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| **Personal Details** |
| **Forename** |  | **Staff ID Number** |  |  |  |  |  |  |  |  |  |
| **Surname** |  | **Have you applied in writing to the Pensions Team if you are eligible for a pension contribution refund? \*\*(See Pension Pg.2)** | **Yes** |  |
| **No** |  |
| **Job Title** |  |
| **Department** |  |
| **Please tick “Yes” if Research funds are associated with this employee** | **Yes** |  | **End Date: (Please note that your end date should be inclusive of all annual leave)**  |
| **Cost Centre** |  | ***d*** | ***d*** | ***m*** | ***m*** | ***y*** | ***y*** |
| **Reason for Leaving (please tick)** | **End of Contract** |  | **End date:** |  |  |  |  |  |  |
| **Resignation** |  |  |
| **Annual leave days outstanding:** **Should you have outstanding accrued annual leave, please liaise with your line Manager to confirm the details.  Following the approval by your Line Manager, payment for accrued leave will be notified to the HR Department and included in your final payment from the University.** | **No. of Days** |
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|  |
| **HR USE ONLY** |
| **BANK HOLIDAY PAYMENT** **DATE(S)** |  |
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| **Address 1** |  | **To access your personal information regarding tax, please go to www.revenue.ie and follow the instructions under PAYE modernisation for employees (this replaces the old P.45 document)** |
| **Address 2** |  |
| **County** |  |
| **Country** |  |
|  |
| **HR USE ONLY** |
| **PLEASE TICK: CONFIRMING ADDRESS ABOVE ON EMPLOYEE RECORD**  |  |  |
|  |
| **Work Authorisation: Do you hold a Work Permit or Hosting Agreement?** | **Yes** |   | **No** |  |
|  |
| **Declaration: At the date and time of my signature below I declare that all the information supplied is accurate and correct. I will advise Human Resources of any changes to this information by completing the correct form. Please read Pensions & IT Access details on page 2.** |
| Employee Signature |  | ***d*** | ***d*** | ***m*** | ***m*** | ***y*** | ***y*** |
|  |  |  |  |  |  |
| Head of Dept. /Line Manager Signature:  |  |  |  |  |  |  |  |

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| Pension Detail |
| \*\* What happens to my pension benefits if I leave DCU?If you are taking up immediate employment within the Public/Civil Service then it may be possible to transfer your service provided your new employer participates in the Public Service Transfer NetworkIf you have more than two years pensionable service and are not taking up immediate employment within the Public/Civil Service your benefits will be preserved until you reach normal retirement age. You should apply, in writing to the DCU Pensions Team, upon reaching normal retirement age to draw down preserved benefits.If you have less than two years pensionable service and are not taking up immediate employment within the Public/Civil Service you can apply to the DCU Pensions Team, in writing, for a refund of your pension contributions |
| ASC12 Form – Additional Superannuation Contribution Form If Additional Superannuation Contributions were deducted from your salary while working in DCU, please read carefully the ASC12 form. If applicable, please complete and return this form to Pensions ASAP.  |
|  |
| **Termination of Email / IT Access** |
| **Please note access to Email and Core Portal will be available for 6 weeks from the date of your last day.****Access to IT systems will terminate on your last day of employment.** **Please return your ID card and any other University property that is in your possession to your line manager on or before your last day of work** |
| **Manager on a Research Account/PI Owner**  |
| **If you are a project manager on any research account (P or S sub Account) please contact Research Accounts ASAP** |