

Employee Details

Name _____

Staff ID _____

Deduction Details

Please select from the drop down list below:

Deduction Type _____

Start Date of Deductions _____ No. of Deductions _____

Total Amount to be Deducted _____ Frequency _____

Notes

Travel Saver Deduction

Please provide a copy of receipt to enable us to verify payment and ensure correct deductions.

Cycle to Work Deduction

Please provide a copy of receipt to enable us to verify payment and ensure correct deductions.

Union Deductions

These are notified directly to the Payroll Office and this form is not required.

Please contact your union directly for any changes to union deductions.

KSA / Arena Memberships

These are aligned to the academic year and need to be renewed annually on 1st September.

Pay Parking Deduction

Only applies only to staff with access to restricted car parks, excluding general staff car parks.

The cost is spread over the full academic year so cannot be canceled mid-year.

Deduction Rates

Please see <http://finance.mtu.ie/deductions> for current rates

Approval

Employee _____ Date _____