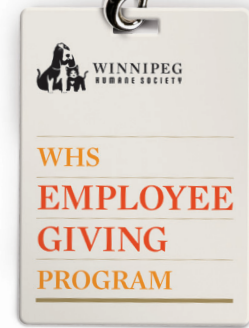


# EMPLOYEE GIVING FAQ



## Program Summary and General Information

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### WHAT IS EMPLOYEE GIVING?

Employee giving is an easy way for a company to involve their employees in something meaningful. Organizations can create a culture of caring by setting up payroll deductions to allow employees to directly support the Winnipeg Humane Society and other causes they may be interested in. All employees are encouraged to make a personal gift to support the work of the Winnipeg Humane Society in protecting animals from suffering and promoting their welfare and dignity.

### WHAT IS THE “[COMPANY NAME] GIVES TO THE WINNIPEG HUMANE SOCIETY (WHS)” EMPLOYEE GIVING PROGRAM?

Employees at [Company Name] have a strong legacy of giving back to their communities. When an eligible employee makes a donation to the Winnipeg Humane Society, [Company Name] makes the process seamless and ensures that 100% of donations go to the Winnipeg Humane Society in a timely manner.

### WHO IS ELIGIBLE TO PARTICIPATE?

All part-time and full-time employees are eligible. At this time contractors and international employees are not eligible to participate.

### WHY SHOULD I GIVE AS PART OF THE “[COMPANY NAME] GIVES” AND NOT DIRECTLY TO THE CHARITY? [COMPANY NAME]

believes in giving back. By making a donation through payroll deduction, 100% of your donation goes to the Winnipeg Humane Society because we cover all of the processing costs. It also enables us

to easily track donations by our staff so that we can match donations throughout the year. Your donation will be documented on your T4 which means less tracking and administration for you as a donor.

### DO I HAVE TO PARTICIPATE?

No. Participation is completely voluntarily.

### IF I DECIDE I WANT TO PARTICIPATE HOW CAN I DO THAT?

Participation is easy – you can make a payroll pledge, donate with a credit card, or participate in a workplace fundraising activity in support of the Winnipeg Humane Society. If you want to participate in a fundraiser, keep an eye out for internal communications that will provide details of how you can get involved.

### IF I MAKE A PLEDGE DURING THE CURRENT CAMPAIGN, WHEN WILL MY DEDUCTIONS BEGIN?

Recurring payroll deductions will begin on [DATE], 2018. One time payroll deductions will be taken out on [Date] in advance of the end of the tax year. Credit Card donations are taken when you confirm your donation.

### **WHEN WILL WINNIPEG HUMANE SOCIETY RECEIVE THE DONATIONS?**

Recurring payroll deductions will be processed monthly starting in [DATE] and the Winnipeg Humane Society will begin receiving payments in [DATE], 2018. One-time payroll deductions occur in November and April and will be disbursed with each respective month. One-time credit card donations will be sent directly to the Winnipeg Humane Society for processing and will be processed the day the pledge is received.

### **HOW WILL MY GIFT MAKE A DIFFERENCE?**

You can help an animal currently in the care of the Winnipeg Humane Society. A donation will help pay for the following:

- \$10 – Pays for a vaccine
- \$30 – Pays for a heartworm test
- \$45 – Pays for training aids for a week
- \$35-\$50 – Pays for one cat spay/neuter
- \$75-\$85 – Pays for one dog spay/neuter
- \$85 – Pays for one dog Kuranda bed
- \$100 – Pays for dental cleaning or two x-rays
- \$150 – Pays for cat litter for a week
- \$200 – Pays for the average cost of care for a cat
- \$400 – Pays for the average cost of care for a dog

As you can see, every size of gift matters.

## **Donation Information**

### **Payroll Gifts: Recurring Gifts and One-time Gifts**

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#### **WHAT PAYROLL DONATION OPTIONS ARE AVAILABLE?**

There are two options – a recurring or one time gift. If you choose to make a recurring gift there is a set amount that is taken out of each pay in the payroll cycle. A one-time payroll gift is taken out of your last pay in [DATE].

#### **WHAT IS THE MINIMUM GIFT I CAN MAKE?**

The minimum payroll deduction per pay period is \$\_\_\_ for fixed amount payroll deduction. There is a \$10 minimum for one-time credit cards donations.



# Credit Card Gifts

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## **CAN YOU EXPLAIN THE CREDIT CARD PLEDGE PROCESS?**

Your card will be charged the day the Winnipeg Humane Society receives your pledge. There is a processing fee which is covered by [Company Name], therefore, your entire donation will be 100% tax-deductible. A receipt will be emailed to you and the charge on your credit card statement will read “Winnipeg Humane Society”.

# Pledge Updates and Taxes

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## **IS MY PAYROLL DEDUCTION A PRE-OR POST-TAX PLEDGE?**

Pledges provided through payroll deduction are post-tax items.

## **WHAT HAPPENS IF I MADE A PLEDGE LAST YEAR AND I CHOOSE NOT TO UPDATE MY PLEDGE THIS YEAR?**

All payroll pledges will be confirmed annually so you will be required to confirm your level of giving each year. You may change your level of giving at any time with one month’s notice, according to the payroll cycle.

## **I DON'T HAVE AN EXISTING PLEDGE, AND I DO NOT WISH TO PARTICIPATE. DO I NEED TO INDICATE THAT ANYWHERE TO [COMPANY NAME] AS MY EMPLOYER?**

No, if you do not have a pledge on file, then you do not need to take action.

## **HOW DO I STOP MY DEDUCTIONS FOR NEXT YEAR?**

You have the option to cancel your deduction by selecting “I do not wish to participate in 2018” as an option. You can also contact [Company Payroll Contact] at any time during the year to cancel your donation.

## **WHERE CAN I GET A RECEIPT FOR TAX PURPOSES?**

Keep a copy of the confirmation form and use it in conjunction with your earnings statement to substantiate donations made by payroll deduction. A receipt will be issued one time per year from the Winnipeg Humane Society. If you require further documentation, you may submit a request to [donations@winnipeghumanesociety.ca](mailto:donations@winnipeghumanesociety.ca). If you have made a one-time credit card pledge, you will receive a receipt at your work email account.

## **IF I CHOSE TO REMAIN ANONYMOUS, HOW WILL I OBTAIN A RECEIPT FOR TAX PURPOSES?**

If you chose to remain anonymous, your name will not be provided to the Winnipeg Humane Society, so they will not be aware of your contribution and unable to provide you with a receipt. Any donations made through the company’s payroll will show up on your T4 for tax purposes.

## **IS IT POSSIBLE TO GET A LIST OF THOSE WHO HAVE NOT PARTICIPATED OR A LIST OF DONORS?**

Since participation is completely voluntary we do not release names of those that choose not to participate. We also respect donor privacy so we do not release donor names or information on the size of donations made.

