

## Workplace Giving Program

Workplace Giving is a voluntary program which allows you to make a regular pre-tax donation to the charity of your choice such as Jarrah House<sup>1</sup>, directly through your pay.

Under our Workplace Giving Program you can specify the amount you wish to be automatically deducted from your pay.

### 3 easy steps to start giving:

1. Complete the form below and give to your payroll department
2. Request that your payroll department deducts your nominated donation amount from your gross pre-tax salary each pay period
3. Ask your payroll department to forward your details to:

Workplace Giving  
Jarrah House  
PO Box 2036  
Malabar NSW 2036.  
Fax: 02 9661 6595

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## Workplace Giving Donation Authority

Given Name	Surname	
Employee Number		
Organisation		
Home Address		
Suburb	State	Postcode
Telephone		
Email		
I would like to donate the following amount per pay period to Jarrah House		
<input type="checkbox"/> \$5		
<input type="checkbox"/> \$10		
<input type="checkbox"/> \$20		
<input type="checkbox"/> Other:		

- Please deduct this amount from my weekly/fortnightly/monthly salary and transmit to Jarrah House/ Women's Alcohol and Drug Advisory Centre Incorporated ABN 17 589 179 548 .
- I authorise deductions to commence on the first pay date after receipt of this authorisation.

Signed:

Date:

### Information for payroll managers:

Please contact Jarrah House on 02 9661 6555 or email [admin@jarrahouse.com.au](mailto:admin@jarrahouse.com.au) to obtain our account and BSB details

**Thank you for helping the women and children who come to Jarrah House!**

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<sup>1</sup> Jarrah House is operated by the Women's Alcohol and Drug Advisory Centre Incorporated (WADAC). ABN 17 589 179 548. WADAC is endorsed by the Australian Taxation Office as a Deductible Gift Recipient (DGR)