

It all starts here...

# Workplace giving

PCYC Queensland

## Employee Contribution Form

Please complete the form below and return to your payroll office. Your payroll office will send it to PCYC Queensland. You may like to keep a copy for your records.

### Personal Details

Name \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Post code \_\_\_\_\_

Work phone number \_\_\_\_\_ Home phone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Email \_\_\_\_\_

### Gift Details

I would like to donate the following amount (before tax amount) each pay period;

\$5     \$10     \$20     Other \$ \_\_\_\_\_

My pay period is (frequency—please circle);    Weekly    Fortnightly    Monthly

I would like to be kept up to date - please send me your quarterly newsletter by email about how my donation is making a difference to young Queenslanders.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Three simple steps to making a difference to the lives of young Queenslanders.

1. Complete the registration form and give it to your payroll officer.
2. Instruct your payroll officer to deduct your nominated amount from your gross pre-tax salary every pay period.
3. Request that your pay office send the form on to PCYC Queensland, post to PO Box 3445, Tingalpa QLD 4173 or fax 07 3909 9533. The form can also be emailed to [fundraising@pcyc.org.au](mailto:fundraising@pcyc.org.au).

### To the payroll office;

Please use the details below for electronic funds transfer and direct deposit of your employee's contributions. Please send cheques and money orders payable to PCYC Queensland, PO Box 3445, Tingalpa QLD 4173.

**Bank** – Commonwealth Bank

**BSB** – 064179

**Account** – 10251662

**Account Name** – PCYC General Fundraising

**Reference** – your company name plus Workplace Giving

**Email** [fundraising@pcyc.org.au](mailto:fundraising@pcyc.org.au)



Building safer, healthier communities through youth development

[pcyc.org.au](http://pcyc.org.au)