



Insert your company details below

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Little Oak Sanctuary  
 GPO Box 2116  
 Canberra ACT 2601  
 www.littleoaksanctuary.org  
 Ph: (02) 8279 3077

## Employee Workplace Giving Application Form

This form is to be completed by the individual employee who wishes to participate in the Workplace Giving program. This form is to be given to the employee's company payroll/finance department for processing.

### Yes, I would like to join the Pre-Tax, Workplace Giving program to donate funds to LITTLE OAK SANCTUARY

I authorise \_\_\_\_\_ to make the following pre-tax donations from my pay in each pay period. The pay period being weekly/fortnightly/monthly. **(Please circle the appropriate option)** I request that my donation(s) be distributed to the following charity as follows:

CHARITY	PRE-TAX DOLLAR AMOUNT \$
LITTLE OAK SANCTUARY INC	\$
	\$
	\$
	\$
<b>Total amount to be deducted from each pre-tax pay</b>	<b>\$</b>

I understand that deductions will commence from the first available pay date after my payroll/finance department receives this authorisation. This authority cancels all other previous Workplace Giving authorities. My donations may be stopped at any time by writing directly to my own company's payroll/finance department. Note: Your chosen charity must be eligible to receive tax-deductable donations.

### YOUR DETAILS

Name:	Contact phone:
Position:	Contact fax:
Employee Number: (if applicable)	
Work Address:	
Suburb/City:	Postcode:
Home Address:	
Suburb/City:	Postcode:
Email:	

### DONOR DETAILS to be given to the charities (please indicate which is applicable)

Please let my nominated charity(s) know my name and contact details.

Please do NOT let my nominated charity(s) know my name and contact details. I prefer my donation to remain anonymous.

### AUTHORITY

Signature:	Date:
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Company office use only

Form received on date:	Form received by:
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