



You can file the claim and related documentation also 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).

More information is available at [www.kela.fi/unemployment](http://www.kela.fi/unemployment)

You can calculate the amount of the benefit at [www.kela.fi/laskurit](http://www.kela.fi/laskurit) (in Finnish) or [www.fpa.fi/berakningar](http://www.fpa.fi/berakningar) (in Swedish)



For further questions, call our customer service number [www.kela.fi/phone-numbers](http://www.kela.fi/phone-numbers)



Please make sure to complete the claim carefully. Attach all necessary documentation.

We may contact you for further information if necessary.

You can send the form and any supporting documents by mail [www.kela.fi/by-mail](http://www.kela.fi/by-mail)

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

### 1. Claimant

Personal identity code

Family name and given name

Phone number

E-mail address

Give the personal identity codes of your children under the age of 18. Also indicate any under-age children of your spouse or partner who are living in the same household as you.



Kela retrieves address data from the population data system.

### 2. Account number

### 3. Claim

I wish to claim unemployment benefit as from \_\_\_\_\_.

Have you registered with an Employment and Economic Development Office (TE Office) as unemployed and looking for work?

Yes

No



You must register as unemployed and looking for work. Unemployment benefits can only be paid for periods in which you are registered with an Employment and Economic Development Office as unemployed and looking for work.

I am

unemployed and not working at all

furloughed/laid off temporarily

employed irregularly or on a part-time basis

self-employed

in other activity agreed with the Employment and Economic Development Office, such as labour market training or work try-out

an informal caregiver/a family caregiver, agreement valid starting \_\_\_\_\_.

Other situation, please describe: \_\_\_\_\_

Are you a member of an unemployment fund?

No

Yes, since \_\_\_\_\_.

Name of the unemployment fund: \_\_\_\_\_



Check with your fund whether you are entitled to an earnings-related unemployment allowance.

I have been paid earnings-related unemployment allowance for the maximum period of time.

#### 4. Period preceding unemployment

- i** Your previous employment is the basis for determining whether you qualify for basic unemployment allowance. If you have been employed for at least 26 weeks in a job that counts towards the condition regarding the terms of employment, you qualify for the basic unemployment allowance. If the period of work that counts towards the condition regarding the terms of employment is shorter, you may be granted labour market subsidy. See section 10. Enclosures for an explanation of what types of work are recognised and a list of the documentation required.

Before becoming unemployed, I was

- employed for 26 weeks or more during the previous 28 months (reference period). The condition regarding the terms of employment is met.
- employed for fewer than 26 weeks. The condition regarding the terms of employment is not met.
- self-employed for 15 months or more during the previous 48 months (reference period). The condition regarding the terms of employment is met.
- self-employed for fewer than 15 months. The condition regarding the terms of employment is not met.
- The above period includes employment abroad. Please state in which country.

- i** Work performed in Finland counts towards the condition. Work performed in another EU/EEA country or in Switzerland may also often do so. Submit certificate U1 (Certificate concerning the periods to be taken into account for the granting of unemployment benefits) from the country of employment in order to speed up the claims process. For further information, see [www.kela.fi/unemployment](http://www.kela.fi/unemployment).

- The aforementioned period includes work in a company owned in full or in part by a family member.

- i** Here family member means spouse or partner, or child, parent or grandparent who lives in the same household.

Name of company: \_\_\_\_\_

Owner of company: \_\_\_\_\_

- Before becoming unemployed, I did not work during the following period: \_\_\_\_\_

Please indicate your reason for not working.

- studies     illness     child care     military/alternative civilian service

other reason, please specify: \_\_\_\_\_

- i** The 28/48-month reference period for meeting the condition regarding the terms of employment may be extended for example for the reasons stated above.

#### 5. Employment history for the basic unemployment allowance

Have you worked for more than 3 years?     Yes     No

Have you worked for at least 5 years during the previous 20 years?     Yes     No

Basic unemployment allowance can be paid

- for up to 300 days if you have been at work for a maximum of 3 years in total

- for up to 400 days if you have been at work for more than 3 years in total

- for up to 500 days, if you have met the condition regarding the terms of employment after reaching the age of 58 and you have at least 5 years of employment during the previous 20 years.

#### 6. Income during unemployment

- i** Benefits received from Kela need not be reported. See section 10. Enclosures for a list of what documents to include with your claim.

During the period of unemployment, will you be paid

a wage or salary?     No     Yes; on a regular or occasional basis

- i** Please indicate here if you receive such income as copyright royalties or income from independent work.

income from business or self-employment?     No     Yes

a foreign payment such as a pension or social security benefit?     No     Yes



Is your spouse or partner paid child home care allowance?  No  Yes

Has your spouse or partner claimed child home care allowance?  No  Yes

Who looks after the child in question? \_\_\_\_\_

Please answer the following question if your spouse or partner receives child home care allowance.

Is your spouse or partner employed, self-employed or studying during the time for which he/she receives child home care allowance?

No  Yes. Please describe the activity.

\_\_\_\_\_

Have you applied for a disability pension?  No  Yes; starting from \_\_\_\_\_.

**If you do not meet the condition regarding the terms of employment, please answer the questions below.**

Have you completed a vocational qualification or a degree of higher education?

