

PAYROLL GIVING

For one-off or ongoing contributions to Apex Australia children's charities

1. Please advise Apex Australia of your intention and choose from our list of beneficiary trusts. For information on each trust, go to www.apexfoundation.org.au

- Autism Trust
- Children's Cancer and Leukaemia Trust
- Cranio Facial Surgery Trust
- Destiny Youth Trust
- Diabetes Trust
- Fine Arts Trust
- General Trust
- Melanoma Trust
- Underprivileged Children's Trust (The Chalet)
- Underprivileged Children's Trust (The SHACK)

2. Provide Apex Australia with contact details of the person co-ordinating the Payroll Giving program

3. Provide that person with details of our accountant:

John Burnett

Ph: 02 9253 7511 Fx: 02 9253 7117

Email: accounts@apexfoundation.org.au

4. All employees wishing to contribute to Apex Australia must inform their payroll staff of the amount they choose to have deducted from their gross pre-tax salary each pay period.
5. Your payroll staff should maintain a record of all employee contributions and transfer the total amount to Apex Australia via either of the following methods:
 - EFT transfer (email notification of the transfer date and amount)

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|----------------------|---------------------|
| Bank Name: | WESTPAC |
| Bank Account Name: | Apex Foundation Ltd |
| BSB: | 032099 |
| Bank Account Number: | 122900 |
| Branch: | North Sydney |

- Cheque paid to: Apex Foundation
Mailing address: Level 5, 201 Kent St, Sydney NSW 2000

6. Apex Australia will provide a statement of contributions by request

***NB: No additional tax deductibility is necessary when donations are deducted pre-tax.
Tax deductibility is necessary when donations are post-tax.***