



# ANU Workplace Giving

**Thank you so much for your donation. ANU has over 20,000 staff and students working towards a better future. Your donation will make a real difference to our community.**  
**For more information, please visit: [www.anu.edu.au/giving/how-to-give/giving-through-work](http://www.anu.edu.au/giving/how-to-give/giving-through-work).**

## My Details

<b>Title</b>		<b>University ID</b>	U
<b>Family Name</b>		<b>Telephone</b>	
<b>Given Names</b>		<b>Preferred Email</b>	
<b>College/Div/Centre</b>		<b>Dept/School/Section</b>	

## I want to:

- Commence Workplace Giving     
  Change Workplace Giving     
  Cease Workplace Giving

**I wish to support:** A full list of funds you can support is available on the ANU Giving website: <http://www.anu.edu.au/giving>

- Kambri Scholars Program
- ANU Vice-Chancellor's Strategic Priorities Fund
- ANU Student Urgent Relief Fund
- ANU Staff Relief Fund
- Other, please contact [annual.giving@anu.edu.au](mailto:annual.giving@anu.edu.au) or phone +61 2 6125 2670 to discuss other priority areas for your gift.

## Frequency and amount giving (please select one):

- I would like to give \$\_\_\_ per fortnight via salary deduction until my employment ceases or I advise in writing I no longer wish to give.
- I would like to give \$\_\_\_ per fortnight via salary deduction for a set period. Start date: \_\_/\_\_/\_\_\_\_ Finish date: \_\_/\_\_/\_\_\_\_

## Payroll Instructions

Thank you so much for your donation. I understand the Workplace Giving Deductions will be made from my **pre-tax pay** (unless otherwise indicated\*) so that I will receive any tax benefit immediately. I understand that changes to my pay will commence from the next available pay period from receipt of this application or after the specified start date. On termination of employment, a deduction will not be made in the final pay. If a set period has been requested, the final payment will be in the closest pay period.

I hereby authorise The Australian National University to make the above deduction from my pay as part of the ANU Workplace Giving Program. I acknowledge that donations made under this arrangement are made voluntarily and unconditionally and I must not obtain any benefit from the donation other than the benefit of the deduction itself. \* I wish to nominate post-tax deductions

**Signature:** \_\_\_\_\_

By returning this form, you acknowledge the Advancement Privacy Statement found at [www.q1.anu.edu.au/advancement-privacy](http://www.q1.anu.edu.au/advancement-privacy)

**Date:**        /        /

NOTE: 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 guide only. It is recommended that you seek independent personal taxation or financial advice, or visit <http://ato.gov.au> for more information.

**Please email a signed, scanned copy of this form to: [annual.giving@anu.edu.au](mailto:annual.giving@anu.edu.au)**

**Thank you for your generous support.**

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If you wish to seek access to your personal information or inquire about the handling of your personal information, or make a complaint about how we have handled your information, please contact the ANU Privacy Officer by email at [privacy@anu.edu.au](mailto:privacy@anu.edu.au).

### Office Use Only

Date form received by Annual Giving:        /        /
<i>To be forwarded to <a href="mailto:advancement.services@anu.edu.au">advancement.services@anu.edu.au</a> for finalisation:</i>
General Ledger / Fund number _____
Date Advancement Services set up gift in database:        /        /
<b>Acceptance of gift by University (Delegation 247.6)</b>
<b>Signed:</b> <b>Director, Advancement Services and Operations, ANU Advancement</b>
Date sent to HR Remunerations & Conditions: <a href="mailto:hrd.remuneration@anu.edu.au">hrd.remuneration@anu.edu.au</a> /        /
<input type="checkbox"/> PRE 800 / <input type="checkbox"/> PRE 801