No  Yes. Please specify: \_\_\_\_\_

**i** If you have not completed any vocational training or course of higher education, a waiting period of 21 weeks may be applied as regards the labour market subsidy. The waiting period can be shortened by, for instance, paid work or self-employment that counts towards the condition regarding the terms of employment, and for this reason it is worthwhile to submit details on any employment spells. No waiting period is applied, if the labour market subsidy starts directly after the maximum period of earnings-related unemployment allowance or basic unemployment allowance has been reached.

Will you have regular income during the period of unemployment?

No  Yes. What type of income?

- Income from investments, such as rental income, dividends or interest income
- Compensations for services, such as those paid for attending a meeting or serving in a position of trust. Please specify.

\_\_\_\_\_

Informal care allowance or family caregiver fee

Compensation from voluntary insurance

Other income. Please specify.

\_\_\_\_\_

Do you own forest land?

No  Yes. Please state in which municipality it is located. \_\_\_\_\_

**i** If you own forest land, a computed monetary income is assigned to it based on the municipality in which it is located. This income is relevant for purposes of means testing.

**7. Increased expenses compensation**

The compensation is increased if you participate in an activity agreed with the Employment and Economic Development Office within your commuting area but not in your home municipality, and you have to pay for accommodation.

I have not paid for accommodation.  
 I participate in such activity and will submit documentation on the accommodation costs.

**8. Your parents' income**

If you live with your parents, answer the following questions. You can skip them if you participate in an activity agreed with the Employment and Economic Development Office. If your parents have income in excess of €1,781 per month, it may affect the amount of labour market subsidy due to you. If you do not provide information about your parents' income, you will be awarded 50% of the labour market subsidy that would otherwise be due to you.

I will provide details on form TT1ce (Notification - Parents' income - Labour market subsidy).  
 I will not provide details about my parents' income.



## 9. Period of unemployment

- i** Please fill in the schedule below detailing your daily status during unemployment, including Saturdays and Sundays. Complete the schedule starting from the first day of unemployment and ending when you submit your claim to Kela. Also report if you have been working or ill.

You can submit your first claim after one week of unemployment.

Indicate if you participate in an activity agreed with the Employment and Economic Development Office or some other employment-promoting activity, for instance, labour market training, job try-out, rehabilitative work activity, or if you have been absent from the agreed activity. Absence from training or studies need not be reported. Also indicate if the absence is due to 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 illness lasts for more than 3 consecutive days of participation, you should submit a certificate from a doctor or nurse to Kela.

State how many hours per day you have been working or in rehabilitative work activity.

Also tell Kela 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>employed</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 /			

Unemployment or activity agreed with the Employment and Economic Development Office continues.

Activity agreed with the Employment and Economic Development Office is interrupted.

I will start self-employment that lasts more than 2 weeks.

Unemployment will end on \_\_\_\_\_, because

I will start full-time work that lasts more than 2 weeks.

I will start a course of study.

I will start military or alternative civilian service.

other reason, please specify:



## 10. Enclosures

**i** Any documentation you have submitted to the Employment and Economic Development Office is not available to Kela.

### If you were in paid employment or self-employed before becoming unemployed, please provide the following documents:

Your latest wage statement or other certificate showing your weekly working hours and pay over a period of at least 26 weeks (about 6.5 months) as well as any end-of-service compensations.

As an employee, you satisfy the condition regarding the terms of employment if, during the previous 28 months, you have been employed for 26 calendar weeks and working at least 18 hours per week. Your pay must be in accordance with the applicable collective agreement or at least €1,189 per month (in 2018). However, if you have a wage-subsidised job, only 75% of the calendar weeks in which the work requirement is fulfilled counts towards the work requirement.

If you have been self-employed, Kela will ask you for documentation once your claim is being processed.

You satisfy the condition regarding the terms of employment if you have been self-employed for 15 months or more during the previous 48 months. All periods of self-employment lasting at least 4 months in which total earnings under the YEL (self-employed persons) and MYEL (farmers) pensions acts and earnings under the TyEL (employees) pensions act earned as a self-employed person come to at least €1,048 per month (in 2018) count towards the condition.

The 24/48-month reference period can be extended for a maximum of 7 years for such reasons as studying, performing military service or caring for a child under the age of 3 years.

Copy of an application for pay security or decision if you have applied for compensation for unpaid wages under the pay security scheme.

### Include proof for all income you report in section 6.

Documentation showing the wage or salary and the working hours.

Proof of copyright royalties received in the current or previous year.

Proof of income received from self-employment.

If you have rental income, include not only the rental agreement or receipt but also proof of payment for any landlord expenses such as heating, water or maintenance charge.

For interest on deposits, proof is needed only if the amount deposited exceeds €2,000.

You can earn up to €300 per month or €279 per 4 weeks without it affecting your unemployment benefit.

### Parental income if you live with your parents and do not participate in activities agreed with the Employment and Economic Development Office:

Kela's form TT 1ce (Notification - Parents' income – Labour market subsidy)

### Other documents enclosed with the claim:

A certificate from a doctor or a nurse if you are absent from an activity agreed with the Employment and Economic Development Office on account of illness and the absence exceeds 3 consecutive days of participation.

## 11. Additional information

**i** Write the number of the section you are referring to.

Additional information on a separate sheet. Write your name and personal identity code on the sheet.

## 12. 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 determinations, 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.