私校退撫儲金增額提撥申請書

**Application Form for Increasing Contribution of Appropriation to the Retirement, Bereavement Compensation, Resignation, and Severance Pay Reserve Funds**

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| 姓 名Name |  | 身分證字號ID Card No. |  |
| 聯絡電話Contact Phone Number |  | 職 稱Position |  |
| 1. 本人自願申請私校退撫儲金個人增額提撥，同意遵循本申請書所述各重要約定事項及私校退撫儲金相關辦法。

I voluntarily apply for increasing contribution of appropriation to the Retirement, Bereavement Compensation, Resignation, and Severance Pay Reserve Funds, and agree to abide by the important terms and conditions described in this application and in the “Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and their Respective Private School(s)”.1. 本提撥適用人員係編制內專任合格有給職之教職員(不含工友)，得依個人意願提撥，亦可不提撥。欲參加私校退撫增額提撥者，每月個人自願增額提撥金額，不得逾教職員當月薪資淨額，並於薪資中代扣。於私校退撫條例第八條第四項第一款規定之撥繳額度（即教職員個人法定提撥額度）內免計入提撥年度薪資所得，超過部分仍須計入提撥年度薪資所得課稅。（免稅額度可卓參次頁資料）

The eligible personnel apply to qualified full-time faculties/staffs within the school’s staffing complement (excluding janitors) who may choose to make the allocation or not according to their personal preferences. Faculties/staffs applying for volunteer additional contribution of appropriation shall submit their applications to their affiliated private schools which will deduct the contribution from their salaries when they are paid. The monthly amount of the Volunteer Additional Contribution of Appropriation contributed by faculties/staffs shall not exceed their net salary for the current month. Suppose the amount exceeds the amount specified in Article 8, Paragraph 4, Subparagraph 1 of the Private Schools Retirement Act (individual statutory appropriation amount for faculty and staff), the excess amount shall be counted into their taxable salary in the contribution year. On the contrary, if the amount contributed monthly doesn’t exceed the amount specified in the Act, the amount will not be counted into their taxable salary. (The tax-exempt amount can refer to the information on the next page.)1. 凡參加本增額提撥之教職員，中途離職、停聘、解聘、不續聘、免職、留職停薪、延長病假及薪資淨額不足提繳等情況，增額提撥自動停止提繳；**停止提繳情況解除後若要繼續參加，須重新填寫本申請書**，申請提繳。

The volunteer additional contribution of appropriation will be terminated under the following circumstances: faculties/staffs taking a voluntary severance before due retirement, being suspended or dismissed, not having their contract renewed, suspension without pay, extended sick leave, or the amount of net salary is insufficient for contribution. **For faculties/staffs who want to keep contributing after the termination of additional contribution of appropriation, they shall fill out this application form to apply for it again.**1. 教職員欲參加或調整增額提撥，應於每年一月五日前或七月五日前向人事室提出申請，俾於該年二月或八月生效，其餘時間不予辦理。但新進人員、留停復職、終止增額提撥者，不受上述所限，得於收件日之次月生效，**每學期申請以一次為限**。

Faculties/staffs applying for participations or adjustments to the Volunteer Additional Contribution of Appropriation shall submit their applications to Personnel Office before January 5th or July 5th every year; thus, the applications will be effective from February or August of that year. Applications shall not be accepted at any other time. However, first-time applicants for additional appropriation, reinstatement after suspension without pay and those applying to terminate the additional appropriation shall not be subject to the abovementioned application time; the applications will be effective from the next month upon the date of receipt. **The application is limited to only once per semester.**1. 本增額提撥金之運用，比照私校退撫儲金自主投資方式。本增額提撥金之運用結果，由教職員自負盈虧，**不得享有當地銀行二年期定期存款利率之最低收益保證**。辦理增額提撥運用業務所產生之信託管理費、匯費等相關費用亦由個人自負。

The use of Individual Additional Appropriation Retirement and Compensation Fund shall be based on autonomous investment of savings funds. Faculties/staffs shall bear the profits and losses in the outcome of the use of their fund accounts and **shall not be guaranteed by the minimum return of two-year fixed deposit interest rate provided by local banks.** The trust management fees, remittance charges, and other related expenses generated by using the funds are also borne by faculties/staffs.1. 教職員於辦理退休、撫卹、離職、資遣時，應填具文件併同案件由其所屬私立學校向儲金管理會請領其個人專戶增額提撥金。

When faculties/staffs apply for retirement, bereavement compensation, resignation, or severance payments, they shall complete an application form and attach appropriate documentary evidence and receipts, and submit these to the affiliated school. The school shall compile the application documents and forward them to the Fund Management Committee to claim the pension from the Additional Appropriation for Individual Fund Account.1. 本申請書說明如有未盡事宜，依私校退撫儲金管理會相關規定辦理。

Any other matters that are not addressed in this form shall be handled in accordance with the relevant regulations stipulated by the ROC Private School Staff Retirement and Bereavement Compensation Fund Management Committee. |
| 請勾選：（請勿塗改）Please select one from the followings: (Please do not modify) [ ] 1參加增額提撥 Participate in the Volunteer Additional Contribution of Appropriation  [ ] 2不參加增額提撥 Not participate in the Volunteer Additional Contribution of Appropriation [ ] 3調整增額提撥金額 Adjust the Volunteer Additional Contribution of Appropriation [ ] 4終止增額提撥 Terminate the Volunteer Additional Contribution of Appropriation |
| 選擇1或3者，請填寫每月提撥額度：（請擇一選擇）Choose 1 or 3, please fill in the monthly contribution amount: (Select one only)[ ]  提撥個人法定免稅額度:本(年功)薪X 2 X 12%(四捨五入) X 35%(四捨五入)=本(年功)薪X8.4% individual statutory appropriation amount for faculty and staff: base salary × 2 ×12% (round to the nearest integer) × 35% (round to the nearest integer) = base salary × 8.4%[ ]  提撥定額新臺幣　　　　元（以仟元為單位，例：3仟元、1萬元…） a fixed amount of NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars (in units of NT$1,000 dollars such as NT$3,000, NT$10,000, etc.)註：請清晰填寫相關資料、勿塗改；**以生效當月薪資淨額為提撥金額上限**。Note: Please fill in the relevant information clearly without any modification. **The net salary of the month in which this application takes effect is the maximum limit of the contribution amount.** |
| **本人已充分了解並接受本同意書內容，且同意遵守私校退撫儲金管理會相關規定。I fully understand and accept the contents of this consent form, and agree to abide by the relevant regulations of the ROC Private School Staff Retirement and Bereavement Compensation Fund Management Committee.****※立同意書人(親簽全名) Signature (Full name)：**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**※簽署日期Date of signature：　　年year 月month 日date** |
| 人事室收件日期Date of receipt by Personnel Office： |

 **The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.**