CHANGE OF ADDRESS NOTIFICATION FORM FOR HOME TUTORS

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

Name: ___________________________ PPSN: ___________________________

School Roll No: (if applicable) ___________________________

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

☐ Primary Teachers Payroll Section  ☐ Post Primary Teachers Payroll Section

☐ Non-Teaching Staff Payroll Section  ☐ Retired Staff Payroll Section

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. I authorise the sharing of this information with all the relevant payroll areas of the Department of Education & Skills.

Signed: ____________________________ Date: ____________________________

Contact details: ____________________________________________

PLEASE RETURN COMPLETED FORMS TO:

The Department of Education & Skills
Home Tuition Payments Section,
Schools’ Division Financial, Cornamaddy, Athlone
Co. Westmeath N37X 659.

☎ +353-9064-83600 ☏ +353-090648148 ☐ www.education.ie
✉ htpayments@education.gov.ie

HT2 form – Sept. 2017