

Workplace giving employer information kit



How to donate

There are two ways your employees can donate to the Leukaemia Foundation:

1. Direct debit using these bank details:

**Name: Leukaemia Foundation of Australia
BSB: 082 057
ACC: 856164475**

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

2. Through a third party platform:

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

Keeping employees informed

If you have employees participating in a giving at work 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 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, as follows:

- ▶ self-print payment summaries
- ▶ include the employee's name

ATO payment summaries

If you use ATO payment summaries, and you do not deduct union fees on behalf of your employers, you can use the ‘union fees’ box to show your employee’s total donations to charities under the workplace giving program.

Under ‘Name of organisation’ please write ‘Payroll giving’ and include the total sum of donations in the corresponding ‘Amount’ box.

If you deduct union fees on behalf of your employees, you cannot use ATO payment summaries to notify your employees of the amount they have donated. You should instead provide your employees with a letter or an email confirming their tax deductible donations.

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 a staff member is happy for their details to be shared with us. This may be done automatically through the third party platform or please send these 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

ƒ [LeukaemiaFoundation](#)

-instagram [leukaemia_foundation](#)

**Leukaemia
Foundation®**

Employer/ organisation enrolment form

Lifeblood
Heroes
at Work

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/

Leukaemia
Foundation®