



Queensland Firefighters CHARITY



Workplace Giving Salary Deduction Form

Details		
Given name/s		Payroll no.
Last name		
Address		
Street no. and name		
Suburb		State
Postcode		
Mobile Phone		Home Phone
Work Phone	Email	
Donation Arrangements		
Start donating <input type="checkbox"/>	Change donation to <input type="checkbox"/>	Cease donating <input type="checkbox"/>
Fortnightly donation amount	\$5.00 <input type="checkbox"/>	\$10.00 <input type="checkbox"/>
Other \$		
<p>I/We have read and agree to the "Terms and conditions"</p> <p>I authorise The Queensland Firefighters Charity to implement the Workplace Giving arrangements stated above, from the next available pay and until further notice. I understand the Workplace Giving deductions will be made from my pre-tax pay, so that I will receive the tax benefit immediately. I acknowledge that small fortnightly deductions may not have an impact on my fortnightly tax withheld.</p> <p>I understand that once a deduction has been made it cannot be recovered. I acknowledge that donations made under this arrangement are made voluntarily and unconditionally and I will not benefit from the donation other than the benefit of the deduction itself.</p>		
Employee's Signature: _____		Date: / /
<p>The Queensland Firefighters Charity respects your privacy and has developed clear policies on how your personal details are safeguarded.</p> <p>A summary of all payroll deduction donations will show on your annual PAYG Payment Summary issued in July each year, for inclusion in your Tax Return. This information is provided as a general guide only. If you require further assistance, it is recommended that you seek independent personal taxation or financial advice, or visit www.ato.gov.au for more information.</p>		

POST COMPLETED FORM TO:
QLD FIREFIGHTERS CHARITY - P.O. BOX 71 Hamilton Central Qld 4007
OR EMAIL TO: admin@qfc.org.au

Queensland Firefighters Charity will forward all forms to Shared Services on your behalf.

Terms and conditions of this agreement are detailed on the reverse side of this form.

The Queensland Firefighters Charity is part of the Australian Firefighters Charity Necessitous Circumstances Fund, administered by Australian Firefighters Inc. a Registered Australian Charity with the Australian Charities and Not-for-Profits Commission (Charity ABN- 77506290589.)

Please direct payments to Australian Firefighters Inc. BSB 034108 a/c 521698



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SERVICE AGREEMENT

Your Payroll Deduction Request Service Agreement with Queensland Firefighters Charity ("we" or "us") ABN 77506290589.

We would like to thank you for your donation to the Queensland Firefighters Charity via payroll deduction. As part of this arrangement, we are required to provide you with the Service Agreement outlined below. If you have any questions, please do not hesitate to contact us via email at admin@qfc.org.au. You have entered into an agreement under which you make donations to us by way of payroll deduction. This agreement sets out the terms and conditions which we accept and act upon under a Payroll Deduction Request ("your Payroll Deduction Request") that you give us to debit specified amounts from your account under the payroll deduction system.

YOUR RIGHTS

You may ask us to alter the terms of your Payroll Deduction Request or defer a donation to be made under your Payroll Deduction Request by emailing us at admin@qfc.org.au and stating your name, Payroll Deduction Request details and the reason for the change.

You may ask us to stop a drawing under your Payroll Deduction Request by emailing us at admin@qfc.org.au as early as is practicable before your next deduction is due to be made and stating your name, Payroll Deduction Request details and the reason for the change. This applies if you want to cancel a single deduction, all future deductions or have closed your account.

You may dispute any amount we draw under your Payroll Deduction Request by emailing us at admin@qfc.org.au - we may ask you to confirm details of your name, Payroll Deduction Request and the deduction in writing.

YOUR OBLIGATIONS

Please enquire if you are uncertain if payroll deduction functions are available on your account. (You may be charged a fee by your financial institution if the payroll deduction facility is not available on your chosen account.) It is best to check account details against a recent statement from your financial institution; it is your responsibility to make sure the account details you have given to us to use are correct and that there are sufficient funds available in the nominated account so that deductions can be made when due. (You may be charged a fee by your financial institution if the account details are incorrect or there are insufficient funds in the nominated account when we attempt to deduct donations.)

OUR COMMITMENT TO YOU

We agree to be bound by this agreement when we receive your Payroll Deduction Request complete with the particulars we need to draw an amount under it. We will not change the amount of the deductions unless we have a new Payroll Deduction Request on file signed by you.

We will only make deductions from your account according to the terms of your Payroll Deduction Request.

We will endeavour to make deductions on the day specified by you at the intervals you have agreed to under your Payroll Deduction Request.

We will send a receipt within 45 days of the conclusion of the financial year summarizing your donations for the entire financial year for taxation purposes.

We cannot change our procedures in this agreement, change or cancel your Payroll Deduction Request without giving you at least 14 days notice.

We will promptly respond to any concerns you may have about amounts debited to your account.

CANCELLATIONS

We request you to direct all requests to stop or cancel your Payroll Deduction Request or all enquiries to any dispute under 'Your Rights' of this agreement to us via email at admin@qfc.org.au in the first instance.