



Name:		Staff No:	
Email:			
<p>I wish to commence a fortnightly workplace giving payroll deduction to Staffgive (minimum amount \$2 per fortnight). Casual staff can only nominate a percentage of salary. The deduction will commence on the next available payday until further.</p>			
Fortnightly Amount			
Fortnightly Percentage			

Staff status:

- Professional Staff
- Academic Staff

Campus Location:

Building Number:

For information about the options above please feel free to contact CSUgive@csu.edu.au

PRIVACY

The personal information you provide on this form is protected by the *Privacy and Personal Information Protection Act 1998 (NSW)*. You are required to provide this information to commence the deduction as authorised. Access to the information you provide is available to yourself, and those persons authorised to access the information in the course of their duties to the University. This form will be retained by the Division of Finance. Further details regarding access and notations to personal information are set out in the University's policy "Access to Personal Files".

TERMS AND CONDITIONS

- I authorise Charles Sturt University to implement the Workplace Giving arrangement stated above from the next available payday until I advise in writing that I wish it to be ceased or changed.
- I consent to the details on this being provided to the CSU Foundation
- I understand the Workplace Giving deductions will be made from my pre-tax pay, so that I will receive the tax benefit immediately. I acknowledge that small fortnightly deductions may not have an impact on my fortnightly tax withheld.
- 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.
- A summary of all deductions will show on your annual PAYG Payment Summary for inclusion in your tax return.
- Charles Sturt University does not accept any liability for workplace giving agreements entered into by employees and the existence of a workplace giving arrangement with a certain organisation does not imply any recommendation or endorsement by the University.

To enable this electronic form, you must first SAVE it then REOPEN as a PDF file

SIGNATURE AND AUTHORISATION (it will not function properly when used in a browser window).

Staff Member:		Date:	
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Click to Submit