



Instructions for filling in a
**PAYROLL DECLARATION FOR WORKERS'
COMPENSATION INSURANCE**



It is important that you complete all information carefully, since it will be used to calculate the premiums for workers' compensation insurance and employees' group life assurance.

Check the pre-filled data and indicate any changes and corrections in the relevant place on the form. If the fields provided are insufficient, use a separate appendix.

The period for which you need to declare payroll information is stated at the beginning of the payroll declaration form. If the insurance period for a group of persons deviates from the reporting period stated at the beginning of the payroll declaration form, this is specified in connection with the said group.

Please check the Activity code stated at the beginning of the payroll declaration form and correct it if needed.

SIGNING AND RETURNING THE PAYROLL DECLARATION

Kindly send the completed payroll declaration form to the address, by the due date specified on the form. Payroll information cannot be reported by phone. Payroll information cannot be reported by phone. The Policyholder or its representative must sign the payroll declaration. At the end of the form, please specify a contact person from whom we can request additional information, if needed.

Also remember to fill in the bank details requested at the end of the form, or check any pre-filled data.

You must complete and return the payroll declaration, even if no wages were paid during the reporting period. In such a case, enter the payroll as 0 (zero).

PAYROLL OF PERSONS SUBJECT TO STATUTORY WORKERS' COMPENSATION INSURANCE SPECIFIED PER OCCUPATIONAL CLASS

An employer must take out workers' compensation insurance for its employees. Workers' compensation insurance is an open policy by nature. This means that the insurance covers the persons employed by the employer at any given time, unless otherwise agreed. The insured group of persons is described in the payroll declaration form.

Persons subject to statutory Workers' compensation insurance also include

- family members of self-employed persons who are in an employment relationship under the Employment Contracts Act;
- silent partners in a limited partnership, who are in an employment relationship under the Employment Contracts Act;
- shareholders working for a limited liability company, who are not in leading positions;
- shareholders working for a limited company in leading positions (such as a managing director), who personally own no more than 30 percent, or who together with family members living in the same household own no more than 50 percent, of the shares or of the voting rights arising from the ownership of the shares.

OCCUPATIONAL CLASS / OCCUPATIONAL TITLE

Please check the pre-filled occupational classes and add any missing ones to the empty lines of the table. Specify the occupational titles accurately enough to describe the nature of the work (for example, "trainee" or "general worker" are insufficient). To specify the occupational class correctly, see the Classification of Occupations 2010 available (in Finnish) on the website of Statistics Finland. If possible, please report the occupational class code in five digits.

If an employee falls within several occupational titles, enter the entire payroll amount under the title which involves the highest risk of occupational accident or disease. You cannot divide the payroll of an individual between several occupational titles.

The names of those partners, shareholders, or owner-managers who are among the persons subject to the obligation to insure have also been pre-filled in this section. Check carefully that this information is accurate and correct, if needed.

PAYROLL EUR INCLUDING FRINGE BENEFITS

Earnings before withholding of the pay-as-you-earn tax and paid to the occupational group in question are included in the total payroll.

The total payroll to be declared includes, but is not limited to, the following wages and salaries, benefits and compensation:

Wages or salary

- basic, overtime, monthly, hourly and piecework pay
- sick pay
- supplementary daily allowance paid by a sickness fund
- with respect to work performed abroad, the so-called TyEL salary for insurance purposes
- performance-based bonuses, incentive bonuses
- shares received on the basis of a performance bonus system
- wages paid for a notice period (excl. wages paid for a period of temporary layoff)
- wages paid from the pay security system
- wages paid by a bankrupt's estate

Holiday pay and holiday compensation

- holiday bonus, beginning-of-holiday pay and end-of-holiday pay
- holiday pay increase
- annual holiday compensation paid upon termination of employment

Bonuses, pay rises and other such wage items

- personal or task-specific bonuses
- various types of bonuses, including work condition, shift work, evening and night work and emergency duty bonuses
- downtime and overtime allowances
- compensation for working time reduction
- compensation for being on stand-by
- compensation for Sunday work, midweek holiday and a period of rest
- commission
- share of profits, bonus
- production bonus
- productivity bonus

Fringe benefits

- employer-provided accommodation, meals and vehicle
- employer-provided telephone and garage
- other fringe benefits

Other compensation related to work

- daily allowances (the share subject to tax)
- tips and monetary gifts received from the public
- the premiums for voluntary pension insurance taken out by an employer for its employee (the share subject to tax)
- pay or monetary gift based on the number of years of service
- initiative bonus and compensation for writing
- compensation paid to the shop steward representing employees in the workplace
- compensation to co-determination committee members (Act on Co-operation within Undertakings).

