



Workplace Giving – Employee Form

To authorise regular donations to **Australian Cervical Cancer Foundation (ACCF)** please complete this form and give it to your Payroll Manager.

Full Name:	
Company/Organisation Name:	
Company Address:	
Employee Payroll Number:	
Business Unit/Department:	
Email Address:	
Home Postal Address:	
Work Phone Number:	
Mobile Phone Number:	

I would like to donate the following amount each pay period to **Australian Cervical Cancer Foundation**

- \$7.50
 \$15.00
 \$30.00
 My choice: \$ _____

Approval and declaration

Please deduct this amount from my regular pay and transfer to **ACCF**.

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 **ACCF**. My employer will provide me with a summary of my donation for each financial year to record on my tax return.

Signature: _____ Date: ____/____/____

Checklist

- Please give this form to your Payroll Manager, and
- Forward a copy to ACCF's Finance Department at info@accf.org.au or post to:
Australian Cervical Cancer Foundation – PO BOX 1008, FORTITUDE VALLEY, QLD, 4006.

Privacy information

ACCF recognises the importance of your privacy and the safeguarding of your personal information. We are careful with all of your details and may use them to contact you about our work, events, fundraising and other issues that we think you may find important. You can contact us at any time to change the way you receive information from us by calling 07 3177 1099 or emailing us at info@accf.org.au.

ACCF would like to keep you informed about our work from time to time. We send occasional emails, keeping our administration costs to a minimum. If you do not wish to receive information from us, please tick the box .

Information for Payroll Managers:

Please contact our Operations Manager on 07 3177 1099 or info@accf.org.au to arrange your regular Workplace Giving transfers and we will provide you with our Banking Details and Workplace Giving process.

Each pay period you will need to send **Australian Cervical Cancer Foundation** details of the amount being transferred.