

Payroll Deductions are available to permanent or fixed term staff only.

<b>Name:</b>		<b>Staff No:</b>	
<b>Section:</b>			
I wish to commence a fortnightly workplace giving payroll deduction to the following charity (minimum amount \$2 per fortnight):			
Fortnightly Amount	Charity		
	World Wildlife Fund	(5WWF)	
	OXFAM	(5CAA)	
	Australian Conservation Foundation	(5ACF)	
	NSW Cancer Council	(5CC)	
	Telstra Child Flight	(5CF)	
	World Vision Australia	(6WVA)	
<b>The deduction will commence on the next available payday until further notice.</b>			

**PRIVACY**

The personal information you provide on this form is protected by the *Privacy and Personal Information Protection Act 1998 (NSW)*. You are required to provide this information to commence the deduction as authorised. Access to the information you provide is available to yourself, and those persons authorised to access the information in the course of their duties to the University. This form will be retained by the Division of Finance. Further details regarding access and notations to personal information are set out in the University's policy "*Access to Personal Files*".

**TERMS AND CONDITIONS**

- I authorise Charles Sturt University to implement the Workplace Giving arrangement stated above from the next available payday until I advise in writing that I wish it to be ceased or changed.
- I understand the 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 donations other than the benefit of the deduction itself.
- A summary of all workplace giving deductions will show on your annual PAYG Payment Summary for inclusion in your tax return.

**SIGNATURE AND AUTHORISATION**

Staff Member:		Date:	
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**Click to Submit to Payroll**

**FINANCIAL SERVICES USE ONLY**

Amt:	\$	Entered:	
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