

Before providing the information following, first of all, thank-you for offering payroll giving facilitating your employees' ability to easily make donations. This is very much appreciated.



www.animalevac.nz

Payroll Giving - Information Sheet for Employers

- You are only able to offer this to your employees (as a way of for them to make donations to a charity) if you electronically file your employer monthly schedule and deduction form to the IRD (Inland Revenue Department).
- The information your employee will need to provide to you re setting up donations via payroll giving is:
 - Name of the organisation donating to (i.e., in this case Animal Evac New Zealand);
 - Amount of the donation they want to make;
 - Pay period(s) they 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)
- In addition, although you don't register specifically for 'payroll giving' with the IRD, you will have to set up a myIR Secure Online Services account with them in order to offer payroll giving. Information items you might need, in order to select Animal Evac New Zealand as the organisation to receive the donations you are forwarding, are:

Legal name	Animal Evac New Zealand Trust Board
Normal operating name	Animal Evac New Zealand
Charities Commission number	CC55754
IRD donee number	126-192-673
Bank account name	Animal Evac New Zealand Trust
Bank account number	02-0506-0139835-000
Bank / branch	BNZ / Lambton Quay

- You then deduct your employee's donation direct from his or her salary / wages / pay, and pay this directly to Animal Evac New Zealand on their behalf within specified timeframes as stipulated by the IRD.

Additional information about this and other aspects of payroll giving can be obtained from the following Inland Revenue Department (IRD) website address:

<https://www.ird.govt.nz/payroll-employers/returns-payments/pay-give-emp/payroll-giving-employers.html> and / or you can download a copy of IR 617 'Payroll giving'.

Furthermore, from that same web page, if desired, you can verify that Animal Evac New Zealand is listed on the IRD's 'Approved Donee Organisations' list.

- When forwarding these donations to Animal Evac New Zealand please advise them that the donations are from payroll giving.
- Please note NO donation tax receipt is issued to your employee for payroll giving donation(s). Instead their tax rebate / credit re the donation is calculated by you each time a donation is made and an adjustment (reduction) is made to the PAYE amount they are paying for that pay period.
- If you prefer instead to send a cheque re the donations, please make the cheque payable to 'Animal Evac New Zealand Trust'.
Postal address: Animal Evac New Zealand, PO Box 216, Wellington 6011, New Zealand

PLEASE NOTE: If you need further information re the above please contact Regular Giving Co-ordinator, email address: annmariel@animalevac.nz, thank-you.