: ___ / ___

If you have any questions about your workplace giving donation please contact the Payroll Manager on 42 53 0948.