

**The ORANGUTAN PROJECT**  
**Workplace Giving EMPLOYEE Registration Form**

This form must be completed by an Employee wishing to donate to TOP through a Workplace Giving Program. TOP has Deductible Gift Recipient Status (DGR).

**How to donate through  
your employer's  
Workplace Giving  
Program**

**Step 1**

Complete this registration form and send it to your Pay Office.

**Step 2**

Ask them to deduct your nominated donation amount from your gross pre-tax salary each pay period and deposit it into TOP's bank account or forward a cheque.

**Step 3**

Send a copy of the form to TOP at the below address or ask the Pay Office to do so.

**Step 4**

If there are any questions please call us on 1300 RED APE (733 273) or email [help@orangutan.org.au](mailto:help@orangutan.org.au)

Please note all your personal information will not be misused nor disclosed to a third party without your consent

Your details	
Given Name	
Surname	
Employee ID	
Business email	Office Ext No
Name of organisation I would like to donate to	
<b>The Orangutan Project Inc</b>	ABN 24 983 453 571
<b>Address</b> PO Box 1414, South Perth	
<b>State</b> WA	<b>Postcode</b> 6951
EFT and Direct Deposit to	
<b>Bank</b> Westpac	<b>BSB</b> 035010
<b>Account Name</b> The Orangutan Project	<b>Account Number</b> 173837
<b>Reference</b> 'Your company's name' Workplace Giving	
<b>Cheques</b> Make payable to <i>The Orangutan Project</i> and forward to address above.	
Amount to be deducted from pre-tax salary each pay period:	
<input type="checkbox"/> \$ 25 <input type="checkbox"/> \$ 60 <input type="checkbox"/> \$ 100              Other Amount \$ _____	
<input type="checkbox"/> I would like my donation to begin at the next pay period	<input type="checkbox"/> I would like my donations to begin from Date ____/____/____
I understand that the deductions will be made from my pre-tax salary and forwarded to TOP. My employer will provide a summary of my donations to record on my tax return	
<b>Signature</b>	<b>Date</b>
<i>If you would like to change your donation at any time please contact your Payroll Office</i>	

