

# Workplace Giving

## Employee Authorisation Form

To authorise regular donations from your pay to Liver Kids Australia Inc, please complete this form and send it to your Payroll Manager. You may like to keep a copy for your own records.

### Your Details

Full Name:

Company:

Employee Payroll Number:

Business Unit:

Phone:

Email address:

Postal address:

I would like to donate the following amount (before tax amount) each pay period to Liver Kids Australia Inc.: (please circle one)

\$10                      \$25                      \$50                      Other: \_\_\_\_\_ (please specify amount)

Please deduct this amount from my regular pay and transmit to Liver Kids Australia Inc. 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.

### Approval and Declaration

I authorise \_\_\_\_\_ to implement the Workplace Giving arrangements as stated above.  
(your employer's 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 regular donations may not have an impact on my tax withheld. I understand that once a deduction has been made it cannot be recovered. I acknowledge that donations made under this arrangement are voluntary and unconditional and I will not benefit from the donation other than the benefit of the donation itself.

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

### Information for Payroll Managers

Please send us a copy of the completed form:

**Email:** [admin@liverkids.org.au](mailto:admin@liverkids.org.au)

**Post:** Liver Kids Australia Inc, PO Box 3519, WESTON ACT 2611

Each pay period, please send Liver Kids Australia a simple summary of the contributions to ensure that all donations are recognised and credited correctly. Payments can be made using the account details below for electronic funds transfer and direct deposit. Cheque payments by should be made payable to Liver Kids Australia Incorporated can be sent to PO Box 3519, WESTON ACT 2611. We will provide a receipt for each payment.

**Bank:** St George

**Account Name:** Liver Kids Australia Incorporated

**BSB:** 112-908

**Account No:** 412 318 445

**Reference:** Your company name plus *Workplace Giving*