

# How to set up Workplace Giving

Thank you for choosing to support Multiple Sclerosis Limited (MSL) so no one has to face MS alone. Workplace Giving is one of the most practical ways to ensure services and care are available to people living with MS while the search for a cure continues.

Setting up Workplace Giving for your organisation:

1

## Complete the MSL registration form and send to:

workplace.giving@ms.org.au  
or  
ATTN: Workplace Giving, Multiple Sclerosis Ltd,  
PO Box 210, Lidcombe NSW 1825 Australia



2

## Set up MSL in your payroll system

Your payroll system should have a Workplace Giving option. To complete this step, you will need MSL's banking details which you will receive once we have processed your registration form.



3

## Now it's time to engage your colleagues

Promote that your organisation is supporting MSL through Workplace Giving by emailing your colleagues, sharing the news on your socials, or before organising a meeting/event to spread the news!



### Useful online resources

1 Million Donors

Australian Taxation Office

Workplace Giving Australia

Your support means that no one has to face MS alone. Thank you.

## What makes a successful Workplace Giving Program?



**An easy sign-up process**  
The easier it is to sign up, the more people will be willing to join!



**Highlight the benefits**  
Employees receive a tax benefit every time they donate through their pay. Let them know!



**Leadership from the top**  
Senior support, recognition and cooperation is key to boosting participation numbers.



**Matched Giving**  
To highlight your commitment as an organisation, match your employees' donations!



**Appoint a Workplace Giving Champion**  
Having a representative that manages and drives the program internally is crucial to the success of the program.



**Celebrate the wins**  
Internal communication about the impacts that your employees are creating by donating through their pay will highlight their efforts and help to put their contributions into focus.

### Questions?

@ workplace.giving@ms.org.au

1800 287 367

www.ms.org.au

