

Workplace Giving Registration Form

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 workplacegiving@caritas.org.au

How to Set Up Workplace Giving

1. Ask your Payroll office if your company has a Workplace Giving Form.

If they do, nominate Caritas Australia as your charity of choice and select your donation amount. Alternatively you can complete the form below.

2. Return your completed form to your Payroll office/Workplace Giving Coordinator.

3. Ask your workplace to contact Caritas Australia using our contact details on the form.

If you elect to receive correspondence from us about the impact of your support, you will also need to ensure your workplace passes on your details to us.

To authorise regular deductions from your pay, please complete the details below and return to your Payroll Manager.

Name				
Home Address				
City		Postcode		
Work Phone				
Email Address				
I would like to donate the following amount to Caritas Australia each pay period (please circle one of the below).				
\$18	\$27	\$51	\$100	Other: \$ _____

Signature _____ Date _____

Caritas Australia recognises the importance of your privacy and personal information. We collect personal information to facilitate the processing of your donation and issuing of tax receipts. We also collect your personal information for fundraising and marketing purposes. Please tick here if you do NOT want to receive future postal fundraising communications from Caritas Australia. Please tick here if you do NOT want to receive future email fundraising communications from Caritas Australia.

To be completed by the Payroll Manager

Company Name			Payroll Contact Name	
Payroll Contact Position			Payroll Contact Phone	
Company Address				
City	Postcode			
Employee Payroll Number				
Contribution Frequency (please circle)	Weekly	Fortnightly	Monthly	Other

Instructions for Payroll:

Each pay period we require a simple summary of your contributions to ensure all donations are recognised and credited correctly (email or post).

Please email this form to workplacegiving@caritas.org.au to receive confirmation and our EFT details.