

Workplace Giving

Registration Form

GPO Box 9830, Sydney NSW 2001
 1800 024 413
www.caritas.org.au/workplace-giving
workplacegiving@caritas.org.au

How to Set Up Workplace Giving

1. Complete this form.
2. Provide completed form to your Payroll Office to set up your pre-tax deductions.
3. Your Payroll Office can email or post the form to Caritas Australia at workplacegiving@caritas.org.au or GPO Box 9830, Sydney NSW 2001

My Details

Full Name				
Work Email Address				
Work Phone				
I would like to donate the following amount to Caritas Australia each pay period.				
\$6	\$10	\$20	\$60	Other: \$_____

My Work Details

Company Name	
Position	
Payroll Contact Name	
Payroll Contact Email Address	
Company Address	
Employee ID (if required)	

Thank you for using your small change to make a big change to the lives of people from the world's most marginalised and vulnerable communities.

Instructions for Payroll: Each pay period, we require a simple summary of your organisation's contributions to ensure all donations are recognised and credited correctly. Please email this form to workplacegiving@caritas.org.au to receive confirmation and our EFT details.

Approval to commence deductions:

I'd like my donation to begin at the next pay period

I'd like my donations to begin: ____/____/____

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. ABN 90 970 605 069. Please tick here if you do NOT want to receive future postal fundraising communications from Caritas Australia.