



**BCHF**

BC HOSPITALITY  
FOUNDATION



**EMPLOYEE GIVING**

**OUR INDUSTRY, YOUR CHARITY**



# W O R K I N G

## EMPLOYEE GIVING PROGRAM

The BCHF is the only charity in BC that ensures hospitality workers are taken care of by providing financial support during a medical crisis. During this time of emotional and financial stress, the BCHF assists the hard-working members of our industry with respect and compassion to get back on their feet when there is nowhere else to turn.

Our employee Payroll Deduction Program enables hospitality industry workers to give as little as a dollar or two from each paycheque – money they probably won't even miss – but provides a valuable revenue stream for our charity. Employees who contribute \$25 or more over the course of a year will receive a tax receipt.

Payroll deductions are an easy way to contribute to the BC Hospitality Foundation (BCHF). Payroll deductions benefit employees because it eliminates the expense of writing and mailing personal cheques or making online donations to the Foundation. It allows donations to be spread throughout the year.



**Food & Beverage  
Producers &  
Agents**



**Hotels &  
Motels**



**Liquor  
Retail**



**Pubs &  
Bars**



**Restaurant  
Industry**

## HOW IT WORKS

## PAYROLL DEDUCTION PLAN SET UP

1. Introduce the concept & process of BCHF payroll deductions to your team. Attach the pledge card with your message. (\*pledge card attached)
2. Employees forward copies of signed pledge cards to your payroll department. Ensure that the original pledge card is sent to the BC Hospitality Foundation (via Workplace envelope).
3. Enter the authorized employee payroll deduction pledges into your payroll system.
4. Begin deducting the authorized amount from the employee's payroll on the date they confirm.
5. If your organization uses an automated payroll service, simply set up an additional deduction code. The BCHF deduction code is similar to and should be handled the same as, any other deduction codes you are already using.
6. If your organization does not use an automated payroll service, simply deduct the authorized amount from your employee the way you would other deductions.
7. Typically, payroll pledges run from the beginning of January to the end of December, but exceptions can be made and facilitated if needed. For first-time campaigns, exceptions can be made immediately by contacting the BC Hospitality Foundation with the total pledge amount for each employee so we can enter pledges to cover the year involved.
8. Please be prepared to respond to any pledge or payment inquiries from BC Hospitality Foundation or its auditors.



## HOW IT WORKS PAYROLL DEDUCTION REMITTANCE

1. Each participating company is responsible for the reconciliation of the payroll accounts and the remittance of the total amount of employee deductions.
2. Payroll remittances can occur monthly, quarterly or yearly; whatever works best for your business.

- Please remit payroll deduction \$ to the BC Hospitality Foundation via mail or email

Attention: Lucy Cayuela, Business Administrator.

Payroll Deductions

PO Box 63515 Capilano, North Vancouver, B.C. V7P3P1

email: [lucy@bchospitalityfoundation.com](mailto:lucy@bchospitalityfoundation.com)

- Please include a spreadsheet that contains the name of contributing individuals and the total \$ amount each individual is contributing for the remittance period.
- Payments can be made via cheque directly to our office or electronically (please contact us for any information you require if you would like to send payments electronically).



### WHY SUPPORT BCHF

- 1** Over **\$1 Million** raised to help beneficiaries since 2008.
- 2** The **only charity of its kind** in Canada.
- 3** **NOT** government-funded.
- 4** Help those **when they need it most** - quick access to funds.
- 5** **Identify future leaders** through our scholarship program.





## TAX RECEIPTS

Employees who donate \$25 or more through payroll deduction systems are entitled to a tax receipt for the full amount of their donations, at the end of the calendar year.

This can be provided to the participating employee in one of the following ways:

1. The employer reports charitable donations on their employee's T4 slip at year-end. Most organizations' payroll systems can handle this very easily. The BC Hospitality Foundation's charitable business number (86016 1785 RR 0001) must be included on donor's T4 slips for Canada Revenue Agency (CRA) to process.
2. If a payroll system cannot report charitable donations on T4s, the BC Hospitality Foundation will issue tax receipts to you for each employee payroll donor.
  - The BC Hospitality Foundation requires a written request, by **December 15** of that year, indicating the organization would like to receive tax receipts for employee payroll deductions. In order to issue tax receipts, BCHF needs a list of donors' names and the total \$ amount each donated through payroll deduction.
  - Tax receipts will be produced and mailed to your organization for internal distribution unless otherwise requested.
  - Tax receipts will be issued no later than the end of February.

### DID YOU KNOW?

Liquor and Hospitality is **the 4th largest private-sector employer** in British Columbia.

---

**190,000+** workers are employed every year.

---

Hundreds of hospitality workers across BC face **medical-related financial challenges** and have nowhere to turn.

---

We are the hospitality industry's charity.

---

We have supported individuals as well as family members.

---

**The average cost of helping ONE beneficiary** is \$5,000.



## PAYROLL DEDUCTIONS

### PAYROLL DEDUCTION PLEDGE CARD

#### DONOR INFORMATION

Name	Middle	Last Name
Street address (Home)	City and Province	Postal Code
Company name	Phone #	Date of Birth

#### PAYROLL DEDUCTION INSTRUCTIONS

DEDUCTION AMOUNT FOR EACH PAY PERIOD	\$
NUMBER OF ANNUAL PAY PERIODS	#
MY TOTAL ANNUAL PAYROLL DEDUCTION PLEDGE	\$

SIGNATURE

---

DATE (DDMMYYYY)

---

***THANK YOU FOR YOUR CONTRIBUTION!***



## CONTACT

**Alana Dickson**

*Executive Director*

[alana@bchospitalityfoundation.com](mailto:alana@bchospitalityfoundation.com)

**Lucy Cayuela**

*Business Administrator*

[lucy@bchospitalityfoundation.com](mailto:lucy@bchospitalityfoundation.com)

---

Registered Charity No. 86016 1785

BC Hospitality Foundation  
PO Box 63515 Capilano  
North Vancouver, B.C.  
V7P 3P1



**BCHF**

BC HOSPITALITY  
FOUNDATION