

# Workplace Giving Authorisation Form



This form is designed to assist employees from various organisations to activate a regular Workplace Giving donation to Good Sammy Enterprises from their payroll deductions.

## Employee Details:

Full Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Charity Details:

Name of Charity: Good Samaritan Industries trading as Good Sammy Enterprises

ABN: 63 826 265 059

DGR Status: ☒ Endorsed as a Deductible Gift Recipient (DGR) under Subdivision 30-BA of the Income Tax Assessment Act 1997

WA Charity Licence: 17780

ACNC Registration: [Good Samaritan Industries ACNC Profile](#)

Address: 33-35 Bannister Road, Canning Vale WA 6155

Charity Contact: Sonia Nolan, Exec Manager, Marketing, Fundraising & Partnerships  
E: [fundraising@goodssammy.com.au](mailto:fundraising@goodssammy.com.au) | M: 0401 034 103

Bank Account: Account Name: Good Samaritan Industries  
Bank: Beyond Bank  
BSB: 325 – 185  
Account Number: 04117556  
Please reference: WPG and your company name



## Donation Details:

I authorise the Payroll Department to deduct the following amount from my wage/salary and donate it to the above-mentioned charity:

Donation Amount (per pay): \$ \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pay Frequency: ☐ Weekly ☐ Fortnightly ☐ Monthly

☐ This is a recurring donation until I notify the Payroll Department in writing to amend or cancel.

☐ I request a summary of donations for my tax records at the end of the financial year. *(note that this is not a tax-deductible receipt)*

☐ I consent to my name and contact details being shared with the charity for acknowledgement or tax-deductible receipt purposes.

## Employee Declaration and Consent:

I understand and acknowledge that:

- The deduction will be made from my **post-tax income**, unless otherwise arranged.
- I can **amend or cancel** this arrangement at any time by providing **written notice** to the Payroll Department.
- The charity nominated is registered with the ACNC and is a **DGR-endorsed organisation**, eligible to receive tax-deductible donations.
- Donations are **voluntary** and not a condition of employment.
- The company is **not responsible for issuing tax-deductible receipts**; I will obtain them from the charity if required.
- My personal information will be handled in accordance with the **Privacy Act 1988** and used only for administering this arrangement.

\_\_\_\_\_  
**Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**Date**

## Payroll Office Use Only:

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Commencement Date: \_\_\_\_\_

Payroll System Updated: \_\_\_\_\_

Notes: \_\_\_\_\_

## Compliance Notes for Employers (Internal Use Only):

- ☒ Maintain a record of employee authorisations and any changes.
- ☒ Ensure compliance with **Fair Work Act 2009** and **Privacy Act 1988** in handling payroll and personal information.
- ☒ Record donations separately in the payroll system and provide year-end summaries if requested.
- ☒ Provide Good Samaritan Industries (t/a Good Sammy Enterprises) with a summary of donations upon request for employee tax receipts.
- ☒ ☐ *Charity's current DGR status verified via ABN Lookup.*
- ☒ This Workplace Giving Program complies with [ATO Workplace Giving Guidelines](#).