Payroll Giving Program

STATE SCHOOLS' RELIEF

Making a difference in the lives of Victorian students

State Schools' Relief works closely with all Victorian government schools to provide brand new school uniforms, footwear and other essential educational supplies to students experiencing hardship. Unemployment, homelessness, illness, bereavement and family violence can all be factors for the students, and their families, that need our assistance.

State Schools' Relief is a Victorian not-for-profit that has endorsement from the ATO as a charitable institution. Since our inception in 1930, successive Victorian governments have provided operational costs. This means that 100% of funds donated to State Schools' Relief are used to support disadvantaged Victorian students.

REGISTERED CHARITY · acnc.gov.au/charityregister ·

Just as little as $5 per fortnight will make a difference!

Help support State Schools' Relief today

1. Fill out your details below

2. Please return this form to your Business Manager for processing.

   Business Manager instructions for completing the payroll donation can be found on the reverse of this form.

Enter your details below

Yes, I'd like to join the SSR payroll giving program

Name: _____

Employee number: _____

School: _____

Postcode: _____

Email: _____

My giving amount per fortnight pay is:

☐ $5 ☐ $10 ☐ $15 ☐ $20

Signature _____

Date _____

Benefits for you

✓ *DET Payroll donations deliver an upfront tax deduction without the need for end-of-year paperwork.*

✓ *Salary sacrifice means a nominated donation of $20.00 delivers an immediate return of $6.40, meaning only $13.60 will be deducted from your pay.*

✓ *All donations over $2.00 are tax deductible.*

✓ *At the end of each financial year the pre-tax contribution will be shown on your PAYG payment summary issued by the department.*

Payroll Giving – set up instructions

Business Managers will need to follow the steps below to complete the payroll giving set up for education staff.

1. Log into eduPay payee management
2. Click on employee element assignment
3. Enter employee ID
4. Click search
5. Screen will come up with deductions
6. Add new assignment
7. In the entry type drop down box click on deduction
8. Click element name and search
9. Top entry is charity, choose
10. Click OK
11. Screen will come up element detail
12. Entry begin date (when deduction will commence)
13. Amount type $
14. Amount value per fortnight: for example, 5
15. Click next
16. Recipient ID search will come up with State Schools' Relief (DISSR) entry
17. Click link which will go into box
18. Click next
19. Leave the membership ID blank
20. Save the document