

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

<b>Name:</b>		<b>Staff No:</b>	
<b>Email:</b>			
<i>Email is required if you wish to receive an annual certificate from Carbon neutral outlining your contribution amount for the year</i>			
<b>Section:</b>			
I wish to commence a fortnightly workplace giving payroll deduction to Carbon Neutral Charitable Fund (minimum amount \$2 per fortnight). <b>The deduction will commence on the next available payday until further notice.</b>			
<b>Fortnightly Amount</b>			
I am offsetting:			
My vehicle <input type="checkbox"/> my air travel <input type="checkbox"/> my electricity <input type="checkbox"/> my diet <input type="checkbox"/> my waste <input type="checkbox"/> other <input type="checkbox"/>			
For information about these options and an on-line calculator please visit <a href="http://cncf.com.au/reduce/">http://cncf.com.au/reduce/</a> . Enquires about offsetting should be directed to CNCF email <a href="mailto:admin@cncf.com.au">admin@cncf.com.au</a> , ph 1300 857 970.			
<input type="checkbox"/> Please register me to receive Carbon neutral's e-newsletter			

#### 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 and Carbon Neutral Charitable Fund. 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 consent to the details on this form being provided to Carbon Neutral Charitable Fund Ltd.
- 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.
- A summary of all workplace giving deductions will show on your annual PAYG Payment Summary for inclusion in your tax return.
- Charles Sturt University does not accept any liability for workplace giving agreements entered into by employees and the existence of a workplace giving arrangement with a certain organisation does not imply any recommendation or endorsement by the University.

#### SIGNATURE AND AUTHORISATION

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