

**TO:** 1. Children's Centre  
2. People and Culture

**SUBJECT: PRE-TAX SALARY DEDUCTIONS: COMMUNITY CHILDREN'S CENTRE**

**DATE:**

1. Contact: Administrative Assistant (Finance) x 2122 to determine fees and date of first deduction	La Trobe University Community Children's Centre
2. Contact: Salary Packaging and Policy Administrator x 1618 for taxation calculation and forms	People & Culture Employee Services and Recruitment Unit

Please arrange to deduct from my pre-tax salary the sum of \$\_\_\_\_\_ per fortnight in payment of child care fees for:

\_\_\_\_\_

First deduction to occur pay period beginning / / (Saturday).

**Once the decision is made to salary sacrifice, child care fees will be paid to the Centre by La Trobe University.**

*"Parents should seek their own, independent financial advice as to whether they should salary sacrifice their child care fees. The impact of any salary sacrifice arrangement on their eligibility for Child Care Benefit should be considered."* – (Australian Government Department of Families, Housing, Community Services and Indigenous Affairs. CCMS Child Care Service Handbook 2007-2008, pg 103 Section 8.3).

**NAME (PRINT):** \_\_\_\_\_  
**SIGNED:** \_\_\_\_\_  
**SCHOOL:** \_\_\_\_\_  
**STAFF NO:** \_\_\_\_\_  
**PHONE EXT:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**CHILDREN'S CENTRE USE ONLY**

Create/Change 6240 (pre-tax regular)  
6245 (pre-tax sessional)

Prepared: Date:

**PEOPLE AND CULTURE USE ONLY**

RECUR. PAYMENTS/DED (INFO TYPE 14)			ADDITIONAL PAYMENTS (INFO TYPE 15)		
Date	Wage Type	Amount \$	Wage Type	Amount \$	Date
/ / to 31.12.9999	6240 (pre-tax regular)		6240 (pre-tax regular)		/ /
/ / to 31.12.9999	6245 (pre-tax sessional)		6245 (pre-tax sessional)		/ /
/ / to 31.12.9999	6800 (admin charge)		6800 (admin charge)		/ /

Input: Checked:

Date: