

**Your regular donation may be the equivalent of a cappuccino, bottle of wine or a meal at a restaurant .**

**By giving your spare money you partner with us in making our community a more just and caring place.**

Mercy Services has been a ministry of the Sisters of Mercy since 1976. We are local and our low administration costs mean more funds go to client services.

We help people with disabilities, the frail aged and people affected by alcohol and other drugs through the following services:

- Community Nursing
- Community Transport
- Day Respite Centres (*Tighes Hill & West Wallsend*)
- Domestic Assistance
- Food Services
- Home Care Packages
- Home Maintenance
- Linen Service
- Newcastle Elderly Citizen's Centre
- Personal Care
- Residential Aged Care (Singleton)
- Support & Monitoring (Dementia)
- Social Support (*Elmore Vale, Newcastle, Nth-West Lake Macquarie, Wallsend*)
- Family, Alcohol & Other Drugs Services
  - Brighton House
  - Holyoake Support Groups
  - McAuley Community Housing
  - McAuley Outreach Service
  - McAuley Parenting Program

In serving the community, Mercy Services seeks to promote the dignity of each person. Within all aspects of our service, staff and volunteers remain committed to the core values of: Justice, Respect, Service, Care and Unity and we endeavour to translate these into our behaviours.



Mercy Services

**Main administration**

**32 Union Street,  
Tighes Hill NSW, Australia 2297**

**Phone: (02) 4961 2686**

**Fax: (02) 4969 5149**

**Email: [office@mercyservices.org.au](mailto:office@mercyservices.org.au)**

**Web: [www.mercyservices.org.au](http://www.mercyservices.org.au)**

**ABN: 34 095 335 309**

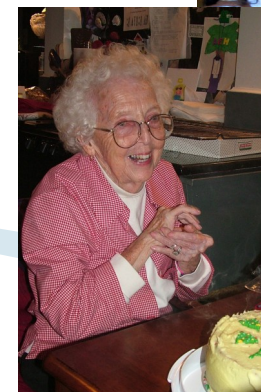
06 March 2015



Mercy Services

# Workplace Giving

*People who care as much as we do*



## What is Workplace Giving?

Workplace giving is when an employer enables staff to have payroll deductions directed to a charity (with deductible gift recipient).

The staff person determines the amount and charity. Some employers match the donations of their staff as a way of joining their staff in building a better society.

The donation is deducted from each pay before tax is calculated, and it is sent directly to the charity from your employer's payroll system.

## What's in it for you?

- an immediate tax deduction from your wage (instead of waiting until tax time);
- requires no further action once your payments are set up; and
- you can make a significant donation by spreading smaller and regular payments throughout the year.

## How you help us?

Your regular donations enable Mercy Services to provide equipment and services that our Government funding can't cover.

The guaranteed income also provides us with a secure financial base and ensures the long term future of our work. This is income with lower administration and other costs compared to expensive fundraising activities.

## What happens at Tax time?

In a pre-tax workplace giving system you will have already received the tax benefit throughout the year for your donations. This means you don't need to claim a deduction—you only need to record the amount on your tax return.

Mercy Services will keep a record of your donations and will provide you with an annual giving statement.

## Workplace Giving Pledge Form

### Your details:

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Mob: \_\_\_\_\_

Date of birth: \_\_\_\_\_

### Your Employer's details:

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

### I would like to donate to

#### Mercy Services

32 Union Street, Tighes Hill 2297

Ph: (02) 4961 2686 Fax: (02) 4969 5149

ABN: 34 095 335 309

### I would like to donate the following amount each pay period:

\$5    \$10    \$25    \$50    \$ \_\_\_\_\_

### I would like my donation to commence on:

\_\_\_\_\_

### I would like to my donation to help:

The section of Mercy Services that its management see as most in need; **or**

- Mercy Aged Care (Singleton)
- Mercy Services Aged & Disability Services; **or**
- Mercy Services Alcohol & Other Drug; **or** Services
- Mercy Services Parenting Services.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Once you have completed this form please send it to your Payroll Department for processing.**

***Thank you for your support!***

*If you have any questions on your workplace giving or would like to change this donation, at any time, please contact your Payroll Department.*

