

**SWINBURNE CHAPLAINCY COMMITTEE**  
**(Payroll deduction authorisation/cancellation)**

**Please note:**

- ★ Complete this form to inform Human Resources of authorisation/cancellation of deductions to the Swinburne Chaplaincy Committee.
- ★ Donations to Swinburne Chaplaincy Committee are deductible for income tax purposes (Deductible Gift Receipt Number 900321145). It has received endorsement from the Australian Taxation Office as a Deductible Gift Recipient. Receipts advising tax deductibility and deductible gift recipient status are provided for all donations.
- ★ Swinburne Chaplaincy Committee ABN 418 221 93544
- ★ Enter relevant details and return to Human Resources, Mail No. H14.

**1. Employee Information**

Employee No:	Title: (eg: Dr, Mr, Ms)
Surname:	Given Names:
Date of Birth (ddmm):	Contact No:
Department:	Internal Mail No:
Address:	Suburb:
Postcode:	Email Address:

**2. Commence Deductions:**

I hereby authorise a one off payment to the Swinburne Chaplaincy Committee from the first available pay date after receipt of this authorisation.

One off Amount: \$ \_\_\_\_\_

OR

I hereby authorise payroll deductions to the Swinburne Chaplaincy Committee from the first available pay date after receipt of this authorisation.

Amount per pay: \$ \_\_\_\_\_

Deductions to end:  Date: \_\_ / \_\_ / \_\_ or  until further notice. (Please check appropriate box).

**3. Cancel Deductions:**

I hereby cancel my payroll deductions to the Swinburne Chaplaincy Committee from the first available pay date after receipt of this cancellation.

**4. Authorisation:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date Actioned at Human Resources – Systems & Services:

By: \_\_\_\_\_

Alesco Code: CHAP