

# Registration FORM for Payroll Deductions



## Giving could not be easier ...

### Simply

- Complete this registration form then send it to your payroll office
- Instruct your payroll office to deduct your nominated donation amount from your pay
- Request your payroll office to forward your details to:

**Mail to** SES Unit - Donations Processing, GPO Box 1425, Brisbane QLD 4001

**Fax to** (07) 3247 8707

**Email to** [ses.support@dcs.qld.gov.au](mailto:ses.support@dcs.qld.gov.au)

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:

☐ Mr    ☐ Mrs    ☐ Miss    ☐ Ms    ☐ Other

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Email (work): \_\_\_\_\_ Email (home): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Information and Privacy

The Department of Community Safety is collecting the personal information on this form for the following purposes:

- to allow Emergency Management Queensland to service your request
- for the Department to discharge its legislative, accountability, administrative, personnel and financial functions.

Collection of this information is authorised/required by the *Disaster Management Act 2003*.

For further information about privacy and other uses and disclosures of your personal information, refer to the Department's Privacy Plan as amended from time to time, available on the Department's website.