



UNIVERSITY  
OF TASMANIA

# Financial and Business Services

## Pay Office

### Workplace Giving Deduction Authority

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Employee Number \_\_\_\_\_

Budget Centre \_\_\_\_\_

I authorise the Pay Office to:

Add the following payroll deduction(s) for a period of \_\_\_\_\_ months (4 months minimum) or ongoing g.

Remove the following payroll deduction

Change the amount of my payroll deduction to the following

Company Name	Amount per Fortnight

**The above advice will be actioned in the first available pay. Please check with the Pay Office if you are uncertain as to cut off times.**

Deductions made to approved organisations under the University of Tasmania Workplace Giving Arrangements will be deducted from my gross fortnightly salary and my tax will be automatically adjusted in accordance with the ATO PAYG Withholding Tax Tables. Summary advice will be provided at the end of tax year for inclusion in your Tax Return.

Signature .....

Date .....

Please return the completed form to Pay Office, Locked Bag 1353, Launceston , 7250 or Fax to 63243055

Information in relation to the Workplace Giving Arrangements is available on URL:

<http://www.human-resources.utas.edu.au/benefits-and-conditions/salary-sacrificing/workplace-giving-arrangements>