



## TUTOR BANK DETAILS FORM

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

This form is only to be completed if the following circumstance(s) apply:

1. The Tutor has never been paid by the Department.
2. The Tutor wishes to change the existing details held by the Department to another bank account.

**Important: The Department will only operate one (1) bank account for each individual.**

Tutors Name: \_\_\_\_\_ (PRINT ONLY)

Tutor's PPSN: \_\_\_\_\_

### Bank Details

Name on the bank Account: \_\_\_\_\_

Name and address of the bank: \_\_\_\_\_

IBAN: \_\_\_\_\_ BIC Number: \_\_\_\_\_

### Declaration:

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

Tutor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Data Protection Privacy Statement

The Department of Education and Skills, 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 update 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.education.ie/en/The-Department/Data-Protection/gdpr/>. 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.