



## WORKPLACE GIVING DONATION APPLICATION

PLEASE COMPLETE THIS FORM AND SUBMIT TO YOUR EMPLOYER FOR PAYROLL SET UP

FULL NAME:	
DOB:	
ADDRESS:	
MOBILE:	
ORGANISATION NAME:	ORGANISATION LOCATION (if applicable)
<b>Chosen charity to support:</b>  <b>Great Lakes Womens Shelter inc.</b>  Charity number: 949934199 PO BOX 4387 FORSTER NSW 2428 <b>BANK DETAILS:</b> National Australia Bank <b>Acct Name: Great Lakes Womens Shelter</b> <b>BSB: 082 356</b> <b>ACCT: 92889 6414</b>	<b>Amount you wish to donate \$ _____</b>  <b>Frequency:</b> <i>(Weekly / Fortnightly / Monthly)</i>  <b>Please specify _____</b>

FULL NAME: .....

SIGNED: ..... Date: .....

**PAYROLL NOTE:**

Please send receipt of payment monthly or annually to:

Great Lakes Womens Shelter

PO Box 4387 Forster NSW 2428

or email to: [admin@glws.org.au](mailto:admin@glws.org.au)





**HELPFUL LINKS ABOUT WORKPLACE GIVING:**

**ATO LINKS:**

<https://www.ato.gov.au/Business/PAYG-withholding/In-detail/Workplace-giving-programs/>

<https://www.ato.gov.au/Business/PAYG-withholding/In-detail/Workplace-giving-programs/?anchor=Employee participation#Employee participation>

<https://www.ato.gov.au/Non-profit/Gifts-and-fundraising/Workplace-and-business-support/Workplace-giving-and-salary-sacrifice-arrangements/>

**KEYPAY:**

<https://support.yourpayroll.com.au/hc/en-au/articles/4406578938895-Deduction-categories-classification-options-defined>

**MYOB:**

<https://help.myob.com/wiki/display/suppr/Payroll+Giving+scheme>

**XERO:**

<https://central.xero.com/s/article/Set-up-payroll-giving>

