

Policyholder	Name			Personal identification code/Business ID		
	Street address		Postal code	City or town		
	Customer number	Insurance number/Contract number		The insurance is <input type="checkbox"/> Fixed-period <input type="checkbox"/> Continuous		
	Business					
	Place of work					
Paid salaries	Period			Salaries and hours		
	Occupational and employee groups per type of work (e.g. office work, drivers, construction)			Gross salaries	Working hours	
	Total salaries of guest labour (does not include salaries of partners working in limited companies)					
Salaries of partners in limited company	Name of partner and personal identification code/business ID	Number of shares, %	Number of working days	Managerial position	Type of performed work	Salary during insurance period
				<input type="checkbox"/> Yes		
				<input type="checkbox"/> No		
				<input type="checkbox"/> Yes		
				<input type="checkbox"/> No		
				<input type="checkbox"/> Yes		
				<input type="checkbox"/> No		
				<input type="checkbox"/> Yes		
Family ties of the partners (e.g. spouse, common-law partner, child) and living in the same household						
Students of schools and courses	Vocational schools and courses					
	Number of students	Total number of school days/course days (= number of students x school days)				
	Labour education (please continue the list in separate appendix if required)					
	Courses itemized (field of business the course relates to, occupation the course is intended for)			Number of course participants	Total number of theory days*)	Total number of practical training days*)
*) = number of course participants x number of course days						

Further information		
Expiry of fixed-period insurance	Work expiry date	The work continues, estimated expiry date
	Is insured labour employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated salary for the final project, euro
Signature	Bank account number (for eventual refund)	
	Place and date	
	Signature and name in block letters	
Information	Person who can provide further information	Telephone

COMPLETING INSTRUCTIONS

Payroll report

INSTRUCTIONS FOR COMPLETING THE PAYROLL REPORT

The policyholder is obliged to report salaries paid to the employees per insurance period. The payroll report shall be sent even if no employed labour has existed.

SALARIES OF GUEST LABOUR

Salaries paid to all employees with employment contract shall be reported under "Paid salaries" with the exceptions mentioned below.

Mainly income subject to withholding tax shall be reported in the payroll report.

Salary from employment and service, performance-based bonus or other compensation paid for work is considered the basis of premium.

For example, payments relating to damages, compensations for expenses and staff benefits etc. are not considered notifiable salaries.

The type of work shall always be reported according to the most hazardous work should the person have many different duties.

LABOUR EDUCATION

The organizer of the education have an obligation to insure. The following data shall be reported for the calculation of the insurance premium for the course participants:

- Number of course days itemized per course
- Number of course participants itemized per course
- Type of work performed during practical training.

PARTNERS

Salaries of working partners included in the workers' compensation insurance shall be reported separately on the first page. The insurance does not include partners holding a managerial position owning personally over 30% of the shares or having a corresponding control or owning together with family members over 50% of the shares or having a corresponding control.

Partners of general partnership and active partners of limited partnership are not included in the obligatory insurance.

A silent partner of a limited partnership is included in the insurance if he or she is working and receives salary.

Managerial position

A partner of a limited company holds a managerial position if he or she exercises daily power of decision and have managerial duties.

A board member is considered to hold a managerial position.

Private employer

A self-employed person, business proprietor or private employer is not included in the insurance. Family members of a business proprietor are included in the insurance if they have an employment and receive salary.

CONTINUING FIXED-PERIOD INSURANCE

Fixed-period insurance expires the date the insurance periods ends. If the work continues after this date, the fixed-period insurance can be continued. A new payroll report form shall be sent when the continued insurance period ends.

The postal address for the payroll report is overleaf. Please fold the sheet in half into an envelope and fasten with tape.

LähiTapiola maksaa
postimaksun

LähiTapiola Keskinäinen Vakuutusyhtiö

Työtapaturmavakuutus

Tunnus 5017783

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