



## PAYROLL DEDUCTION FORM

Please print out and complete this form. A copy of this form goes to your payroll department and send a copy to: **Access Industries for the Disabled Ltd, PO Box 415, Seven Hills NSW 1730** or **Fax to (02) 9674 6538.**

**I would like to donate to Access Industries for the Disabled Ltd the following amount from each pay:**

\$2    \$5    \$10    \$20   Other Amount \$ \_\_\_\_\_

**Pay frequency**    **Weekly**    **Fortnightly**    **Monthly**

**AUTHORISATION:** Please deduct a regular amount from my pay as per above instructions to be given to Access Industries for the Disabled Ltd. Please commence deductions on the first pay date after receipt of this authorisation. All payments made on my behalf are deemed to be payments made by me personally. This authority will remain in force until I cancel it in writing.

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

**TAX DEDUCTIBILITY:** Donations to Access Industries of \$2 or more are tax deductible. On 2 July 2002 The Australian Tax Office released ruling number S.251 which approved rules to withholding tax regulations with regard to donations by employees to registered DGR charities. This ruling allows for regular payroll donations to be made pre-tax. Please discuss with your payroll department opportunities to participate in pre-tax payroll giving.

### YOUR DETAILS:

**Given Names:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Payroll No:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### YOUR EMPLOYER'S DETAILS

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Payroll Contact:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**INFORMATION FOR PAYROLL DEPARTMENT:** Please make cheques payable to Access Industries for the Disabled Ltd and mail to the Fundraising Manager, PO Box 415, Seven Hills NSW 1730. Electronic deposits can be made with prior arrangements by calling Sharon Wilmann on (02) 9838 8644. A remittance advice should accompany any cheques posted or fax to (02) 9674 6538.

*Thank you for your Support*

