

HOW TO APPLY FOR EARNINGS-RELATED DAILY UNEMPLOYMENT ALLOWANCE

If you become unemployed or if you are temporarily laid off, you can apply for earnings-related unemployment allowance as a member of the Unemployment Fund. Follow these instructions:

1

Register as an unemployed job seeker at the TE office. Remember to register at the latest on your first day of unemployment or lay off. Registration is valid immediately, but cannot be applied retrospectively to, for example, the previous day. Earnings-related allowance can only be paid during days in which you are registered at the TE Office. You can register at via TE offices web services at www.te-palvelut.fi or contact TE office for more information.

2

Fill out your first application for earnings-related unemployment allowance once you have been unemployed or laid off for minimum two weeks. The easiest way to fill out an application is online at the Unemployment Fund's e-service. You can also fill out an application on paper and mail it to us or return it to your regional office. Application forms are available for printing on our website at www.pam.fi/tyottomyyskassa. You can also get forms mailed to you by contacting our customer service.

3

Make sure that you have all the required attachments for the application. We always ask you to include a copy of your employment contract. If you are laid off, you should also attach a copy of your layoff notice. The unemployment fund will receive tax information directly from the Tax Administration. Tax rate given for wages is increased to at least 25 % when used to pay out earnings-related allowance. However, you can request a new tax card for benefits via MyTax or by phone. Additional instructions about attachments are available on the Fund's website and on the application form. If you are unsure about the required attachments, ask the Unemployment Fund.

4

Send your application with required attachments to the Unemployment Fund. Unemployment allowance is always applied retroactively. You can send your application at the earliest on the last day of your application period. Printed applications should be mailed to the following address: PAM Unemployment Fund, P.O. Box 93, 00531 HELSINKI.

Remember to apply for the earnings-related allowance within three months of the first day of the period you are claiming for.

Fill out your next application for a period of four weeks of one month. Application period can only be shorter if your unemployment or lay off ends.

E-service

www.pam.fi/tyottomyyskassa

Phone service

Mon-Fri at 10-14 tel. 020 690 211

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