

兼任老師鐘點費匯款申請表(郵局)填表說明
Instructions for Part-Time Teachers' Application Form
for Hourly Pay Remittance (Post Office)

為了使鐘點費能迅速安全匯撥老師帳戶，請老師儘速填妥下述資料後，附於兼任教師鐘點費名冊併同送出，或直接遞送或傳真(FAX：02-28200018)出納組，以供所得建檔、申報及匯款作業所需。

To make sure the hourly pay is remitted to the teacher's account safely and promptly, please fill out the following form and submit it along with the list of part-time teachers' hourly pay or directly submit the form or fax it to Payroll Section (Fax: 02-28200018) for income filing, declaration, and remittance.

※如前已提供過資料且無變動，則不需再填寫此單。

※If you have provided the information before, and no change is made, you can leave the form blank.

敬祝

教安

Sincerely,

國立陽明交通大學 出納一組 啟

Payroll Section, National Yang Ming Chiao Tung University

兼任老師鐘點費匯款申請表(郵局) (勿填銀行帳號)

Application Form for Part-Time Teachers' Hourly Pay
Remittance (Post Office) (Do not fill out a bank account)

姓名 Name : _____

兼任系所 Department : _____
(宅)(H) : _____

電話 Telephone : (公)(O) : _____

身份証字號 ID Number : _____

戶籍地址(含里、鄰) Permanent Address :

☐☐☐ _____

郵遞區號通訊地址 Mailing Address :

☐☐☐ _____

郵局局名 Post Office Branch : _____

郵局局號代碼 Directory of Post Office : ☐☐☐☐☐☐☐ — ☐

存簿帳號 Account Number : ☐☐☐☐☐☐☐ — ☐

此致

國立陽明交通大學

To National Yang Ming Chiao Tung University

簽名蓋章 Signature

中華民國 年 月 日 YY/MM/DD

告知聲明：國立陽明交通大學出納一組基於「**所得申報、款項撥付及通知**」之目的，須蒐集您的「**姓名、兼任系所、身分證號、戶籍地址、E-mail、電話、通訊地址、銀行／郵局帳戶資訊**」等個人資料，以在校務行政期間及地區內作為**匯款資料建檔、所得扣繳、款項撥付及通知**之用。本校將留存您的個人資料，以便將來有所得扣繳及款項撥付等需求時，由系統直接帶出您的匯款資料，以節省您的寶貴時間。您可依法行使請求查詢、閱覽、補充、更正；請求提供複製本；請求停止蒐集、處理、利用；請求刪除個人資料等權利，請洽**分機 62083 謝詩雯小姐**。如未完整提供資料，恐將影響本校為您辦理所得申報、款項撥付及通知等相關作業。

Inform the statement:

The Payroll Section, National Yang Ming Chiao Tung University, for the purposes of **income data filing, funds remittance and other notifications**, shall request your following personal information: **name, department/institute, ID number, permanent address, email, telephone number, mailing address, bank/post office account information**. Such information, within the location and duration of the University's administration operations, shall be used to **file remittance information, withhold income tax, remit funds and notify relevant information**. The University shall keep such personal information, so the system would directly reference it for future income tax withholding or funds remittance to increase efficiency.

You may exercise the following rights by contacting us. Please contact extension 62083.

1. inquiry and request for a review of the aforementioned personal information;
2. request to make duplications of the aforementioned personal information;
3. request to supplement or correct the aforementioned personal information;

4. request to discontinue collection, processing or use of aforementioned personal information; and
5. request to delete the aforementioned personal information.

Please note that if adequate information is not provided, the University would not be able to **withhold your income tax, file your tax exemption information or make relevant correspondence.**