

# Earnings-related allowance application

- First application  
 Follow-up application

## INFO

- You can also fill your application for earnings-related allowance at your fund's e-services.
- Deliver the application to your unemployment fund within three months of the allowance's starting date. If you apply for the benefit later, state the reason for the delay in section 7 Additional information. The benefit will only be paid for the delayed period for a particularly good reason.
- Please remember to register as an unemployed jobseeker at a TE Office.

## INCOMES REGISTER

- The unemployment fund receives your earnings information from the Incomes Register.
- The confirmed income under the self-employed person's employment pension insurance is not reported to the Incomes Register.
- Check your earnings information at tulorekisteri.fi.

- I have checked my earnings information in the Incomes Register and confirm that the information is accurate
- I have checked my earnings information in the Incomes Register and reported any missing or inaccurate information to my employer

## 1 Applicant's details

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Personal identity code

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First name

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Last name

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Address

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Post code and post office

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Country of residence

Finland

Other country, which:

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Telephone number

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Email address

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Bank account in IBAN format (If your account is with a foreign bank, also fill in the BIC/SWIFT code)

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Name of previous fund (if you have been a member of other unemployment fund)

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## 2 Report of period preceding unemployment (completed by employees)

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Employer's name

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Employment has been terminated

Employment continues

I have worked in a business owned by my family in part or in full

ATTACHMENTS

- Enclose a copy of your employment contract with your application.
- If you have been dismissed, enclose a copy of the notice of dismissal with your application.
- If you have been laid off, enclose a copy of the lay-off notice with your application.

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I have worked for over three years in total

Yes

No

INFO

- You can add up all your employment relationships from since when you were 17 years old. Earnings-related allowance can be paid for a maximum of 400 days, if you have worked for over three years in total. Otherwise the maximum payment period is 300 days. Work done before fund membership can also be counted in.

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I have received or will receive holiday compensation

Yes

No

ATTACHMENT

- Enclose a copy of the payslip showing the amount of the compensation with your application.

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I have received or will receive a benefit or special compensation related to the termination of my employment

Yes. Type of compensation:

No

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ATTACHMENT

- Enclose a copy of the document indicating the amount of and grounds for the compensation with your application.

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I have been away from work for the period

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Reason

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INFO

- The review period for employment condition (the 28 months preceding unemployment) can be extended for reasons such as illness, military service, full-time studies or the care of a child under the age of three.

ATTACHMENT

- Enclose a reliable report for this period with your application.

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I have been receiving a part-time pension, partial disability pension, on partial care leave or job alternation leave before the beginning of my unemployment

Yes. During:

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Which of the above?

No

#### ATTACHMENTS

- Enclose a pay certificate for the period preceding your part-time pension, partial child care leave or job alternation leave with your application. If the information can be found from the Incomes Register, you do not need to send a pay certificate.
- Enclose an account of the amount of your pension, if you still receive the pension.

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I have not received all my pay from my employer

Yes, what kind of pay:

No

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I will apply for the unpaid wages from pay security

Yes

No

#### INFO

- You are eligible for wage security if you have unpaid wages due to your employer's insolvency. The application must be delivered to a TE Office or Centre for Economic Development, Transport and the Environment.

#### ATTACHMENT

- Enclose a copy of your wage security decision with your application.

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I have contested my dismissal or lay-off

Yes

No

#### INFO

- If you consider your laying off or dismissal to be unlawful, you can make demands in this regard to your employer, either yourself or with help from a trade union representative.
- Send your fund the decision of your claim when you receive it.

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I have participated in a working hour bank system

Yes

No

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### 3 Report of period preceding unemployment (completed by entrepreneurs)

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I have been working full-time as an entrepreneur for

- Less than 15 months       15–18 months       More than 18 months

Form of business

- I have been a board member or CEO in a company of which I own a minimum of 15 % (or 30 % together with my family).
- I have been employed by a company of which I own a minimum of 50 % by myself or together with my family.
- I have been an independent entrepreneur or self-employed (Tmi, Ky, Ay, etc.)
- I have been a member of a co-operative of no more than six members.
- I have owned a farm or practised agriculture.
- I have owned a forest estate or practised forestry.

