



DEDUCTION AT SOURCE AUTHORISATION FORM

Teachers' Union of Ireland / Aontas Múinteoirí Éireann

73 Orwell Road, Rathgar, Dublin, D06 YP89. T: 01 492 2588 F: 01 492 2953 E: tui@tui.ie W: www.tui.ie

Answers are required to all questions in order to process your deduction:

Personal Details

Please circle: Mr/Miss/Mrs/Ms/Mx

Surname in English: _____ Surname in Irish: _____

Previous surname(s) (if any): _____ First Name(s): _____

Home Address: _____

School / Centre / Institute (name and address / department): _____

TUI Branch: _____

Grade (e.g. Teacher, Youthreach Resource Person etc.): _____

Is your post ...	Permanent/CID	Full hours/whole-time?	<input type="checkbox"/>	*If on fewer than full hours, please indicate the number of regular weekly timetabled hours <input type="text"/>
		Fewer than full hours?*	<input type="checkbox"/>	
Non-Permanent	Full hours?	<input type="checkbox"/>		
	Fewer than full hours?*	<input type="checkbox"/>		
Job-share?		<input type="checkbox"/>		

Deductions

Payroll Number As it appears on your payslip	_____
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Deduction at source cannot be processed without payroll number.

Please ensure this number is correct. Incorrect numbers can lead to delays in processing this request.

Authorisation

I hereby authorise the payroll department of (please tick one option only and fill in the details)

Education and Training Board – please state the ETB _____

Institute of Technology – please state the IoT _____

The Department of Education and Skills

To make a deduction from each salary cycle the union subscription appropriate to my employment at any time and pay this amount to the TUI 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 employer 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 employer 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 employer 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.
- That the TUI will advise the Department of Education and Skills/ETB/IoT in a timely manner of all corrections made to your personal data in relation to the processing of the Deduction at Source request only.
- It is my responsibility to inform the TUI of any change to my employment status.

The amount of the subscription is determined by Annual Congress.

N.B.: With effect from July 2006 the Department of Education and Skills does not accept DAS forms and has requested that the TUI hold the original forms on behalf of member.

TUI Data Privacy Policy

The TUI's Data Privacy Statement is available on our website, www.tui.ie. The statement explains how and why the TUI processes data in accordance with the General Data Protection Regulation (GDPR)

Consent

Under GDPR, personal data relating to membership of a trade union is classified as a 'special category' of data. In order for the TUI to process your deduction at source request, we require your explicit consent. Please indicate your consent by reading the following statement and signing below:

I consent to the TUI disclosing my union membership and personal details to the payroll section of my employer so that my membership subscription can be deducted from my salary and paid directly to the TUI. I fully understand that this allows the TUI to disclose to the payroll section of my employer that I am a member of the TUI.

Signature: _____ Date: _____

You may withdraw consent at any time by contacting the TUI Data Protection Officer by writing to: TUI Data Protection Officer, 73 Orwell Road, Rathgar, Dublin 6 D06 YP89 or by emailing dpo@tui.ie.

Office Use Only

New Member Existing Member

Number: _____ Area: _____ Branch: _____