



I want to be a Workplace Giver

Workplace Giving (also known as Payroll Donations) is one of the most convenient and effective ways to support the Royal Flying Doctor Service Western Operations. Through Workplace Giving, employees can nominate an amount per week, fortnight or month through their company's payroll deduction system. For as little as the cost of a cup of coffee each pay, you can help save someone's life and, at the same time, reduce the tax you pay. From the Flying Doctor's perspective, it reduces the administration costs associated with processing donations, and provides a regular and reliable income stream.

How do I make a payroll donation?

There are three easy steps in organising your payroll donation:

1. Check with your employer and confirm they support Workplace Giving (if not ask them to sign up or get in touch with us and we can assist).
2. Complete the form below and give it to your payroll manager. This will authorise your payroll manager to deduct your nominated donation amount from your pre-tax salary each pay period.
3. Once you're signed up, please request the payroll manager forward the authorisation form to us at: Giving, Royal Flying Doctor Service Western Operations, 3 Eagle Drive Jandakot WA 6164

What if my workplace doesn't have a Workplace Giving program?

Double check with your payroll manager or employer as it is something most employers will support, or have already established. Here is a link to useful information on the ATO site which may assist:

<https://www.ato.gov.au/Individuals/Working/Working-as-an-employee/Workplace-giving-programs/>

What is the benefit for my employer?

One of the main benefits of Workplace Giving is staff engagement. An organisation that actively supports giving back to the community is more likely to retain employees, reducing the costs associated with turnover, recruitment and training. It should also form part of your internal corporate responsibility strategy, reinforce organisational values and help embed a community culture.

Can my employer contribute?

Absolutely. Many organisations are now matching employee donations dollar for dollar as part of their staff engagement and corporate responsibility strategy.

How can the Royal Flying Doctor Service help?

We are always happy to assist with any enquiries and support your program in whatever way we can. Please feel free to give us a call on (08) 9417 6366 or email us at giving@rfdswa.com.au to talk about signing up and getting started with Workplace Giving.

Please fill out this form and give it to your Payroll or Human Resources Department.

Your name: (title) _____ (first) _____ (surname) _____

Employee number (if applicable): _____ **Company:** _____

Phone: _____ **Email:** _____

I hereby authorise a deduction of \$ _____ per pay period to be donated to the Royal Flying Doctor Service Western Operations effective immediately until further notice.

(Bank details: BSB: 306 010; Acc: 5313 554; Please use your business name as the reference)

Signature: _____ **Date:** _____

Thank you for your support – it is greatly appreciated. You may never know when you will need us, but we will always need you.