



HOME TUTOR BANK DETAILS FORM

NOTE:

- This form relates only to home tutors working in accordance with the terms of the Department of Education home tuition scheme. It is **not** for use by tutors engaged in the Summer Education Programmes or teachers, SNAs, clerical staff or caretakers in schools.
- This form is only to be completed if the following circumstance(s) apply:
 - The tutor has never been paid by the Department.
 - The tutor wishes to change existing details of another bank account held by the Department.
- The Department will operate **one bank account only** for an individual, **even if they are paid via more than one payroll.**
- The details submitted on this form will supersede any bank details already held by the Department of Education.

Tutor Details

Tutor's Name: _____ (PRINT) P.P.S.N.:

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Email Address: _____ Tel. No: _____

Postal Address: _____

Home Tuition (HT) Details

HT Reference Number: HT _____

Please insert home tuition (HT) reference number for a sanction under which you expect to be paid (one current reference number is sufficient). This is available on the sanction letter which issued from the Department of Education to the parent/legal guardian of the relevant student.

Has a *Home Tuition Payment Claim Form* been submitted to this office separate to this form (tick one): Yes No

If yes, please state approx. date sent: _____

Tutor Bank Details

Name on the bank account: _____

Name and address of the bank: _____

IBAN: _____ BIC Number: _____

Declaration

- I declare that the bank details furnished on this form are true and correct.
- I undertake to immediately inform the Department of any change to this bank account.
- I am aware that by changing/updating or advising the Department of this bank account, all payments from all sources due to me from the Department will be issued to this account.

Tutor's Signature: _____ Date: _____

The completed form (original version only) must be submitted **BY POST** to:
Special Needs and Tuition Grants (SNTG) Section, Schools Division Financial, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X659

Data Protection Privacy Statement

The Department of Education, as far as practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The main purpose for which the Department requires the personal data provided by you is to identify you and communicate with you in relation to updating your bank account details held by the Department and to support the accounting and auditing of public monies. The privacy notice outlining further information in relation to this form can be found at <https://www.gov.ie/en/collection/general-data-protection-regulation-gdpr-privacy-notice/#parents-and-children-including-pre-school-primary-and-post-primary-students>. Full details of the Department's data protection policy setting out how we will use personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address above upon request