

# Payroll giving employee FAQs

## Does my employer have to offer payroll giving?

No. It's your employer's choice whether they set up a payroll giving scheme in their workplace.

## If my employer offers payroll giving, do I have to participate?

No. Payroll giving is voluntary. You can choose whether you want to participate or not.

## What is a donee organisation? Is it the same as a charity?

A donee organisation has been given approved donee status by Inland Revenue. A charity can also be a donee organisation (but not all donee organisations are charities).

A list of approved donee organisations is available on Inland Revenue's website, [www.ird.govt.nz/donee-organisations](http://www.ird.govt.nz/donee-organisations).

More detailed information about charities can be found on the Charities Commission's website, [www.charities.govt.nz](http://www.charities.govt.nz), many of which are donee organisations.

## My preferred donee organisation isn't offered for payroll giving by my employer. Can I ask them to add it?

Yes, you can suggest donee organisations to your employer. However, it's your employer's choice how payroll giving is set up – so they may choose to limit the number of donee organisations they offer and they don't have to take up your suggestion.

## When will I receive the tax credit for my donation?

The tax credit for payroll donations is 33 ⅓ cents for every dollar donated. If you make a donation through payroll giving you'll receive the tax credit in the same pay period.

## If I choose to take part in payroll giving, do I have to make a donation from every pay?

It depends on how your employer has set up their payroll giving scheme. You may need to make regular donations, or you may be able to make one off donations when it suits. Talk to your employer about how the scheme will work in your workplace.

## Can I change my donee organisation, or stop donating?

You can stop donating at any time you just need to let your employer know.

If you want to change your donee organisation you should talk to your employer about the options in your workplace's scheme.

## Can I make donations directly to my preferred donee organisation, without using payroll giving?

Yes. You can make donations directly to your preferred donee organisation. If you make donations directly to an approved donee organisation you must file a *Tax credit claim* form (IR526) at the end of each year tax year to receive your tax credit.

For more information about payroll giving visit [www.ird.govt.nz/payrollgiving](http://www.ird.govt.nz/payrollgiving)