Name of business and business ID

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#### INFO

- The payment of an earnings-related allowance requires that you have been working as an entrepreneur as member of entrepreneurs unemployment fund for at least 15 months in the past 48 months. If you have been working as an entrepreneur for less than 18 months and do not fulfil the requirements for the earnings-related allowance for the entrepreneur, complete Section 2.

#### ATTACHMENTS

- Enclose a certificate of the earned income confirmed in your statutory pension insurance and proof of payment of pension insurance premiums with your application. Request the certificate from your pension insurance company.
  - Enclose a capital gains calculation and its appendices if you have been working as an entrepreneur for more than 18 months.
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I have been away from work for the period

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Reason

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#### INFO

- The review period for employment condition (the 48 months preceding unemployment) can be extended for reasons such as illness, military service, full-time studies or the care of a child under the age of three.

#### ATTACHMENT

- Enclose a reliable report for this period with your application.
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I have been on a part-time pension or partial disability pension before the beginning of my unemployment

- Yes. Which of the above:
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No

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#### ATTACHMENTS

- Enclose a certificate of earned income confirmed in your statutory pension insurance and proof of payment of pension insurance premiums for the period preceding your retirement with your application.
- Enclose a copy of your pension decision with your application.

#### 4 Working as an entrepreneur during unemployment (completed by employees and entrepreneurs)

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Form of business

- I am a board member or CEO in a company of which I own a minimum of 15 % (or 30 % together with my family).
- I am employed by a company of which I own a minimum of 50 % by myself or together with my family.
- I am an independent entrepreneur or self-employed (Tmi, Ky, Ay, etc.)
- I am a member of a co-operative of no more than six members.
- I own a farm or practise agriculture.
- I own a forest estate or practise forestry.

Name of business and business ID

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- I am not working as an entrepreneur.

INFO

– Notify the TE Office of your entrepreneurial activities.

ATTACHMENT

– Enclose proof with your application, e.g. the most recent confirmed personal taxation decision with its specification section and a shareholders' register.

#### 5 Report of income and benefits received during unemployment

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I receive income from work, or work as an entrepreneur, during my unemployment

- Yes. Date of payment: \_\_\_\_\_

- No \_\_\_\_\_

INFO

– Please also enter details of any income such as attendance allowances, copyright fees and income from own employment.

ATTACHMENTS

– Enclose a copy of your employment contract. The unemployment fund will receive pay information from the Incomes Register.

– Enclose information on the income you receive as an entrepreneur. This income is not reported in the Incomes Register.

I receive or have applied for another benefit during my period of unemployment

- Yes. Which? \_\_\_\_\_

- No \_\_\_\_\_

INFO

– You do not need to report child benefit, survivor's pension, housing allowance or income support.

– Also report benefits received or applied for from abroad.

- My pension decision has been rejected or I have appealed against the decision

Name of benefit

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INFO

– Send a copy of the decision of the pension company once you have received it.

I receive or have applied for home care allowance

Yes

No

My spouse receives or has applied for home care allowance

Yes

No

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Who takes care of the child?

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Answer the question below if your spouse receives home care allowance.

My spouse is employed, is studying or is working as an entrepreneur during the period for which he/she receives home care allowance.

Yes

No

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I serve as a family carer or private care provider

Yes, starting from:

No \_\_\_\_\_

#### INFO

- Notify the Employment and Economic Development Office (TE Office) if you serve as a family carer or private care provider. When the commission ends, notify both the TE Office and the Fund.

#### ATTACHMENT

- Attach a copy of the commission agreement to your application.

## **6 Account of the period for which you are applying for earnings-related allowance**

(for example unemployed, sick, working, in TE service)

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#### INFO

- Next to each day (Saturdays and Sundays included), please enter whether you have been unemployed, working, working as an entrepreneur, taking part in an employment promotion measure or have been ill.
- Enter your working hours in the columns for each day of employment (working hours as an entrepreneur do not have to be entered).
- Enter paid sick leave or holiday hours.
- If you are in military service, in military refresher training, serving a sentence of imprisonment, in pretrial detention, or being treated in a hospital or other institution, please indicate this.
- If you are absent from an employment promotion measure, indicate this. Also indicate the reason for your absence if due to a job interview, holding a public position of trust, your own illness or that of a child in your care under the age of 10.

