



SALARY PACKAGING - WORKPLACE GIVING HR 32D

This form is to be used by staff wanting to salary sacrifice charitable donations to the **Staff Appeal** through the University of Melbourne's Flexible Remuneration Packaging (FRP) scheme.

Employee Information

Title _____ Family Name _____ Given Names _____

Department / Faculty _____ Employee Number _____

Taxation Information

Donations will be facilitated as a "pre tax" salary packaged amount so that you will receive the tax benefit immediately. **In order for this tax benefit to be reflected correctly when you lodge your Income Tax Return, you must disclose the donation when you submit your Tax Return under Gifts and Donations.** This information is shown on your Payment Summary which you will receive in July each year.

In accordance with Australian Taxation Office requirements, to ensure that the donation is NOT assessed for Fringe Benefits Tax, a Residual Benefit declaration must be signed by the staff member confirming that the donation is available to be claimed as a deduction for individual Income Tax purpose.

This advice is provided as general guidance only. Should you require further assistance, it is recommended that you seek out independent personal taxation advice, or go to www.ato.gov.au for further information.

Charitable Organisations

All deductions will commence from the next available pay day after receipt of this form. All deductions must be specified as fortnightly amounts. The minimum deduction per fortnight is \$2. You may select one or more of Charitable Organisations from the list below.

University of Melbourne	Themis Chart of Account	Fortnightly Deduction \$	One-Off Deduction \$
<input type="checkbox"/> Future Generations Scholarship Fund	01-901-14-4111-02092-GEN-42-01		
<input type="checkbox"/> Faculty Scholarships Faculty of: _____	01-901-14-4111-02092-GEN-42-01		
<input type="checkbox"/> Graham Treloar Fellowship	01-702-03-4111-00020-xgt-12-01		
<input type="checkbox"/> Research	01-901-14-4111-02092-GEN-42-01		
<input type="checkbox"/> Library and Cultural Collections	01-901-14-4111-02092-GEN-42-01		
<input type="checkbox"/> Student and Financial Aid	01-901-14-4111-02092-GEN-42-01		

At this time, donations to other areas of the University are unable to be made using this form. Donations can be made directly by credit card or through the University's Annual Appeal, refer to: <http://www.unimelb.edu.au/alumni/giving>

External Charities	Fortnightly Deduction \$	One-Off Deduction \$
<input type="checkbox"/> World Vision Australia		
<input type="checkbox"/> Medicins Sans Frontieres		
<input type="checkbox"/> Oxfam Australia		
<input type="checkbox"/> Australian Red Cross		

Approval and Residual Benefit Declaration

I authorise the University of Melbourne to pay donation(s) to the above charity/charities on my behalf and I understand that my gross salary will be reduced by the associated amounts.

I declare that the facility to salary package a donation to the charity/charities nominated above was provided by my employer and the benefit was used by me to provide philanthropic support to the charity/charities nominated above.

Advice to employee: If you do not want this publically acknowledged as a gift, you must forward a copy of this form to the Advancement Office.

Signature of Employee _____ Date _____

Human Resources Use Only

Processed By: _____ Date _____ Pay Period _____ Validated By _____