THE FOLLOWING REWARDS AND BENEFITS ARE NOT REGARDED AS EARNINGS:

Payments in the nature of compensation for damages, made at the end of an employment relationship, such as

- compensation for the delayed payment of wages in connection with the termination of an employment relationship (waiting-period pay)
- compensation for unfair dismissal
- compensation for an overridden term of notice in connection with a business transfer
- compensation for discharge and salary for the term of notice, paid during a layoff period
- compensation paid in connection with cancellation of the employment contract (similar to a golden handshake)
- non-statutory compensation for termination of the employment contract
- redundancy payment

Various types of reimbursement of expenses, such as

- daily allowance (tax-free)
- taxable reimbursement of expenses based on collective labour agreements, if such reimbursement has been paid on the basis of less stringent requirements than stipulated in the annual Decision of the Finnish Tax Administration
- reimbursement of removal expenses
- reimbursement of special costs incurred by work performed abroad
- reimbursement of costs incurred for work equipment, work gear, and other immediate work-related expenses

Other

- An additional daily allowance paid by a sickness fund provided by the workplace
- Anniversary gift (material or monetary gift)
- Royalties
- Personnel benefits, such as an interest benefit from loans, free healthcare services etc.
- Material gifts
- Employee stock options
- Copyright royalties
- Employee inventions
- A share of the profits of a limited-liability company paid to the entire personnel or a cash profit bonus
- A profit share or dividend received by a shareholder of a limited-liability company (also when treated as earnings in taxation)
- A profit share received by a silent partner
- Payments from the personnel fund
- A benefit arising from the employment relation-based right to subscribe for the company's shares for a lower price
- Bonus points granted by airline companies, hotels and other organisations, which the employee receives for personal use

The Finnish Centre for Pensions publishes instructions on earnings used as the basis for earnings-related pension. Since the concept of earnings is identical in workers' compensation insurance and earnings-related pension insurance, the instructions published by the Finnish Centre for Pensions on earnings used as the basis for earnings-related pension (in Finnish) can be used to assist in determining items included in (or excluded from) earnings.

WORK HOURS

Report the work hours in whole numbers by occupational class. The number of work hours per person per year is approximately 1,700.

PAYROLL OF PERSONS ATTENDED IN LABOUR MARKET TRAINING SPECIFIED PER OCCUPATIONAL CLASS

According to the Act on compensation for injury or illness occurring in education-related conditions comparable to work (460/2015), the party arranging labour policy education must take out workers' compensation insurance for the students in question.

The details of persons who have participated in labour policy education must be reported by occupational class. On the basis of this data, a computational payroll is determined for calculating the premium.

OCCUPATIONAL CLASS/OCCUPATIONAL TITLE

Please check the pre-filled occupational classes and add any missing ones in the empty lines of the table. Specify the occupational titles accurately enough to describe the nature of work (for example, "trainee" or "general worker" are insufficient). To specify the occupational class correctly, see the Classification of Occupations 2010 available (in Finnish) on the website of Statistics Finland. If possible, please report the occupational class code in five digits.

NUMBER OF PERSONS ATTENDED IN TRAINING AND TRAINING DAYS

In this table, fill in either the number of persons, per occupational class, who have participated in labour policy training during the reporting period and number of training days per person, or the total number of training days (number of training participants * number of school or course days per person).

PAYROLL FOR LEISURE TIME ACCIDENT INSURANCES

If the group of persons covered by group leisure time accident insurance, sports insurance or ship staff's leisure time accident insurance is the same as the group of persons covered by statutory workers' compensation insurance, the section of the payroll declaration which concerns the mentioned leisure time accident insurances will appear in connection with the statutory cover. If the group of persons covered by a leisure time accident insurance deviates from the group of persons covered by statutory workers' compensation insurance, the former group of persons will be specified separately further on in the form. Fill in the payroll for the insured group of persons for the period specified in the declaration form.

OCCUPATIONAL SAFETY SITUATION AT WORKPLACE

According to the Workers' Compensation Act, the employer's preventive occupational safety work is taken into account in the workers' compensation insurance premium for clients subject to a tariff rate. At If P&C Insurance Company, this is handled through a so-called occupational safety incentive, which is determined on the basis of evidence presented by the employer based on the Insurance Company's questions regarding occupational safety. For policy periods with start date before year 2019, the employer shall answer the questions in connection with the payroll declaration. Further information on the occupational safety questions is available (in Finnish) at if.fi/tyoturvallisuusksymykset.

For policy periods starting 1 January 2019 or later, the occupational safety questions are no longer answered in connection with the payroll declaration. Instead, you will find the questions in your policy letter. If the answer is not in accordance with the situation in your company, please give us a separate notification.

PUBLIC SECTOR

INFORMATION ON PUPILS AND STUDENTS

Pupils in general education and students in vocational education and training also fall within the scope of workers' compensation insurance. These persons are insured against accidents occurring during study-related practical training.

With respect to pupils and students, report either the number of students and schooldays per person or the total number of schooldays (number of students * number of schooldays per person), separately for each level of education.

