

Yes! want to help! For the cost of a morning coffee ...

To authorise regular donations to PANDA please check with your Payroll/HR manager regarding whether your company offers Workplace Giving. If not Regular Giving may be an option for you and is tax deductible. For Workplace Giving: complete this form and return to your Payroll/HR Manager.

Full Name	
Company	
Business Unit	
Email Address	
Postal Address	
Work Phone Number	
Mobile Phone Number	

I would like to donate the following amount each pay period to PANDA:

\$10 \$25 \$30 \$50 Other: \$ _____

Please deduct this amount from my regular pay and transmit to PANDA.

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. I understand that the above deductions will be made from my pre-tax salary and forwarded to PANDA. My employer will provide me with a summary of my donation for each financial year to record on my tax return.

Information for Payroll/HR Managers:

- Please email completed forms to info@panda.org.au or post to:
PANDA, 810 Nicholson Street, North Fitzroy, VIC 3068
- Each pay period please send PANDA the information we require to process these donations.
- For payment and transfer of donor and donation details please contact us on 03 9926 9090 or info@panda.org.au and we will send you all required information, including Account and BSB details.

Approval and declaration

I _____ authorise _____ (company name) to implement the Workplace Giving arrangements as stated above on my behalf.

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 understand that once a deduction has been made it cannot be recovered. I acknowledge that donations made under this arrangement are made voluntarily and unconditionally and I will not benefit from the donation other than the benefit of the deduction itself.

A summary of all payroll deduction donations will show on my annual PAYG Payment Summary issued at the end of each financial year, for inclusion in my Tax Return. This information is provided as a general guide only. If you require further assistance, it is recommended that you seek independent personal taxation or financial advice, or visit www.ato.gov.au for further information.

Signature	
Date	
Name of your company	

All donations over \$2 are tax deductible

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