

## CHECKLIST FOR EARNINGS-RELATED ALLOWANCE

If you work part-time, become fully or partially unemployed or are laid off, you can apply for earnings-related allowance. Below is a short checklist on how to proceed:

1

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

A valid jobseeker status is required for receiving earnings-related allowance. You can register as a jobseeker through the Job Market Finland website: <https://tyomarkkinatori.fi/en/personal-customers>.

2

**Submit your first earnings-related allowance application after you have been unemployed or laid off for at least 14 days.**

After that, apply for the benefit in periods of either four weeks or a calendar month. You can submit your application through our eService: [tkassa.pam.fi](https://tkassa.pam.fi). You can also fill an application and send it to the Unemployment Fund by post: [www.palvelualojenkassa.fi/en/forms.html](https://www.palvelualojenkassa.fi/en/forms.html).

3

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

A pay certificate is not mandatory, but it may speed up the processing of your application in case we are unable to obtain all the necessary salary details from the Incomes Register. We also recommend ordering a **revised tax card for benefits** through the MyTax service: <https://www.vero.fi/en/e-file/mytax/>. You can submit attachments together with your application or later via the eService. If any attachments are missing from your application, we will contact you.

4

**Submit your application along with the necessary attachments to the unemployment fund.**

Earnings-related allowance is paid retroactively, so it cannot be applied for in advance. The application must be submitted within three months from the first day you are claiming benefits. We recommend submitting your application through the eService.

You can check the processing status of applications from our website:

<https://www.palvelualojenkassa.fi/en/customer-service/application-processing-status.html>

### Telephone service

puh. 020 690 211

Mon-Fri from 10.00 am to 2.00 pm,

### Post address

PL 93, 00531 Helsinki

**Palvelualojen  
työttömyyskassa**

*Servicebranschernas arbetslöshetskassa*