

You and your entire workplace can create meaningful, lasting change as a team. A payroll deduction plan is an easy and seamless way to make a big difference.

STEP 1

Set up an internal account for all the payroll deductions. This would be handled by your payroll or human resources department.

STEP 2

Your company asks Oxford House to fill out a form for taxable donation through Revenue Canada. (For more information, please visit the Canada Revenue Agency (<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll.html>) website.)

STEP 3

Once all forms are submitted and approved by Revenue Canada in accordance with Canadian taxation laws, your company will need to determine when you will submit payment to Oxford House Foundation (monthly, quarterly, annually) and how – for example, by cheque or wire transfer.

STEP 4

The easiest way to provide a receipt for income tax purposes is to report charitable donations on your employee's T4 slip at year-end. Oxford House Foundation's charitable business number 891759748RR0001 must be included on donors' T4 slips for Canada Revenue Agency (CRA) to process.

If your payroll system cannot report charitable donations on T4s, Oxford House Foundation will issue tax receipts to you for each employee payroll donor. Simply send Oxford House Foundation a written request by December 15 of that year, indicating your organization would like to receive tax receipts for employee payroll deductions. In order to issue receipts, Oxford House Foundation needs a list of donating employees, their addresses and the amount they each contributed. Oxford House will send the tax receipts to you for distribution early in the new year.

STEP 5

Oxford House Foundation will set up an account to receive the funds from your company, allocate your donations, and send a report to your company on an annual basis.