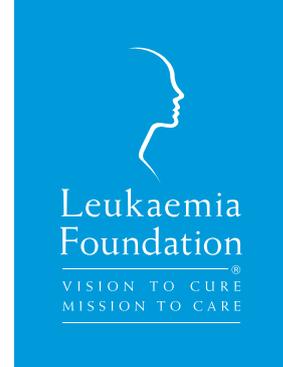




Harley (lymphoma survivor) with wife, Jess and their three children

LIFEBLOOD
HEROES
AT WORK



WORKPLACE GIVING EMPLOYER INFORMATION

HOW TO DONATE

There are two ways your workplace can donate your employee's workplace giving donations to the Leukaemia Foundation:

1. Direct debit using these bank details:

Name: Leukaemia Foundation of Australia
BSB: 082 057
ACC: 856164475
Reference/description: (Your business name - WPG)

***In the description, please include your business/organisation name and workplace giving (WPG) so we can identify your donation.*

2. Through a third party workplace giving platform:

The Leukaemia Foundation is listed on *Goodcompany*, *Good2Give* and *Benevity*. These platforms are great options, but it is important to choose the best option for your organisations needs. If you are using another workplace giving platform, please let us know.

KEEPING EMPLOYEES INFORMED

If you have employees participating in a workplace giving program, each year you must advise them in writing of the total amount they have donated. You can notify them either:

- ▶ by letter or email
- ▶ by payment summary

NOTIFYING BY LETTER OR EMAIL

If you choose to provide this information to your employees in a letter or email you must:

- ▶ include your organisation's name and ABN
- ▶ include the employee's name
- ▶ state the total amount donated for the financial year
- ▶ state that the amount was donated to the Leukaemia Foundation
- ▶ state the financial year in which the donation was made

NOTIFYING BY PAYMENT SUMMARY

You may choose to provide information in the employees' payment summaries.

PAYG PAYMENT SUMMARIES

This information has been gathered from the Workplace Giving Programs page on the Australian Taxation office website www.ato.gov.au. Please refer to this website for more information.

The employer has a responsibility to show the amounts paid to the Leukaemia Foundation on behalf of the employee under the 'Workplace giving' section on the PAYG payment summary, under Section B: Payment details.

If the employer has made payments to more than one deductible gift recipient on behalf of the employee, print 'VARIOUS' in the Name of organisation box. The PAYG summary must show a list showing the nature and amount of each payment.

You must include these amounts in *Gross Payments*.

COMMUNICATION FROM LEUKAEMIA FOUNDATION

The Leukaemia Foundation would love the opportunity to personally thank employees who decide to sign up and be able to show them the impact of their support.

Please let the Leukaemia Foundation know when an employee is happy for their details to be shared with us. This may be done automatically through the third party platform or please send their details through to heroesatwork@leukaemia.org.au

THANK

YOU

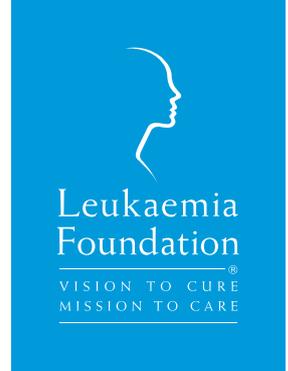
**FOR BEING THERE EVERY STEP
OF EVERY DAY IN EVERY WAY
FOR PEOPLE LIVING WITH BLOOD
CANCER AND THEIR FAMILIES**

CONTACT:

-  1800 620 420
-  heroesatwork@leukaemia.org.au
-  leukaemia.org.au
-  LeukaemiaFoundation
-  [leukaemia_foundation](https://www.instagram.com/leukaemia_foundation)

**LIFEBLOOD
HEROES
AT WORK**


**Leukaemia
Foundation**
VISION TO CURE
MISSION TO CARE



EMPLOYER/ORGANISATION ENROLMENT FORM

COMPANY DETAILS

Company Name:

Company Address:

State: Postcode:

Industry: Total no. of employees:

PAYROLL/HR CONTACT DETAILS

Contact name:

Contact position:

Contact email:

Contact phone:

MATCHED GIVING:

We would like to match each gift our employees make

STAY IN TOUCH

The Leukaemia Foundation would like to keep you and your employees informed about how your generous gifts are making a big impact in the lives of people with blood cancer. Please indicate below what information you would like to receive:

- Lifeblood Heroes at Work brochure.
- Bi-annual Lifeblood newsletter packed full of inspiring stories from the families your organisation so kindly supports.
- Annual fundraising and event information.

Please return this form to heroesatwork@leukaemia.org.au

PRIVACY: Your privacy is important to us and we need to collect this information about you to provide the products and services you're asking for. We have a privacy statement on our website which explains why we collect it and how we use it. To read more about our privacy policy please visit www.leukaemia.org.au/privacy/