An Roinn Oideachais
Department of Education

Application form for
Payment of Pension through a bank (Bank Form 1)
(Mandatory to be included with any application for Pension)

How to complete this application form.

- Please answer **ALL QUESTIONS**. Incomplete forms will be returned and this may delay the processing of your application.
- Please use BLOCK LETTERS and place an **X** in the relevant boxes.

IMPORTANT! Some financial institutions place a limit on the amount of money that can be deposited into certain accounts. The **responsibility is on you, the retiree** to check this with your nominated financial institution **before** completing your bank details. Please note, if there is a limit on your nominated account the transfer of your fortnightly pension and lump sum gratuity payment may not be accepted by the account, resulting in a delay of payment.

Part 1 Your Personal Details

1. **Surname:**
2. **First name(s):**
3. **Title:** Mr. ☐ Mrs. ☐ Ms. ☐ Other: ☐
4. **Your PPS Number:**
5. **Your Payroll Number:**
6. **Your home address and Eircode:**
7. **Your telephone number:** MOBILE / LANDLINE
8. **Your personal email address:**

Part 2 Your Personal Bank Account details

9. **Your Bank Sort Code:** – –
10. **Your Account Number:**
11. **Your Account IBAN Number:**
12. **Your Account BIC/ SWIFT:**
13. **Your Bank's name, address and Eircode:**

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Part 3 Data Protection Privacy Statement

14. The main purpose for which this Department requires the personal data provided by you is to ensure that your pension payment is paid to your nominated bank account by means of Electronic Fund Transfer (EFT).

The personal data provided will be exchanged with the Payroll Division of this Department to ensure payment is issued and with the Revenue Commissioners, the Department of Employment Affairs and Social Protection as required by law; and any other bodies to which you have instructed the Department to forward voluntary deductions made from your pension payments.

The privacy notice outlining further information in relation to this application form (ATH 4.13) can be found at:

https://www.gov.ie/en/collection/general-data-protection-regulation-gdpr-privacy-notices/

Full details of this Department's data protection policy setting out how we will use your 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 below upon request.

Part 4 Declaration

15. Please read and sign the declaration below:

- I understand that my pension benefit and lump sum gratuity will be paid directly to my bank account;
- I understand that any amount of pension properly due to me at the date of my death will be payable to my estate on completion of the necessary legal requirements;
- I understand that my pension benefit and lump sum gratuity will be made in € (euro) only;
- I have read and understand the Data Protection Privacy Statement above.

Signature of Applicant (not block letters)

Date: D D M M 2 0 Y Y

Signature of 2nd Account holder (not block letters)
(Applies to Joint Accounts only)

Date: D D M M 2 0 Y Y

Part 5 Where to send my application form

Send this form together with any additional required documentation to:

Pension Unit
Department of Education
Cornamaddy
Athlone
Co. Westmeath
N37 X659

Email: pensions@education.gov.ie

Telephone: 090 648 4189

FOR OFFICIAL USE ONLY

Input for Pay Issue: 2 0

Signature of officer (not block letters)

Date: D D M M 2 0 Y Y

Checked by:

Signature of checking officer (not block letters)

Date: D D M M 2 0 Y Y