

Name and address of Kela office

Name and address of the person submitting the information

**When to claim:** Unemployment benefits are available retrospectively for a maximum of 3 months from the date of the claim.

- i** The report can also be submitted online at [www.kela.fi/asiointi](http://www.kela.fi/asiointi) or [www.fpa.fi/etjanst](http://www.fpa.fi/etjanst) (Finnish/Swedish only). To access the service, you will need your online bank access codes or an electronic ID card. If you are submitting the report online, you need not return the paper form.

Personal identity code

Period being reported \_\_\_\_\_

- I have been unemployed throughout the above period. (The schedule below need not be completed.)
- I have studied or attended training agreed with the Employment and Economic Development Office (TE Office) throughout the above period. (The schedule below need not be completed.)

**Otherwise complete the schedule below** as indicated for each day, including Saturdays and Sundays. If you have been working, report the number of hours you have worked. Hours worked in self-employment need not be reported.

Also indicate if you participate in activity agreed with the Employment and Economic Development Office or other employment-promoting service or activity. Also report any absences from such activity and the reason for the absence as well as the hours that you have participated in rehabilitative work activity.

Also tell Kela if you are ill or if you are excluded from the labour market for such reasons as hospital treatment, rehabilitation, other inpatient treatment, or imprisonment.

**Example**

Date	Description	hrs	min	Date	Description	hrs	min	Date	Description	hrs	min
Mon 8/10	<i>unemployed</i>			Mon /				Mon /			
Tue 9/10	<i>absent</i>			Tue /				Tue /			
Wed 10/10	<i>rehabilitative work activity</i>	4	30	Wed /				Wed /			
Thu 11/10	<i>work activity</i>	7	15	Thu /				Thu /			
Fri 12/10	<i>absent/illness</i>			Fri /				Fri /			
Sat 13/10	<i>unemployed</i>			Sat /				Sat /			
Sun 14/10	<i>unemployed</i>			Sun /				Sun /			

Date	Description	hrs	min	Date	Description	hrs	min	Date	Description	hrs	min
Mon /				Mon /				Mon /			
Tue /				Tue /				Tue /			
Wed /				Wed /				Wed /			
Thu /				Thu /				Thu /			
Fri /				Fri /				Fri /			
Sat /				Sat /				Sat /			
Sun /				Sun /				Sun /			



## Changes during the period of unemployment

- Activity agreed with the Employment and Economic Development Office was interrupted on \_\_\_\_\_.
- I started self-employment that lasts more than 2 weeks on \_\_\_\_\_.
- I started full-time work that lasts more than 2 weeks on \_\_\_\_\_.
- I started studying on \_\_\_\_\_.

Educational institution and studies: \_\_\_\_\_

I started military or alternative civilian service on \_\_\_\_\_.

Other reason. Please specify: \_\_\_\_\_

## Changes in family circumstances

**i** Describe any changes in your family circumstances such as marriage, cohabitation or childbirth. If you are being paid labour market subsidy, state if you have moved in with your parents.

Change in circumstances starting \_\_\_\_\_ Please specify: \_\_\_\_\_

Personal identity code of spouse/partner \_\_\_\_\_

## Details on income during unemployment

My earnings have changed

No  Yes. Kela obtains salary information from the national incomes register.

My other income has changed

No  Yes. I will send details on the changes in income by \_\_\_\_\_.

Yes. I have already sent details on my income to Kela.

My parents' income has changed

No  Yes

**i** Parental income must be reported only if you receive labour market subsidy and live with your parents. Parents' income must be reported on form TT 1ce (Notification - Parents' income - Labour market subsidy).

## Other changes, additional information

**i** Report any changes to Kela; for example, if you join an unemployment fund, indicate the name of the fund and the date on which you became a member. You can also report other changes here, such as start or end of activity as informal caregiver or family caregiver as well as filing an application for disability pension or receiving a decision on the disability pension. If your bank account details change, please provide details for example on Kela's form Y 121e (Notification – Change of account number – Individual customer) or online at [www.kela.fi/asiointi](http://www.kela.fi/asiointi) (in Finnish) or [www.fpa.fi/etjanst](http://www.fpa.fi/etjanst) (in Swedish).

## Signature

**I declare that the information I have given is true and accurate. I will notify any changes.**

Place and date

Signature

Information obtained for the purpose of deciding the present matter may be used for other benefit-related matters, if so required under law. Conversely, any information obtained within the context of another benefit may be used to decide the present matter.

Please contact Kela for more information about which outside sources we may access to obtain additional information about your circumstances and to whom we may provide such information.

## Working while unemployed

You can earn up to €300 per month or €279 per 4 weeks without it affecting your unemployment benefit. Kela obtains salary information from the national incomes register.

## Activity agreed with the Employment and Economic Development Office

Such activities agreed on include:

- labour market training, self-motivated study, job search coaching or career counselling, job try-out, rehabilitative work activity, and self-motivated study by an immigrant

## Periods of absence (for reasons other than training or education)

Payment of a benefit during a period of absence is possible only if the absence is documented. Acceptable reasons for absence are your own illness, illness of a child under 10 years of age, carrying out of a public position of trust or an employment-related reason, such as a job interview. If the absence due to your own illness lasts for more than 3 consecutive days of participation, you should submit a certificate from a doctor or nurse to Kela. Compensation for expenses is only paid for days of participation.

