

Payroll Giving Guide

Thank you for choosing to support Interchange Outer East and our Family Support programs through payroll giving.

To get started:

1. Let your employer know

- Every business is different. Check with your payroll officer to find out what forms you need to fill out. You can choose to give any amount. The information you need is below.
- Occasionally businesses need us to register with them first. If so, send us the details at ioe@ioe.org.au or call 9758 5522.

2. Share our details

The information you need to get started is set out below. If you need any further information please give us a call.

ABN:	65 711 736 371
Trading Name:	Interchange Outer East
Operational Address:	5-7 Yose St, Ferntree Gully VIC 3156
Postal Address:	As above
Phone:	(03) 9758 5522
Email:	ioe@ioe.org.au
BSB:	033 187
Account Number:	510801
Bank:	Westpac
Reference:	PG plus <u>your surname *essential information</u>

If you need anything else please contact us.

3. Let us know

Once you've submitted the forms, please let us know with a quick email or call. We have lots of funds coming into our account every day, and want to be sure we allocate your funds to exactly where they're intended.

You can also tell us if you'd prefer to be anonymous or acknowledged as a donor.

ABN: 65 711 736 371 **Address:** 5 - 7 Yose Street Ferntree Gully, VIC 3156 **Phone:** (03) 9758 5522 **Fax:** (03) 9758 5899
Email: ioe@ioe.org.au **Web:** www.ioe.org.au **A.H. Emergency Phone:** 0439 883 667
Donations over \$2.00 are tax deductible