



# DEDUCTION AT SOURCE AUTHORISATION FORM

TEACHERS' UNION OF IRELAND / AONTAS MÚNTEORI ÉIREANN  
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## PERSONAL DETAILS

Surname in English \_\_\_\_\_ Surname in Irish \_\_\_\_\_

Previous surname(s) (if any) \_\_\_\_\_ First Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_

School / Institute (name and address) \_\_\_\_\_

Position held \_\_\_\_\_ TUI Branch \_\_\_\_\_

## EMPLOYMENT STATUS *(Please tick as appropriate)*

Full hours  Job-share  Less than full hours

If on less than full hours, please indicate the number of regular timetabled hours

## DEDUCTIONS

Payroll Number <i>As it appears on your payslip</i>							
TUI Subscription	€						

*Deduction at source cannot be processed without payroll number*

## AUTHORISATION

I hereby authorise

\_\_\_\_\_ Vocational Educational Committee

\_\_\_\_\_ Institute of Technology

to deduct monthly from my salary, until further notice, the Union subscription appropriate to my employment at any time as a teacher / lecturer,\* to be paid to the TUI on my behalf. The amount of subscription to be determined by Annual Congress.

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

If employed in a Community & Comprehensive School:

I hereby authorise the Payroll Division of the Department of Education and Skills, to make a deduction directly from my salary/pension in respect of \_\_\_\_\_ and to pay this amount to the Teachers' Union of Ireland on my behalf. I understand and agree that:

- The deduction at source facility is being made available solely as a matter of convenience to me
- Beyond paying the sums deducted to the Teachers' Union of Ireland the Department of Education and Skills accepts no responsibility of any kind in the matter
- The deduction is to commence as soon as possible and to continue until and unless I serve further written notice to the Teachers' Union of Ireland
- The Teachers' Union of Ireland has the right to alter the amount of this deduction in line with agreed amendments in the rate of subscription
- Any arrangements for refund of deductions or collection of arrears are to be made directly with the Teachers' Union of Ireland and that the Department of Education and Skills will not be responsible for such matters
- It is my own responsibility to ensure the correct deduction is made from my salary/pension and to notify the Teachers' Union of Ireland if I wish to amend or cancel the deduction from my salary/pension.
- There may be a delay in commencing or ceasing my deduction due to payroll scheduling and the fact that amendments to mandates are submitted to the Department of Education and Skills on a monthly basis.
- I will correspond directly with the Teachers' Union of Ireland in relation to the deduction from my pension/salary or the product that I am availing of.

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

\* This authorises the Employer to alter my Union Subscription to the subscription appropriate to my employment.

\*\* With effect from July 2006 the Dept. of Education and Skills is not accepting DAS forms and has requested that TUI hold the original forms on behalf of members.

## OFFICE USE ONLY

New Member  Existing Member

Number \_\_\_\_\_ Branch \_\_\_\_\_

**DATA PROTECTION:** TUI will process personal data of members in accordance with the legitimate business of the union as expressed in the TUI rules, policies and procedures. TUI will not otherwise forward the personal data of a member to a third party. TUI will process, manage and store personal data in a professional manner complying with data protection guidelines.