

Payroll Department of your employer

Dear Sir/Madam,

Workplace Giving Instruction

Please find attached a copy of the workplace giving donation form from an employee of your company who wishes to make a donation (for the amount mentioned on the form) to Go Gentle Australia every time they are paid.

This payroll gift should be set up as per your normal arrangement with your contracted Payroll Giving Agency. If you are not yet set up with a Payroll Giving Agency this can easily be done by your company.

I would be grateful if you would acknowledge receipt of this instruction by email to: accounts@gogentleaustralia.org.au.

Please do not hesitate to contact me if you have any questions about this instruction or about Go Gentle Australia.

Thank you in advance for your assistance.

Kind regards

Kiki Paul
CEO



Go Gentle Australia Limited is a registered charity. All donations over \$2 are tax deductible.

Go Gentle Australia is a health promotion charity founded by Andrew Denton. It was established to help relieve the distress, helplessness and suffering experienced by Australians with terminal illnesses, their families and carers. We are about a better conversation around death, dying and end of life choices, including voluntary assisted dying. More at www.gogentleaustralia.org.au.

Contact Information

Dr. Mr. Mrs. Ms. Miss

Name _____

Address _____

Suburb & Postcode _____

Mobile _____

Email _____

Employer's Name _____

Location _____

AGE: (Please tick box) 16-25 26-35 36-45 46-55 56+

I wish to support Go Gentle Australia (ABN: 61 613 668 643) by giving

\$..... PER MONTH/WEEK OR OTHER (specify).....

Are you an existing payroll giver? YES/NO

SIGNED: **Date:**

What is workplace giving? It's a simple and tax effective way to support any charity of your choice. You decide how much you want to give each week or month. By completing this form, you ask your payroll department to deduct your donation from your pay at source.

How does my donation reach my charity? Your payroll department sends your total donation to an approved Payroll Giving Agency which forwards your gift on to your chosen charity/charities every month.

The data supplied on this form will be used to enable your donations to reach your chosen charity/charities.

Your name and address will not be passed to any other organisation. If you do not wish to receive acknowledgement from your charity and only wish to be contacted in the event of a specific query needed to resolve the processing of your data for the purposes of these instructions, tick here:

Please send this completed form with the covering letter below direct to your payroll department. Go Gentle Australia would be grateful if you would also make a copy of the form and send it to us for our records. Please send the copy to accounts@gogentleaustralia.org.au or Go Gentle Australia, PO Box 992, St Ives NSW 2075.