#### ATTACHMENTS

- Enclose a doctor's or nurse's certificate if absence from a TE service due to your own illness lasts for more than three consecutive days of participation.
- Enclose a rental agreement or other reliable proof of accommodation-related costs with your application if you are participating in an employment promotion measure outside your municipality of residence and you are entitled to an increased expense allowance.

***Account tables, see the next page >***

**Account** (for example unemployed, sick, working, in TE service)

Date	Date		Account	Working hrs	
	day	month		H	Min
Mon	2	3	Unemployed		
Tue	3	3	Sick		
Wed	4	3	Working	5	45
Thu	5	3	In TE service		
Fri	6	3	Unemployed		
Sat	7	3	Working	8	
Sun	8	3	Unemployed		

EXAMPLE

Date	Date		Account	Working hrs	
	day	month		H	Min
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Date	Date		Account	Working hrs	
	day	month		H	Min
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

**Account** (for example unemployed, sick, working, in TE service)

Date	day	month	Account	Working hrs	
				H	Min
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Date	day	month	Account	Working hrs	
				H	Min
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Date	day	month	Account	Working hrs	
				H	Min
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					



My period of unemployment is ending since I will be employed full-time for more than two weeks

Starting date:

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My period of unemployment is ending for another reason

Starting date:

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Reason for ending:

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I have started a business.

Starting date:

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## **7 Additional information**

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## **8 Date and signature**

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INFO

- Please note that you can sign and post your application following the last day of the application period at the earliest.

I attest to the correctness of the information submitted and will report any changes to the information.

Date

Signature

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## **OBLIGATION TO PROVIDE INFORMATION**

Unemployment Security Act, 2 § of Chapter 11

The applicant of an unemployment allowance must provide the unemployment fund with the information required for the granting and payment of the allowance.

If the circumstances of the recipient of the allowance change in a manner that could affect his or her right to receive the allowance or reduce the amount of the allowance, he or she must report such changes to the payer of the unemployment allowance without delay. If required, the unemployment fund may request other information than that specified on this form.

## **RECEIPT AND DISCLOSURE OF INFORMATION**

Unemployment Security Act, Chapter 13

Any secrecy provisions or other limitations on the availability of information notwithstanding, the unemployment fund is entitled to receive the information required to decide the matter being processed or to perform any other duties decreed for it, free of charge,

- from central government and municipal authorities and other public corporations;
- the Finnish Centre for Pensions, pension and insurance companies, and pension funds;
- from employers, clients or other commissioners of work, unemployment funds, employer's funds and training service providers or other educational institutes referred to in the Act on Public Employment and Business Service; and
- from the other organisers of employment promotion measures.

For the purpose of carrying out their duties, the unemployment fund is entitled to receive, free of charge,

- from the TE Office a binding labour policy statement on the labour policy requirements for receiving the allowance; and
- information on the beginning and end of any sentence from the Criminal Sanctions Agency; the Agency is required to disclose this information immediately when the person is admitted into the institution.

Any secrecy provisions or other limitations to the availability of information notwithstanding, the unemployment fund is entitled to disclose to the Employment and Economic Development Office any information, obtained in the course of carrying out its duties, on matters affecting the labour policy requirements for receiving an unemployment allowance. Any secrecy provisions notwithstanding, the above-mentioned information can be further disclosed to the appropriate authorities for the investigation of any violations and crimes and for the pressing of charges.

Any secrecy provisions and other limitations to the availability of information notwithstanding and in addition to the rights provided for in the Act on the Openness of Government Activities, the unemployment fund is also entitled to disclose personal identity codes and other identifying information, information on paid allowances and compensations, and other equivalent information required for connecting personal data and other one-off surveillance measures necessary for the investigation of crimes and misuse involving social security benefits to ministries, the Tax Administration, and institutions or corporations managing the statutory social security system, if the benefit referred to in the Unemployment Security Act has an impact on the social security benefit for which the corporation is responsible, as well as to the police and prosecuting authority any information required to investigate and prosecute crimes. However, health information or other information describing the grounds for social assistance may not be disclosed.

Incomes Register Act, 13 §

Any secrecy provisions and other limitations to the availability of information notwithstanding the unemployment fund has the right to receive information required to decide on a matter intended in the Unemployment Security Act or the Act on Job Alternation Leave or to investigate misuse or to fulfil duties set in a binding social security agreement made by Finland or in an other international decree.