



CHANGE OF ADDRESS FORM FOR HOME TUTORS

**The completed form should be submitted to:
Home Tuition Payments Section, Schools Division Financial, Department of Education,
Cornamaddy, Athlone, Co. Westmeath, N37 X 659**

For completion by Home Tutors on the Department's **Non-Teaching Staff (NTS) Payroll**.

Name: _____ PPSN: _____

Contact Number: _____ School Roll No: (if applicable) _____

If you are, or were previously, in receipt of a salary or pension through a payroll operated by the Department of Education, please tick the appropriate box below.

Primary Teachers Payroll Section Non- Teaching Staff Payroll
Section Post Primary Teachers Payroll Section
Retired Staff **My new address details** **are as follows:**

Name:	
Address:	
County:	
Eircode:	

Declaration:

I hereby declare that the above new address is my current residence and that all details furnished in this form are true and correct. I undertake to inform the Department of any changes to this address.

Tutor's Signature: _____ **Date:** _____

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 process the payment of this grant and the accounting and auditing of public monies. The personal data provided may be exchanged with the Office of the Revenue Commissioners. The privacy notice outlining further information in relation to this form can be found at <https://www.gov.ie/en/organisation-information/data-protection/>. 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.gov.ie/en/organisation-information/data-protection/>. Details of this policy and privacy notice are also available in hard copy from the address above upon request.