



# Workplace giving authorisation form

To authorise regular donations from your pay to QIMR Berghofer Medical Research Institute please complete this form and return to your Payroll Manager.

**Full Name:**

**Company:**

**Employee Payroll Number:**

**Business Unit:**

**Email Address:**

**Postal Address:**

**Work Phone Number:**

**Mobile Phone Number:**

I would like to donate the following amount each pay period to QIMR Berghofer Medical Research Institute  
\$50    \$30    \$10    Other: \_\_\_\_\_

Please deduct this amount from my regular pay and transmit to QIMR Berghofer Medical Research Institute  
I authorise deductions to commence on the first pay date after receipt of this authorisation.  
This authority will remain in force until cancelled in writing.

**Information for Payroll Managers:**

Please email completed forms to supportus@qimr.edu.au or post to:  
Fundraising Department  
QIMR Berghofer Medical Research Institute  
300 Herston Rd, Herston QLD 4006

Each pay period please send QIMR Berghofer Medical Research Institute the information we require to process these donations. For payment and transfer of donor and donation details please contact us on 1800 993 000 and we will send you all required information, including QIMR Berghofer Medical Research Institute's account and BSB details.

**APPROVAL AND DECLARATION**

I authorise \_\_\_\_\_ to implement the Workplace Giving arrangements as stated above.  
(your company name)

The arrangements will commence with my next available pay and until further notice. I understand that Workplace Giving deductions will be made from my pre-tax pay, so that I will receive the tax benefit immediately. I acknowledge that small fortnightly donations may not have an impact on my fortnightly tax withheld. I understand that once a deduction has been made it cannot be recovered. I acknowledge that donations made under this arrangement are made voluntarily and unconditionally and I will not benefit from the donation other than the benefit of the deduction itself.

A summary of all payroll deduction donations will show on your annual PAYG Payment Summary issued at the end of each financial year, for inclusion in your Tax Return. This information is provided as a general guide only. If you require further assistance, it is recommended that you seek independent personal taxation or financial advice, or visit www.ato.gov.au for further information.

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