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WORKPLACE GIVING AUTHORISATION FORM

Little Wings is a not for profit organisation providing air and ground transportation for seriously ill children and their families from regional NSW to access specialist medical treatment at the Children’s Hospitals in major city centres.

Workplace Giving offers a long term and sustainable form of funding for our vital service, helping us to meet the increased demand for flights.

Little Wings is a registered charity and a Deductible Gift Recipient (DGR) which means that your donation is deducted from your gross salary thereby reducing your taxable income. Workplace Giving offers an efficient and tax effective way of donating by receiving your tax deduction at the time the donation is made and recorded by your employer in your payment summary.

We thank you for contributing to Little Wings Employee Giving Program. Your donation will enable Little Wings to assist more seriously ill children from regional NSW access the lifesaving treatment they need.

A little contribution every pay day goes a long way to helping keep Little Wings flying....

Setting up Workplace Giving is easy and involves 3 simple steps:

1. Complete the Workplace Giving Authorisation Form below and provide to your Payroll Manager
2. Instruct your Payroll Manager to deduct your nominated donation amount from your gross pre-tax salary every pay period
3. Request the Payroll Office to email the completed form to accounts@littlewings.org.au or send a hard copy to PO BOX 7865, Baulkham Hills, NSW, 2153

Information for Payroll:

Please email completed forms to accounts@littlewings.org.au along with contact details for the Payroll Manager. Upon receipt of the completed form, we will advise you of payment details including Little Wings bank account and BSB details.

To authorise regular deductions from your pay, please complete the details below and return to your Payroll Manager.

Full Name:	
Company:	
Employee ID:	
Home Address:	
Email Address:	
Work Phone Number:	
Mobile Phone Number:	

I would like to support Little Wings through Workplace Giving by donating the following amount each pay period:

- \$10
 \$20
 \$30
 \$50
 Other _____

Frequency of Donation:

- Weekly
 Fortnightly
 Monthly

Please deduct this amount from my regular pay and transmit to Little Wings Limited. I authorise deductions to commence on the first pay date after receipt of this authorisation. This authority will remain in force until cancelled in writing.

Signed

Date

- I would like to be kept up to date – please send me your quarterly newsletter on email