INFORMATION ON PERSONS ADMITTED TO CERTAIN INSTITUTIONS

Persons admitted to certain institutions must be insured with workers' compensation insurance in accordance with the Act on accident compensation for persons residing in penal, welfare and care institutions. These persons are covered against accidents occurring in work that forms part of their treatment programme.

With respect to persons admitted to certain care and healthcare institutions, the following information must be submitted: the number of persons admitted to the institution and the number of days spent in the institution per person, or the total number of days spent in the institution (number of persons * number of days spent in the institution per person).

INFORMATION ON INFORMAL CARERS

According to the Act on Support for Informal Care (937/2005), Section 10(3), a municipality which has concluded an agreement on support for informal care with a carer must take out workers' compensation insurance for the carer.

With respect to informal carers, information must be provided separately on those carers whose informal care support equals or exceeds the minimum annual earnings, and carers whose informal care support remains below the minimum annual earnings. In 2018, the minimum annual earnings are EUR 14,100.

INFORMATION ON PERSONS IN REHABILITATIVE WORK

According to the Act on Rehabilitating Work Experience (189/2001), Section 23, a municipality must take out workers' compensation insurance for persons in rehabilitative work.

The municipality must report the number of persons participating in rehabilitative work and the total number of workdays of these persons.

INFORMATION ON PERSONS IN SUPPORTED EMPLOYMENT FOR THE DISABLED

According to the Social Welfare Act (710/1982), Section 27e(3), the party arranging supported employment for the disabled must take out workers' compensation insurance for persons in supported employment.

The municipality must report the number of persons participating in supported employment and the total number of workdays of these persons.

The same principles apply to supported employment organised by virtue of the said Act and the Act on Special Care for Mentally Handicapped Persons (519/1977), Section 71.

INFORMATION ON FAMILY CARERS

According to the Family Care Act (263/2015), Section 20(2), a municipality or a federation of municipalities which has concluded an assignment agreement with a carer must take out workers' compensation insurance for the family carer.

The municipality must report the total payroll and the total number of working hours of these persons.

INFORMATION ON MUNICIPAL ELECTED OFFICIALS

Full-time or part-time elected officials in their position of trust complying with the Local Government Act (410/2015) have to be insured by the municipality with workers' compensation insurance.

With respect to municipal elected officials, report the total number of persons.

INFORMATION ON THE COMPANY'S OWNERS, PARTNERS AND SHAREHOLDERS

For policy periods with start date before year 2019, please check any pre-filled owner information and supplement and correct if needed. In case you change or add owner information, please report the date from which the change is valid in rows Ownership start/end date. Based on this ownership information, the insurer determines

whether the owners working in the company are subject to the obligation to insure. Please report the details of all owners, including those not working in the company, on the payroll declaration form.

For policy periods starting 1 January 2019 or later, information on the company's owners, partners and shareholders is shown in the policy letter instead of payroll declaration. In case any details in the policy letter are missing or defective, please let us know. With accurate information we can better make sure that everyone has been correctly insured.

POSITION IN COMPANY

Specify the person's position as accurately as possible, for example, a self-employed person, a partner in a general partnership or a shareholder in a limited liability company.

LEADING POSITION IN LIMITED COMPANY

With respect to shareholders in a limited liability company, specify the person's position, such as managing director, chairman of the Board of Directors, member or deputy member of the Board of Directors or other title. If the person holds no leading position, type "not in a leading position".

A leading position refers to the managing director, member of the board of directors or equivalent positions or equivalent factual powers in a limited company or other organisation.

WORKING IN THE COMPANY

Alternatives: full-time, part-time, not working in the company.

RETIRED

Type 'no' if the person has not retired. If the person has retired, enter the type of pension, such as part-time pension or old age pension.

SAME HOUSEHOLD WITH ANOTHER OWNER

Type 'no' if there are no other owners living in the same household. If yes, give the owner's name.

RELATIONSHIP TO OTHER OWNERS

If there are other owners living in the same household, enter the type of relationship in this field. Alternatives: spouse, common-law spouse, father, mother, child, sibling, other.

Example: The company is owned by Mary and her son Matthew who live in the same household. Type 'mother' in Mary's ownership table and 'child' in Matthew's table.

SAME HOUSEHOLD

With respect to owners living in the same household, enter in this field the same symbol (number/letter) for all of them.

FAMILY MEMBER

Family member refers to a spouse, common-law spouse or a direct ascending or descending relative of a person who holds a leading position in the company, and lives in a common household with this person. Common-law spouse refers to a person who lives in spousal-type relationship in a common household with a person holding a leading position in the company.

INDIRECT OWNERSHIP

In calculating the aforementioned ownership shares, indirect ownership through other organisations (limited company or cooperative) or corporate bodies (limited or unlimited partnership) is also taken into account if the person holding a leading position, either alone or together with family members, owns more than half of the said other organisation or corporate body or they have corresponding control in the same.

DIDN'T YOU FIND WHAT YOU WERE LOOKING FOR?

For further information and advice on filling in the payroll declaration, please call tel. +358 (0)10 19 15 00.

