

This form is to be used by staff to salary sacrifice charitable donations through the University of Melbourne's Salary Packaging scheme.

Fields on this form marked with an asterisk (*) are mandatory.

The conditions for these benefits and further details regarding salary packaging can be found on staff hub.

It is recommended that staff seek independent financial advice before salary packaging.

Once this form has been completed it must be printed, signed and sent by email to staff-giving@unimelb.edu.au for processing. You can also give to internal funds online via a form in the [self-service portal](#).

Enquiries regarding this form can be made to HR Assist (extension 40888).

1. EMPLOYEE INFORMATION*

Employee No.		Organisation / Department	
Last Name		First Names	
Email Address		Contact Number	

2. TAXATION INFORMATION

Donations will be facilitated as a "pre tax" salary packaged amount so that you will receive the tax benefit immediately.

In order for this tax benefit to be reflected correctly when you lodge your Income Tax Return, you must disclose the donation when you submit your Tax Return under Gifts and Donations.

This information is shown on your Income Statement which you will receive in July each year in your MyGov account.

Should you require further assistance, it is recommended that you seek out independent personal taxation advice or go to www.ato.gov.au for further information.

3. CURRENT OR PAST DEDUCTIONS

- ☐ This form replaces entirely my current or past workplace giving arrangements
- ☐ This form is in addition to my current workplace giving arrangements
- ☐ Cease all deductions

4. CHARITABLE ORGANISATIONS

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

4.1 UNIVERSITY OF MELBOURNE – EXTERNAL CHARITIES

Area of Support	Fortnightly Deduction	One-Off Deduction
☐ Australian Red Cross	\$	\$
☐ Médecins Sans Frontières Australia	\$	\$
☐ Dungala Kaiela Foundation	\$	\$
☐ Oxfam Australia	\$	\$
☐ World Vision	\$	\$

* You must provide the area of support. For more details regarding specific area of support, please contact the team at staff-giving@unimelb.edu.au

5. APPROVAL AND DECLARATIONS*

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 associated amounts. I declare that my donation complies with the University's Appropriate Workplace Behaviour Policy (MPF1328). I declare that the facility to salary package a donation to the charity/charities nominated above was provided by my employer and the benefit was used by me to provide philanthropic support to the charity/charities nominated above.			
☐ Please do not publicly acknowledge this gift			
Signature of Employee		Date	
PRIVACY INFORMATION			
Information collected on this form will become part of your employment record. It will be stored securely and only used or released in accordance with the University's privacy policy which is available from https://about.unimelb.edu.au/strategy/governance/compliance-obligations/privacy.			
ADVANCEMENT OFFICE USE ONLY			
I certify that the information contained in this HR32D Salary Packaging: Workplace Giving form has been reviewed. Information is correct to enable Payroll Services to commence deductions from the next available pay date.			
Name		Signature	
Date			
Note: Receipt of this form by Payroll Services must comply with payroll cut off dates.			