



# Workplace Giving Request to Donate OXFAM and World Vision

## STAFF DONATION VIA WORKPLACE GIVING

The facility to deduct a donation directly from staff pay is now available.

**Please note:**

A donation to Oxfam Australia and World Vision Australia will not attract or affect administration fees.

SECTION 1 – STAFF MEMBER’S DETAILS									
Personnel Number							Faculty/Division		
Title	Family Name					Given Name(s)			

SECTION 2 – DONATION DETAILS	
I would like to donate to:	<input type="checkbox"/> Oxfam (WT 7158) <input type="checkbox"/> World Vision (WT 7156)
a) A <b>one off</b> donation of the amount of:	\$ _____ To be deducted in the next available fortnight
b) Recurring pre-tax salary deduction of a fortnightly amount of:	\$ _____ / fortnight  Commencing on pay date ____/____/____  Ending on pay date ____/____/____

## SECTION 3 – AUTHORISATION of STAFF MEMBER

I hereby request and authorise Monash University to deduct from my salary the amount as indicated in Section 2 above. Workplace Giving provides immediate tax benefit at the time of deduction. The amount of donation will appear on your payment summary for taxation purposes. Further details on Workplace Giving can be obtained from the ATO website <http://www.ato.gov.au/businesses/content.asp?doc=/content/36715.htm>

I understand that that the University will NOT issue any receipt in respect of the donation.

I acknowledge that should I wish to change or cease my donation arrangement, I will notify HR Operations in writing.

Signature \_\_\_\_\_

Date / /

FOR HR OPERATIONS USE ONLY			
Entered by	Date / /	Checked by	Date / /
<b>FAXED COPIES OF THIS FORM WILL BE ACCEPTED</b>			