

# EARNINGS-RELATED ALLOWANCE: APPLICANT'S CHECKLIST

As a member of the Unemployment Fund of Service Union United, you can apply for earnings-related allowance if you become unemployed, are laid off, or work part-time while registered as a jobseeker. How to apply for the allowance:

**1. Register as a full-time jobseeker no later than on your first day of unemployment or layoff.**

Your job search must be active in order to receive earnings-related allowance. You can register as a jobseeker with your local unemployment authority at:

[www.tyomarkkinatori.fi/en/personal-customers](http://www.tyomarkkinatori.fi/en/personal-customers)

**2. Submit your first earnings-related allowance application through the Fund's eService ([tkassa.pam.fi](http://tkassa.pam.fi)) once you have been unemployed or laid off for at least 14 days.**

After that, submit your application once per calendar month. Earnings-related allowance is paid retroactively – it cannot be applied for in advance.

**3. Attach a copy of your employment contract and, if applicable, your layoff or termination notice with your first application.**

You can submit attachments either with your application or later through the eService. We also recommend ordering a revised tax card for benefits through the MyTax service: [www.vero.fi/en](http://www.vero.fi/en).

**4. Submit your application, including attachments, to the Unemployment Fund.**

The application must be submitted within three months from the first day you apply for the allowance. If your application is missing any attachments or we need additional information, we will contact you.



Read more about earnings-related allowance, how to apply, and processing times on our website:

[www.palvelualojenkassa.fi/en](http://www.palvelualojenkassa.fi/en).

**Telephone service**

p. 020 690 211

Mon-Fri from 10.00 am to 2.00 pm

**Post address**

PL 93, 00531 Helsinki

**Palvelualojen  
työttömyyskassa**  
*Servicebranschernas arbetslöshetskassa*