

DIY Tool: Donation Form

Example

HOW DO I DONATE?

It's simple – just complete the donation form and return it to your Office Administrator or Payroll. You can choose the charity or charities you would like to support and how much you would like to give them.

Payroll will automatically send your donation to your selected charities each pay – you don't need to do anything else. You can change or cancel your donations at any time simply by notifying Payroll.

DONATION FORM

MAKE A DIFFERENCE THROUGH THE JB HI-FI WORKPLACE GIVING PROGRAM.

Name: _____ Contact Phone: _____
 Work Location: _____ Employee No: _____

I would like to: (Please tick) Set up a weekly donation Vary my donation
 Cease deduction

Choose the amount you would like to donate from your pre-tax pay **each week**.
 Effective next pay. (Please tick)

\$1 \$2 \$5 \$10 \$15 \$20
 \$ _____ Other (specify)

Specify below how you would like your donation distributed- please note that \$1 is the minimum donation amount per charity (you can choose as many or as few charities as you like):


Sunrise Children's Village (0056 ACF):	\$ _____	Médecine Sans Frontières (0056 MSF):	\$ _____
Australian Bush Heritage Fund (0057 ABHF):	\$ _____	The Song Room (0056 TRS):	\$ _____
Inspire Foundation (0056 IFO):	\$ _____	TOTAL DONATIONS (per pay week):	\$ _____

(Please ensure this total equals the total amount you ticked above.)


Signature: _____ Date: / /

Please return this form to your Office Administrator or Payroll.

PRIVATE AND CONFIDENTIAL
 Most employees who make a donation will see an immediate tax benefit in their pay. If you donate only a small amount you may not get the tax benefit until you claim your donations through your annual tax return.



JB HELPING HI-FI HANDS
 WORKPLACE GIVING PROGRAM



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Option 1	Option 2
<input type="checkbox"/> I would like to donate \$<amount> each pay, distributed equally across all charity partners	<input type="checkbox"/> I would like to donate the amounts indicated below to the following charity partners each pay
	<Charity 1> \$ _____ <Charity 2> \$ _____ <Charity 3> \$ _____ Total: \$ _____

I understand that the above deduction will be made from my pay before tax is calculated and forwarded to my nominated charities.

<Insert signature and date line; form return/submission process and company's privacy policy>