Before providing the information following, first of all, thank-you for your donation(s) to Animal Evac New Zealand. Your support of, and contribution towards, the work of Animal Evac New Zealand is very much appreciated.

www.animalevac.nz   Registered charity CC55754

Animal Evac New Zealand Trust BNZ bank account number: 02-0506-0139835-00

Postal address: Animal Evac New Zealand, PO Box 216, Wellington 6011, New Zealand

PLEASE NOTE: For any type of regular giving, the donor needs to complete the 'Regular Giving Donor Details Form', and return to Regular Giving Co-ordinator, email address: annmariel@animalevac.nz, thank-you.

Regular Giving Donation Options - Information Sheet

1) Automatic payment (AP)

- Set up via your bank's website online, or via bank itself (forms, if needed, usually available from your bank on request).

- **IMPORTANT** please use as reference:
  In first field: Your surname or business / organisation's name
  In second field: Your first name(s) or initial(s)
                                  (or business / organisation's name, continued if required)
  In third field: **specify as** 'Reg gift'

This is important as allows for tracking of funds entering Animal Evac New Zealand Trust's bank account.

2) Payroll giving

- To set up donations via payroll giving, speak to your employer and advise him / her / them the following information:
  - Name of the organisation donating to (i.e., in this case Animal Evac New Zealand);
  - Amount of the donation you want to make;
  - Pay period(s) you want the donations to be made from;
  - Donee organisation's bank account details or postal address (e.g., if paying by cheque) (for Animal Evac New Zealand please see above for these details)

- Your employer then deducts your donation direct from your salary / wages / pay, and pays directly to Animal Evac New Zealand on your behalf.

- Please note with this method of regular giving <u>NO</u> donation tax receipt is issued to you at the end of financial year. Instead your tax rebate / credit re your donation is calculated by your employer with each payment made and 'returned' to you automatically as part of your pay from which the donation was deducted. (That is, your PAYE (Pay As You Earn) tax amount is reduced by the amount of the tax credit, re the donation, in the pay period in which donation made).

- Additional information about payroll giving for individuals can be obtained from the following Inland Revenue Department (IRD) website address: https://www.ird.govt.nz/income-tax-individual/tax-credits/payroll-giving/payroll-giving-individuals.html

  Furthermore, if desired, you and / or your employer can verify that Animal Evac New Zealand is listed on the IRD's 'Approved Donee Organisations' list from the following web page: https://www.ird.govt.nz/payroll-employers/returns-payments/pay-give-emp/payroll-giving-employers.html

3) <u>Online internet banking</u>
(This facility is available directly via Animal Evac New Zealand's website www.animalevac.nz However, if you prefer to donate directly via your bank's website please refer to the information below)

- This of course is carried out by yourself as to when (each time) payment is made and what amount (i.e., this can vary given not set up as an AP), so may in fact be more a semi-regular or intermittent interval donation.

- **IMPORTANT** please (at the very least) use as reference:
  In first field: Your surname or business / organisation's name
  In second field: Your first name(s) or initial(s)
                              (or business / organisation's name, continued if required)
  In third field: **specify as** 'donation'

- If choosing this method of donation please still complete a 'Regular Giving Donor Details Form', and return to Animal Evac (as per details at top of this page) especially as this can allow us to send you a donation tax receipt if applicable and desired.

- Also if choosing this method of donation, then whenever make a payment, please send a brief email to annmariel@animalevac.nz as, especially if donation(s) are semi-regular or intermittent, this can make tracking them more difficult if, for example, a donation tax receipt is required.