

# WORKPLACE GIVING AUTHORISATION FORM



A little contribution every pay day goes a long way to helping others

## INSTRUCTIONS:

1. To authorise regular donations from your pay to San Foundation, please complete this form and send to your payroll office.
2. Instruct your payroll office to deduct your nominated amount from your gross pre-tax salary every pay period.
3. Request your payroll office send your completed form to San Foundation, 185 Fox Valley Road, WAHROONGA NSW 2076, [foundation@sah.org.au](mailto:foundation@sah.org.au)
4. Please keep a copy for your records.

## PLEASE CIRCLE ONE OF THE FOLLOWING:

Commence deduction

Change deduction

Cease deduction

I would like to donate the following amount (from my pre-tax pay) each pay period:

\$10

\$30

\$50

Other: \_\_\_\_\_

My pay period is (frequency)

Weekly

Fortnightly

Monthly

## PERSONAL INFORMATION

Name

Address

Suburb

State

Postcode

Phone Work

Mobile

Home

Email

Employee Number

Business Unit

I would like to be kept up to date - please send me your bi-annual newsletter

## PAYROLL OFFICE

1. Please forward a copy of this form to: San Foundation, 185 Fox Valley Road, WAHROONGA NSW 2076, [foundation@sah.org.au](mailto:foundation@sah.org.au)
2. Transfer funds by direct deposit (details below) or cheque to address above.

Bank Westpac

Account Name Sydney Adventist Hospital Foundation

BSB 032 089

Account Number 17 1477

Reference Your Company Name – plus Workplace Giving

## APPROVAL AND DECLARATION

I authorise \_\_\_\_\_ (your company name) to implement the Workplace Giving arrangements stated above, from the next available pay until further notice.

I understand that Workplace Giving deductions will be made from my pre-tax pay, so that I will receive the tax benefit immediately. I acknowledge that small fortnightly deductions may not have an impact on my fortnightly tax withheld. I understand that once a deduction has been made it cannot be recovered. I acknowledge that donations made under this arrangement are made voluntarily and unconditionally and I will not benefit from the donation other than the benefit of the deduction itself.

A summary of all payroll donations will show on your annual PAYG Payment Summary issued at the end of each financial year, for inclusion in your Tax Return. This information is provided as a general guide only. If you require further assistance, it is recommended that you seek independent personal taxation or financial advice, or visit [www.ato.gov.au](http://www.ato.gov.au) for further information.

Signature of Employee

Date