SALARY PACKAGING - STAFF APPEAL HR 32D

This form is to be used by staff wanting to salary sacrifice charitable donations to the **Staff Appeal** through the University of Melbourne's Flexible Remuneration Packaging (FRP) scheme.

Employee Information

Title _____ Family Name _____ Given Names _____

Department / Faculty _____ Employee Number _____

Taxation Information

Donations will be facilitated as a "pre tax" salary packaged amount so that you will receive the tax benefit immediately. It is necessary to **show** the donation when you submit your Income tax Return under Gifts and Donations. This information is contained in your Payment Summary which you will receive on or about July 7 of each year.

In accordance with Australian Taxation Office requirements, to ensure that the donation is NOT assessed for Fringe Benefits Tax, a Residual Benefit declaration must be signed by the staff member confirming that the donation to the nominated charity/charities is 100% "otherwise deductible".

This advice is provided as a general guidance only. Should you require further assistance, it is recommended that you seek independent personal taxation advice or go to www.ato.gov.au for further information.

Charitable Organisations

All deductions will commence from the next available pay day after receipt of this form. All deductions must be specified as fortnightly amounts. The minimum deduction per fortnight is $2. You may select one or more of Charitable Organisations from the list below.

Please tick one

☐ **University of Melbourne Scholarships & Financial Aid**
- ☐ one-off deduction Amount $ _____
- ☐ fortnightly deductions Amount per fortnight $ _____

☐ **University of Melbourne Research**
- ☐ one-off deduction Amount $ _____
- ☐ fortnightly deductions Amount per fortnight $ _____

☐ **University of Melbourne Library & Cultural Collections**
- ☐ one-off deduction Amount $ _____
- ☐ fortnightly deductions Amount per fortnight $ _____

At this time, donations to other areas of the University are unable to be made using this form. Donations can be made directly by credit card or through the annual appeal (see www.unimelb.edu.au/alumni/giving/ways.html).

☐ **Medecins Sans Frontieres**
- ☐ one-off deduction Amount $ _____
- ☐ fortnightly deductions Amount per fortnight $ _____

☐ **Oxfam Australia**
- ☐ one-off deduction Amount $ _____
- ☐ fortnightly deductions Amount per fortnight $ _____

☐ **Australian Red Cross**
- ☐ one-off deduction Amount $ _____
- ☐ fortnightly deductions Amount per fortnight $ _____

Approval and Residual Benefit Declaration

I authorise the University of Melbourne to pay donation(s) to the above charity/charities on my behalf and I understand that my gross salary will be reduced by the nominated amounts.

I declare that the facility to salary package a donation to the charity/charities nominated above was provided to me by my employer and the benefit was used by me to provide philanthropic support to the charity/charities nominated above. I also declare that I had purchased the donation for its market value, I would have been entitled to claim an income tax deduction equal to 100% of the purchased price (donation).

☐ Please do not publicly acknowledge this gift

Signature of Employee _____ Date _____

Human Resources Use Only

Processed By: _____ Date _____ Pay Period _____ Validated By _____