

INSTRUCTIONS:

To ensure your details are accurately recorded, please complete the form electronically before printing for signature. Send your completed form to Payroll Section - Human Resources, The University of Queensland 4072

PLEASE SELECT ONE OF THE FOLLOWING:

- Commence deduction
 Change deduction
 Cease deduction

PERSONAL INFORMATION

Title: _____ Full name: _____

Employee number: _____ Organisational unit: _____

Work phone: _____ Email: _____

CHARITABLE ORGANISATIONS

All deductions will commence from the next available pay after receipt of this form. All deductions must be specified as fortnightly amounts. You may select one or more charitable organisations from the list below.

The University of Queensland - Chancellor's Fund Appeal	Fortnightly deduction:
<input type="checkbox"/> Young Achievers Program	\$
<input type="checkbox"/> QBI Centre for Ageing Dementia Research	\$
<input type="checkbox"/> Scholarship endowment	\$
<input type="checkbox"/> Emerging needs	\$
<input type="checkbox"/> Research priorities	\$
<input type="checkbox"/> Teaching excellence initiatives	\$
<input type="checkbox"/> The UQ Library	\$
<input type="checkbox"/> The area of your choice (please specify): _____	\$

External Charities	Fortnightly deduction:
<input type="checkbox"/> Australian Red Cross	\$
<input type="checkbox"/> The Cancer Council	\$
<input type="checkbox"/> Médecins Sans Frontières Australia	\$
<input type="checkbox"/> RSPCA Australia	\$
<input type="checkbox"/> The Smith Family	\$

Your details will be forwarded to the Advancement Office, who will keep you informed of the impact and outcomes of your donations to The University of Queensland. Your details will not be forwarded to the external charities listed above.

If you would not like your gift to The University of Queensland to be publicly acknowledged, please email the Advancement Office at donations@uq.edu.au

APPROVAL AND DECLARATION

I authorise The University of Queensland to implement the Workplace Giving arrangements stated above, from the next available pay and until further notice. 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 donation other than the benefit of the deduction itself.

Signature of Employee: _____ Date (dd/mm/yyyy): ____/____/____

The University of Queensland respects your privacy and has developed clear policies on how your personal details are safeguarded. Please visit www.uq.edu.au/hupp for further information.

A summary of all payroll deduction donations will show on your annual PAYG Payment Summary issued in July each 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 for more information.

For Workplace Giving Program enquiries, please contact Payroll Section on 07 3365 2330 or email payroll@uq.edu.au

THANK YOU