



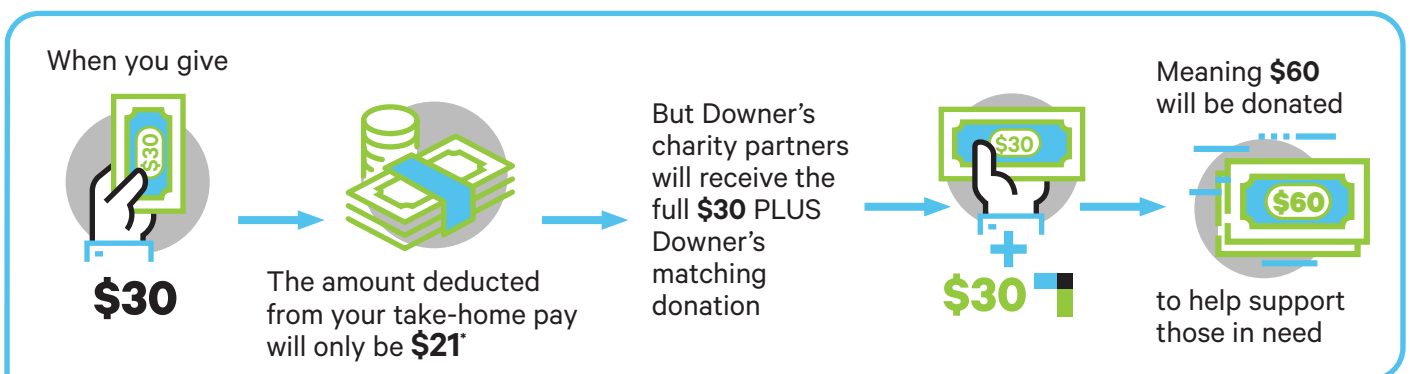
Down 2You

**It's down to all of us
to help support
the communities
we work in**

Down2You is Downer's workplace giving program, which connects our people with four pre-selected charity partners. The program provides an ongoing and consistent source of donations to our charity partners, helping them to keep delivering vital services to millions of people.

This will be a pre-tax donation, which means you will receive an immediate tax benefit by reducing your taxable income, with our preferred charities receiving the full pre-tax amount. Plus, **Downer will match your donation**, meaning every dollar you donate stretches further and helps more people.

How it works



* This estimate was calculated based on a salary package of \$80,000 per year. Deduction amount will vary, depending on your individual tax position.



Following consultation with Downer employees, we have carefully selected the following four charities to support through Down2You. All donations raised will be distributed evenly among these four charities.

- Australian Cancer Research Foundation
- TLC for Kids
- Greening Australia
- The Salvation Army – Family Violence stream


Scan this QR code to learn more about our four charity partners and the people they help.

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 relevant** sections of the form. Once completed, submit/attach the form via the Downer intranet to [Our Downer Portal > Deductions & Reimbursement > Payroll Other Third Party Payment Request ticket](#) (or) provide the form to your Site Administrator to submit on your behalf.
- Any information provided in relation to Down2You contributions will be kept confidential and only accessible by Downer’s People and Culture, Payroll and Workplace Giving teams for 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:		Business Unit / Function:	
Payslip email address:			
Your HR Payroll System:	<input type="checkbox"/> Express HR (or) <input type="checkbox"/> SAP	Location:	

 If you do not know your employee number, you can find it one of two ways:

1. By locating your employee number on your Downer or Spotless payslip
2. By accessing the Employee Self Service platform via iDowner

SECTION 2 – DOWN2YOU REQUEST TYPE


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

Commence Donation

- I would like to contribute \$1/day per pay cycle
 - For example: For weekly paid employees, \$7 pre-tax will be deducted at each pay; or for 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:

Change Donation

- I would like to change my contribution to \$1/day per pay cycle
 - For example: For weekly paid employees, \$7 pre-tax will be deducted at each pay; or for 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:

 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:	
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