



1. To authorise regular donations from your pay to The Buttery, please complete the form and send to your payroll office. (Charity number 10766. Any donations over \$2 are tax deductible)
2. Instruct your payroll office to deduct your nominated amount from your gross pretax salary every pay period.
3. Have your payroll send your completed form to fundraising@buttery.org.au or post to The Buttery, Reply Paid 42 Bangalow NSW 2482

PLEASE TICK YOUR PREFERRED OPTIONS (3 SECTIONS)

- Commence deduction Change deduction Cease deduction

- I would like to donate the following amount (from my pre-tax pay) each pay period:

\$10 \$30 \$50 Other: \$ _____

- Frequency of deduction: Weekly Fortnightly Monthly

PERSONAL INFORMATION

Name: (Mr Ms Dr etc) _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Email: _____

Phone: _____ Mobile: _____

PAYROLL OFFICE

1. Please email the completed form to fundraising@buttery.org.au or post to The Buttery, Reply Paid 42 Bangalow NSW 2482
2. Please transfer funds via direct debit to details below.
Bank: NAB **Account Name:** The Buttery Fundraising Account
BSB: 082 489 **Account number:** 83 033 2311
Reference: *Your company name - Workplace Giving*

APPROVAL AND DECLARATION

I authorise _____ (your company name)
to implement the Workplace Giving arrangements stated above, from the next available pay until further notice.

I understand that my workplace giving deductions will be made from my pre-tax pay. So I will receive an immediate tax benefit. I acknowledge that small fortnightly deductions may not have an impact on the tax withheld for that pay period. I understand that once a deduction has been made it cannot be recovered. I acknowledge that deductions in support of the work of The Buttery made in this way are made voluntarily. A summary of all your payroll deductions will be on your annual PAYG Payment Summary issued at the end of each financial year. This information is given as a general guide only. For further information or assistance it is recommended that you seek independent financial or taxation advice or visit www.ato.gov.au. *Thank you for supporting the work of The Buttery.*

Employee Name

Employee signature

Date