

Substitute Teacher Claim Form



Meeting:

Date:

Substitute's Name: _____ PPS No.: _____

Address: _____ Email address: _____

_____ Daytime contact number: _____

IBAN Number: _____ Date of birth: _____

Dates Worked. From: _____ To: _____

Total No. of days: _____

School Name: _____ Roll No. _____

Teaching Council Registration No.: _____

Route of Registration	Route 1 – Primary	☐	Route 2 – Post-Primary	☐
	Route 3 – Further Education	☐	Route 4 – Other	☐
	Route 5 – Student Teacher	☐	Not Registered	☐

Please note, the qualified rate will only be paid to teachers under Routes 1 and 4.

Substitute's Signature: _____

Seminar Attendee/Committee Member's Signature: _____

OFFICE USE ONLY

Amount Due: _____

Date of Payment: _____

Authorising Signature: _____

Method of Payment: _____

Please see explanatory notes below for payment details

EMPLOYMENT OF SUBSTITUTE TEACHERS

Qualified Substitute Teachers should be employed in accordance with the terms of DE Circulars.

PAYMENT DETAILS

- ☐ INTO will reimburse Substitute Teachers at the casual daily rate in accordance with DE circulars and practice.
- ☐ INTO will endeavour to issue payment every Friday in respect of claim forms submitted by the previous Monday.
- ☐ Payment will be made directly into the Substitute's Bank Account.
- ☐ The payment made will be a net payment, i.e., Tax and PRSI will be deducted.
- ☐ A payslip will be sent directly to the Substitute at the email address provided.
- ☐ NB: If the substitute does not provide a PPS number, PAYE will be deducted in full at the higher rate of tax (as per Revenue Commissioner Guidelines).
- ☐ If you have any queries, please contact the INTO Accounts Department on 01-804 7700 or (Lo-Call) 1850 708 708.
- ☐ Return completed and signed form to: Linda Johnston, INTO, 35 Parnell Square, D01 ET35.

INTO Data Privacy Policy

We refer you to the INTO Data Privacy Policy ("Privacy Policy"). This Privacy Policy explains how the INTO processes personal data in accordance with the Data Protections legislation and the General Data Protection Regulation ("Data Protection Law"). This Privacy Policy may be amended and updated from time to time and can be accessed on the INTO website at www.into.ie.