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 Women’s Community Shelters (WCS) 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: [officemanager@womenscommunityshelters.org.au](mailto:officemanager@womenscommunityshelters.org.au)

Please do not hesitate to contact me if you have any questions about this instruction or about Women’s Community Shelters.

Thank you in advance for your assistance.

With regards

Nathalie Peacock  
Partnerships Manager  
[partnerships@womenscommunityshelters.org.au](mailto:partnerships@womenscommunityshelters.org.au)

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS**

|  |  |
| --- | --- |
| SURNAME | TITLE: MRS/MR/MISS/MS (Delete as appropriate) |
| FORENAMES: | |
| ADDRESS: | |
|  | POSTCODE: |
| TELEPHONE: | WORK: |
| EMPLOYER’S NAME: | LOCATION: |
| JOB TITLE: | DEPARTMENT: |
| AGE: (Please tick box) 16-25 26-35 36-45 46-55 56+   We need to know the following: | |
| **Name and address (if known) of the charity you wish to support?** | **How much do you wish to give?** |
| 1. **Women’s Community Shelters (Charity number: 153006556) 125-127 Little Eveleigh Street, Redfern, Sydney, 2016** | **$ :** |
|  | **$ :** |
|  | **$ :** |

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. Women’s Community Shelters 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: Women’s Community Shelters, 125-127 Little Eveleigh Street, Redfern, Sydney, 2016 or scan and email to: admin@womenscommunityshelters.org.au*