# How To Set Up Payroll Giving

* Find out if your workplace files your employment information electronically
* As an employer, you can only offer payroll giving if you file your employment information – IR348 – electronically. If you want to set this up, you’ll need to register for myIR.
* There are two options for filing employment information online: 1) an on-screen form to complete or 2) file transfer through Gateway services, where you attach a file from your own software.
* If you already use payroll software it may be set up for payroll giving in your workplace. Ask your payroll software provider for help if you have any questions.
* You can decide how payroll giving will work in your organisation by letting employees choose any approved donee organisation, or offering a limited list of approved organisations. The employee can decide who they’d like to donate to and how much to donate, depending on how your scheme is set up.
* Some businesses decide to match their employees’ donations, helping them making even more of an impact for their chosen charity.
* Employees will receive an immediate tax credit for the payroll donation. This reduces their PAYE deducted from their wages. The donation and tax credits for payroll donations should show in your wage records and on your employee’s pay slips.
* Your employee can donate to any organisation on IRD’s [approved list of donee organisations](https://myir.ird.govt.nz/eservices/home/_/). If they donate to other organisations, it is not considered payroll giving and they will not receive a tax credit for these donations.
* If you need more information, the IRD’s payroll giving guide can be downloaded [here](http://www.ird.govt.nz/employing-staff/deductions-from-income/payroll-giving).
* Now that you have payroll giving in place, you will need to set up your employee’s donation in your payroll system:
* Deduct the requested donation amount from the employee’s salary or wage;
* Work out the tax credit for each donation, (33% of the donated amount) and reduce your employee’s PAYE by this amount;
* Record the tax credit for each employee when you submit your employer monthly schedule;
* Pass the donation on to the donee organisation within the specified timeframe and let them know it is from payroll giving.

**If you already have payroll giving set up**

Nelson Tasman Hospice is on the IRD’s [list of approved organisations](https://myir.ird.govt.nz/eservices/home/_/), so employees simply need to decide how much they want to donate and how often, then pass that information onto the payroll manager along with the following information:

* Organisation name: Nelson Tasman Hospice
* Charities Commission registration number: CC24279
* Bank account name: Nelson Tasman Region Hospice Trust
* Bank account number: 03-1354-0532930-00
* Reference / Code: Your business name
* Particulars: Payroll give
* Nelson Tasman Hospice contact details: 09 303 9881 Finance phone number / trustadmin@nelsonhospice.org.nz