



# 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>

<input type="checkbox"/> ANU Staff Relief Fund <input type="checkbox"/> ANU Student Urgent Relief Fund <input type="checkbox"/> ANU Fund - providing philanthropic support for the areas of greatest need <input type="checkbox"/> Other, please contact <a href="mailto:annual.giving@anu.edu.au">annual.giving@anu.edu.au</a> or phone +61 2 6125 1854 to discuss other priority areas for your gift.
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## Frequency and amount giving (please select one):

<input type="checkbox"/> 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. <input type="checkbox"/> I would like to give \$___ per fortnight via salary deduction for a set period. Start date: __/__/____ Finish date: __/__/____
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## Payroll Instructions

<p>Thank you so much for your donation. I understand the Workplace Giving Deductions will be made from my <b>pre-tax pay</b> (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.</p> <p>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 <input type="checkbox"/></p>	
<b>Signature:</b> _____ By returning this form, you acknowledge the Advancement Privacy Statement found at <a href="http://www.q1.anu.edu.au/advancement-privacy">www.q1.anu.edu.au/advancement-privacy</a>	<b>Date:</b> /        /

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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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.

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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](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