

IF THIS FORM IS NOT **FULLY** COMPLETED AND RETURNED TO H.R. BEFORE THE 1ST OF THE MONTH, THIS MAY RESULT IN A DELAY IN PAYMENT. WHERE FORM IS NOT FULLY COMPLETED, IT WILL BE RETURNED TO YOU.



HRF 015 REV 003

A-TYPICAL EMPLOYEE FORM FOR
Externs, Guest Lecturers, Interview Board/Validation Panel/Review Panel Members & Students

PLEASE COMPLETE USING BLOCK CAPITALS

Surname:	Forename:
Known As:	Title:
Address:	
Phone No:	Mobile No:
Reason for visit (eg. interview, panel visit):	

DETAILS FOR PAYROLL

Name Of Bank/Building Society & Address (for paypath payments):		<i>This must be a bank in the Republic of Ireland</i>
Account No:	Sort Code:	
IBAN Number:	BIC Number:	
<small>(IBAN BIC no's can be found on your bank statement)</small>		
P.P.S. Number:		
<i>(This must be the Rep. of Ireland p.p.s. no.)</i>		
Please confirm that your motor insurance certificate includes business use and an indemnity to the Institute. This is in keeping with regulations for payment of travel expenses, which involve the use of your car. Please tick to confirm: <input style="float: right; margin-left: 20px;" type="checkbox"/>		

FOR COMPLETION BY PERSON WHO AUTHORISED THIS POST

Authorised by:	
Payment and Request for:	
Cost Centre for Employee Salary:	
Exact Start Date:	End Date:

FOR OFFICE USE ONLY

Set up by:
Date:

Please note that it is the responsibility of employees to notify Human Resources of any changes pertaining to the above.

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Revised 30 July 2013.

PAYMENTS PROCEDURE FOR NON PERMANENT EMPLOYEES

INTRODUCTION

This procedure applies to **Non Permanent Employees** including:

External Examiners / Validation Panel Members / Review Panel Members

Guest Lecturers

Interview Panel Members

Invigilators

Students providing assistance at Institute activities

Musical Performances by students or by individual professionals assisting them

Dundalk Institute of Technology (DkIT) must comply with regulations laid down by the Revenue Commissioner, which require DkIT to process all such payments through the Institute payroll, irrespective of the nationality of the individual concerned, even though the work to be undertaken may be of a relatively short duration.

For the purposes of taxation these “non permanent employees” of the Institute are **deemed to be** employees of the Institute.

All emoluments (including expenses) earned by these “employees” are assessed to income tax, PRSI and Levies under the PAYE system for all tax years.

PROCEDURE TO BE FOLLOWED:

- Complete form overleaf and return to the HR Department, Dundalk Institute of Technology, Dublin Road, Dundalk, Co. Louth.
- Complete Payment Claim Form and submit to the relevant Department for approval.
- Payment will be made into your Bank Account Net of tax.
- *If you are a non-resident and do not have a bank account in the Republic of Ireland, a cheque will be issued to you, net of tax.*

In order to get paid, you MUST have a PPS number.

PPSN's are issued by the Department of Social & Family Affairs, Client Identity Services. Further details & application forms are available by calling +353 1 7043281 from cis@welfare.ie or by visiting www.welfare.ie.

If you are living outside the Republic of Ireland and are applying for a PPSN, then together with the application form you must submit:

- 1 evidence of your address eg. utility bill
- 2 a copy of your passport/national identify card/birth certificate & photographic id

Upon receipt of a PPSN, an application can be made to the Revenue Commissioners to obtain a Certificate of Tax Credits (Form 12A). This form is available from www.revenue.ie or by calling +353 1 6474444. Completed forms can be sent to The Revenue Commissioners, Millenium Buildings, St. Alphonsus Road, Dundalk, Co. Louth.

If the payroll department of the Institute does not receive a Certificate of Tax Credits in respect of DkIT employment, Emergency Tax of 41% will be deducted from all such payments.

RECOVERY OF TAX

The recovery of tax within your own jurisdiction may be possible depending on Double Taxation Treaties, total earnings within the state, and other factors. Initial enquiries should be addressed to The Revenue Commissioners on +353 1 6474444.