

## Membership Application Process

There are two steps in completing your application for RTAI membership:

- (i) the Membership Application Form (below) must be completed, signed and dated. As you will require your *new* Payroll Number (located at the centre top of your pension slip) this form can only be finalised once you receive your first pension payment; *and*
- (ii) the Subscription Deduction Mandate (over) must be signed and dated.

Please return the completed form signed on both sides to: RTAI, 35 Parnell Square, Dublin 1.

Please note that while your RTAI membership will commence once we receive your completed application, it may take a number of weeks before deductions from your pension start.

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### Membership Application Form

Payroll number: \_\_\_\_\_

Retirement date: \_\_\_\_\_

First name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: house: \_\_\_\_\_

mobile: \_\_\_\_\_

Email: \_\_\_\_\_

I wish to become a member of the Retired Teachers' Association of Ireland (RTAI) and I undertake to abide by the Rules of the Association.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## RTAI Subscription Deduction Mandate

I hereby authorise the payroll Division of the Department of Education and Skills, to make a deduction (currently €2.50 per fortnight), directly from my pension in respect of the Retired Teachers' Association of Ireland and to pay this amount to the RTAI on my behalf. I agree and fully understand that:

- The deduction at source facility (DAS) is being made available solely as a matter of convenience to me;
- Beyond paying the sums deducted to the RTAI the DES accepts no responsibility of any kind in the matter;
- The deduction is to commence as soon as possible and to continue until and unless I serve further written notice to the RTAI;
- The RTAI has the right to alter the amount of this deduction from time to time in line with the rules of the Association;
- Any arrangements for refund of deductions or collection of arrears are to be made directly with the RTAI and that the Department of Education and Skills will not be responsible for such matters;
- It is my own responsibility to ensure the correct deduction is made from my pension and to notify the RTAI if I wish to cancel the deduction from my pension;
- There may be a delay in commencing or ceasing my deduction due to payroll scheduling and the fact that amendments to mandates are submitted to the Department of Education and Skill on a monthly basis;
- I will correspond directly with the RTAI in relation to the deduction from my pension;
- It is a matter for the RTAI to advise me of the withdrawal of the DAS facility and to contact me to make alternative arrangements for the collection of any monies due.

In addition, I consent to the RTAI exchanging data with the Department of Education and Skills for the purpose of deducting my RTAI membership subscriptions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## RTAI Data Privacy Policy

The RTAI Data Privacy Policy explains how the RTAI processes personal data in accordance with the Data Protection Acts 1988 – 2018 and the General Data Protection Regulation (“Data Protection Law”). The Privacy Policy which may be amended from time to time can be accessed on the RTAI website at [www.rtaireland.ie](http://www.rtaireland.ie)

Please take time to read the RTAI Data Privacy Policy.

**Return this form to RTAI (and not the DES)**

Please return the completed form – signed on both sides – to:  
RTAI, 35 Parnell Square, Dublin 1.