Down2You Donation Form

INSTRUCTIONS

- This form is used by employees who wish to Commence, Change or Cancel their contribution to Downer's Workplace Giving Program – Down2You.
- Complete **all** sections of the form. Once completed, submit/attached the form to *Our Downer Portal >Deductions & Reimbursement > Payroll Other Third Party Payment Request ticket here* (or) to the site administrator to submit form on your behalf.
- Any information provided in relation to Down2You contributions will be kept confidential and only accessible by People and Culture, Payroll and Workplace Giving teams for the purpose of processing, reporting and tax-related purposes. For further information about the program, contact *Down2You@downergroup.com*

SECTION 1 – EMPLOYEE DETAILS

Employee Name:		Position:	
Employee Number:		Division:	
Payslip email address:		Business Unit:	
Your HR Payroll System:	☐ **Express HR** (or) ☐ **SAP**	Location:	

SECTION 2 – DOWN2YOU REQUEST TYPE

Select the request type (Commence, Change or Cancel) you wish to action (please nominate one option only). For pay Cycle frequency, contact your HR Business Partner.

Commence Donation

☐ I would like to contribute $1/day per pay cycle

- For example, weekly paid employees, $7 pre-tax or monthly paid employees, $30 pre-tax will be deducted at each pay.

☐ I would like to contribute to each pay cycle a nominated amount of: Click or tap here to enter text.

Change Donation

☐ I would like to change my contribution to $1/ day per pay cycle

- For example, weekly paid employees, $7 pre-tax or monthly paid employees, $30 pre-tax will be deducted at each pay.

☐ I would like to change my contribution per pay cycle to a nominated amount of: Click or tap here to enter text.

! Where you have indicated to commence or change donation, you request and authorise Downer to deduct the nominated amount per pay period to be donated to our charity partners.

Cancel Donation

☐ Cancel deduction/ participation to DOWN2YOU

SECTION 3 – EMPLOYEE SIGNATURE

Employee Signature		Date:	