

# HOW TO SET UP WORKPLACE GIVING IN PAYROLL

Hi there! Someone in your company has requested to donate to Baptist World Aid Australia through Workplace Giving. Can you help us set that up?

All current payroll systems or accounting software can facilitate Workplace Giving. Follow these step-by-step instructions for a straightforward set-up:

## STEP 1

Your employee submits a Workplace Giving registration form to Baptist World Aid and you each receive an email from us confirming the next steps.

## STEP 2

Baptist World Aid will be in touch within the next week to confirm the Workplace Giving arrangement and provide a unique [Supporter ID number](#) to help us identify your employee's donations.

## STEP 3

Set up Baptist World Aid Australia as vendors in your payroll system.

Our bank details are:

**Bank:** NAB  
**Account Name:** Baptist World Aid Australia  
**BSB:** 082057  
**Account Number:** 944020498  
**Reference:** Supporter ID number and 'WPG'

*Please ensure you include the supplied Supporter ID number in the deposit reference.*

## STEP 4

If you are considering Employer Matched Giving, determine when matched funds will be transferred to Baptist World Aid (e.g. monthly, quarterly, annually).

## STEP 5

Please send a quick email to [Hello@baptistworldaid.org.au](mailto:Hello@baptistworldaid.org.au) to confirm:

1. The Workplace Giving deductions have been set up,
2. At what amount/frequency they will be sent, and
3. Their start-date, to help us easily identify the first deposit.

## STEP 6

Baptist World Aid will confirm receipt of your email.

## STEP 7

At the end of financial year, total workplace giving donations should be automatically recorded on your employee's PAYG summary.