

Payroll Giving

Employee Form



What is Payroll Giving?

Payroll Giving is an easy way to support the Otanewainuku Kiwi Trust. It is a voluntary scheme, which is administered through the Inland Revenue Department. As an employee, you can make donations directly from your pay for as little or as much as you like and for every dollar you donate you'll receive a third back as a tax credit in the same pay period.

How does it work?

Payroll Giving takes a regular donation for the Otanewainuku Kiwi Trust directly from your pre-tax pay, via your employers payroll system. You receive immediate tax credits that reduce PAYE amounts payable. Tax credits are calculated at 33.33 cents for each dollar donated.

How do I set up Payroll giving?

- Talk to your HR department or employer
- Complete the Payroll Giving Employee Form below

Employee Form - Please complete and give to **your employer**

..... (insert full name) hereby authorise

..... (insert employers name)

to deduct the sum of \$20 \$10 \$5

Other \$.....

from my pay each week / fortnight / month (please circle frequency of payment)

and remit to the Otanewainuku Kiwi Trust

This authority will take effect from pay period week ending/...../..... and will continue until withdrawn by me in writing.

Signed..... Date/...../.....

Please hand this form into your HR Advisor/ employer for the Payroll Giving process to start.
Thank you for supporting the Otanewainuku Kiwi Trust

Employer Use Only

The Otanewainuku Kiwi Trust is an approved donee organisation with Inland Revenue approved donee status and is therefore eligible to receive Payroll Giving donations.

Otanewainuku Kiwi Trust Details (required for payment)

Account Number: (Bank of New Zealand – Tauranga Branch): 02 0466 0093982 00

Account Name: Otanewainuku Kiwi Trust

The Otanewainuku Kiwi Trust is a registered charity under the Charities Act 2005 registered number **CC23870**