

Form

Effective Date: July 2018

Payroll Deduction for Donation to the State Emergency Service

- Simply**
- Check with your employer about whether they can send donations to SES.
 - Complete this registration form then send to your payroll office.
 - Use this form to tell your payroll office what you would like to do to support Qld SES.
 - Ask your payroll office to confirm your donation details and send a copy of this form to SES at DonatetoSES@qfes.qld.gov.au

Payroll Office

I would like to donate to the Queensland State Emergency Service through payroll deductions. Please deduct the amount indicated below from each pay period.

I understand that my donation will be deducted from the first available pay period after receipt of this authorisation.

\$5 \$10 \$20 \$25 Other: \$_____

Personal Details

Title:

First Name:

Surname:

Employee ID:

Phone:

Email (Work):

Email (Home):

Signed by

Name:

Signature:

Date:

Instructions for Employer

Donations are to be transferred electronically, using employee surname as reference, to:
 SES Gift Fund
 BSB 064-013 (Commonwealth Bank)
 Account 1000 9235

Once approved, please send a copy of this form to the SES at DonatetoSES@qfes.qld.gov.au

Information and Privacy

Queensland Fire & Emergency Services (QFES) collects personal information on this form for the following purposes:

- to allow QFES to service your request
- to discharge the Department's legislative, accountability, administrative, personnel and financial functions.

For further information about privacy and other uses and disclosures of your personal information refer to the Department's website.

**UNCLASSIFIED**

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