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|  | Workplace Giving Program |

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| **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

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| **Title** |       | **University ID** | U      |
| **Family Name** |       | **Telephone** |       |
| **Given Names** |       |
| **College/Div/Centre** |       | **Dept/School/Section** |       |

# I want to:

# 🞎 Commence Workplace Giving 🞎 Change Workplace Giving 🞎 Cease Workplace Giving

**I wish to support:**

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| A full list of funds you can support is available on the ANU Giving website: http://[www.anu.edu.au/giving](http://www.anu.edu.au/giving) [ ]  Kambri Scholars Program[ ]  Vice-Chancellor’s Strategic Priorities Fund[ ]  ANU Staff Relief Fund[ ]  ANU Student Urgent Relief Fund [ ]  Other, please contact 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):**

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| 🞎 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**

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| 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:**  |  | **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 copy of this form to: annual.giving@anu.edu.au** |

**Thank you for your generous support.**

**Advancement Privacy Statement**

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| The information is being collected by the Australian National University, to engage with alumni, donors, partners and friends of the University, and to promote University activities, including events, programs, newsletters and fundraising initiatives. The information may also be used for analysis, quality assurance and planning purposes and to ensure your interests are met. The information collected may be disclosed to University contracted service providers which the University uses to perform services on its behalf. We will not disclose your personal information to anybody else, unless you have given consent, or we are authorised or required to do so by law. Providing the requested information is not required by law, however, if you choose not to provide it, we may be unable to engage with you or provide you the services requested. ANU recognises that your privacy is very important to you. As an 'agency' within the meaning of the Privacy Act 1988 (Cth), ANU complies with the obligations of the Privacy Act including the Australian Privacy Principles (APPs) which govern the way we collect, use, disclose, secure and dispose of your personal information. A copy of the APP's may be obtained from the website of the Office of the Australian Information Commissioner at [www.oaic.gov.au](http://www.oaic.gov.au). The ANU Privacy Policy outlines the personal information handling practices of ANU. You have a right to access personal information that ANU holds about you, subject to any exceptions in the Privacy Act.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. |

**Office Use Only**

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| Date form received by Annual Giving: **/       /** |
| *To be forwarded to* *advancement.services@anu.edu.au* *for finalisation*General Ledger / Fund number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Date Advancement Services set up gift in database: **/       /** |
| **Acceptance of gift by University (Delegation 247.6)****Signed:Director, Advancement Services and Operations, ANU Advancement** |
| Date sent to HR Remunerations & Conditions: hrd.remuneration@anu.edu.au **/       /** |
| 🞎 PRE 800 / 🞎 PRE 801 |