



Leukaemia
Foundation

VISION TO CURE
MISSION TO CARE

**BEATING
BLOOD
CANCERS
WITH LOVE,
SWEAT &
TEARS.**

GIVING AT WORK

How to get started

LOOKING TO START A PAYROLL GIVING PROGRAM? SIMPLY FOLLOW THE STEPS BELOW TO ENSURE YOU MEET YOUR OBLIGATIONS AS AN EMPLOYER.

- 1 Complete attached Employer Approval Form. Once completed, please send to givingatwork@leukaemia.org.au
- 2 Once received, a donor account will be created for your business and you will receive the relevant account details and individual reference number needed to set up the regular transfer of employees' contributions.
- 3 Decide whether or not you will reduce the amount of tax you withhold from the salaries of your participating employees to account for the amount donated each pay cycle.
 - » In some circumstances, small donation amounts will result in no or minimal change to the amount of tax to be withheld.
 - » You do not have to reduce the amount of tax you withhold from participating employees. If you don't reduce the amount of tax withheld, these employees will be able to claim a deduction when lodging their tax return at the end of the income year.
- 4 A member of our team will contact you to discuss promoting the program to employees and how we can help.
- 5 Please ask each participating employee to complete an Employee Approval Form. Provided employees have agreed to disclose their information, forward their completed form to givingatwork@leukaemia.org.au, while retaining a copy for your own records.
- 6 Deduct the agreed donation amount at the agreed time for each participating employee and deposit into the Leukaemia Foundation of Queensland bank account as a lump sum using your unique reference number. We recommend you keep a receipt for your records.
- 7 Keep your own records of the amount donated on behalf of each employee.
- 8 At the end of the financial year, advise each participating employee in writing of the amount they have donated.

Employee payroll giving information is subject to privacy laws. You cannot release information to participating charities without the express written permission of each employee.

The Leukaemia Foundation of Queensland would love the opportunity to personally thank staff who decide to sign up and be able to show them how their support is having an impact.

Provided employees have given permission with their approval form to share their information, we would request that you provide a summary of donations by employee once per quarter or as convenient. This is not compulsory but will help us to keep a comprehensive record of our donors.



GIVING AT WORK

Employer approval form

COMPANY DETAILS

COMPANY NAME:

COMPANY ADDRESS:

STATE:

POSTCODE:

INDUSTRY TYPE:

TOTAL NUMBER OF EMPLOYEES:

GIVING AT WORK CONTACT DETAILS

CONTACT NAME:

POSITION:

WORK TELEPHONE:

WORK EMAIL:

COMMUNICATION

We would like to keep you and your employees informed about how your donations are directly helping blood cancer patients. Please indicate below what information you and your employees would like to receive:

Giving at work information

Quarterly Leukaemia Foundation of Queensland newsletter

Annual fundraising event information i.e. *World's Greatest Shave*

**Please return this form to Business Partnerships on givingatwork@leukaemia.org.au or
Reply Paid 9954 Brisbane QLD 4001**

PRIVACY

The Leukaemia Foundation of Queensland and our related companies (we, us or our) may collect, use and disclose personal information about you. We collect personal information directly from you and may also collect personal information passively through our website.

We collect your personal information to facilitate our internal business purposes, for marketing purposes, to provide services and information to you and to comply with legal and regulatory requirements. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with the services you seek.

We may disclose personal information about you to our related entities and affiliated organisations and service providers who assist us in operating our business (for instance third party service providers). We are likely to disclose your personal information overseas to recipients in the USA.

Our Privacy Policy (available at www.leukaemiaqld.org.au/privacy or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints.

Contact details: Privacy Officer, GPO Box 9954, Brisbane, Queensland, 4011,
email: privacyqld@leukaemia.org.au, **telephone:** 07 3318 4418 or 1800 620 420.