

Voluntary Deduction at Source

By completing and signing the INTO application form I hereby authorise the payroll division of the Department of Education to make a deduction directly from my salary in respect of INTO and to pay this amount to INTO on my behalf. I understand and agree that:

- The deduction at source facility is being made available solely as a matter of convenience to me
- Beyond paying the sums deducted to INTO the Department of Education 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 INTO
- The INTO may alter the amount of this deduction and will inform members in writing before any change is implemented
- Any arrangements for the refund of deductions or collection of arrears are to be made directly with INTO and that the Department of Education will not be responsible for such matters
- It is my own responsibility to ensure the correct deduction is made from my salary/bank and to notify INTO if I wish to amend or cancel the deduction
- 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 on a monthly basis
- I will correspond with INTO in relation to the deduction from my salary or the product that I am availing of