Payment application for start-up grant

The start-up grant is paid for the days you have worked in your business. Payment is made monthly in arrears, for a maximum of five days per calendar week.

Apply for the start-up grant payment retroactively on a monthly basis for the days you have actually worked in your business. The payment period can be a calendar month, or another period defined in the decision, for example, from 1 March to 31 March or 16 February–15 March. Fill in the payment application carefully and make sure that all the information is correct, such as the IBAN account number and BIC code. Submit the payment application to the employment authority within two months of the end of the period. If payment is not applied for within the deadline, the grant cannot be paid.

Documents to be submitted with the first payment application are:

* A copy of the trade register notification, if you are required to make one.
* A copy of the partnership agreement for a general partnership or limited partnership, or the memorandum of association and articles of association for a limited liability company.
* Proof of registration in the prepayment register, if you are not required to make a trade register notification.
* A revised tax card for the benefit (start-up grant) if you wish to change the tax withholding rate. If you do not provide a revised tax card, the employment authority will withhold a tax rate of 25 percent from the start-up grant.

The start-up grant is paid using the salary and benefit data reported to the Incomes Register.

Fill in the application primarily via the e-service. If you cannot use the e-service, send the printed and completed form to the employment authority. Contact details for the employment authority in your area can be found on the regional pages of Job Market Finland at <https://tyomarkkinatori.fi/en/regional-pages>.

**1. Recipient of the start-up grant**

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| Name of recipient      | Personal ID number      | Business ID (required)      |
| Number and date of the start-up grant decision      | Telephone number      |
| Address      | Postcode      | Post office      |
| Email      |
| Municipality of residence      |
| Bank account (IBAN)      | Bank identification code (BIC)      | [ ]   | Account number has changed |

**2. Company details**

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| Name of the company      |
| Business ID      |
| If you do not have a business ID, please indicate here why.      |

**3. Payment period**

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| Payment period for which start-up grant is applied 1   /    20   -    /    20   |
| Number of days eligible for payment 2 | Grant in euros per day 3 | Total amount of grant for the payment period (euros) 4 |
|       |       |  |

**4. Income, compensations, subsidies and benefits preventing payment of a start-up grant**

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| Will you receive the following income, compensations, subsidies or benefits during the start-up grant period? 5 |
| 1. Salary or remuneration for work you do that is unrelated to your business. Salary is also considered to include pay during annual leave and during the notice period of termination of employment. It also includes any financial benefit received from the employer, based on an agreement related to the termination of employment or any similar arrangement, which is considered to ensure a reasonable level of subsistence (Unemployment Security Act 1290/2002, Chapter 3, Section 6, Subsection 1).6

[ ]  Yes [ ]  NoIf the answer is Yes, provide additional information on the number of working days, working hours per day, the duration of employment, and an estimate of future paid working days and working hours per day.      |
| 1. Salary or remuneration for work related to entrepreneurial activities, not including income earned from own company. Salary is also considered to include pay during annual leave and during the notice period of termination of employment. It also includes any financial benefit received from the employer, based on an agreement related to the termination of employment or any similar arrangement, which is considered to ensure a reasonable level of subsistence (Unemployment Security Act 1290/2002, Chapter 3, Section 6, Subsection 1). 6

[ ]  Yes [ ]  NoIf the answer is Yes, provide additional information on the number of working days, working hours per day, the duration of employment, and an estimate of future paid working days and working hours per day.      |
| 1. Government support for your own salary costs 7

[ ]  Yes [ ]  NoOther public aid includes, for example, grants and business support.If the answer is Yes, provide details of the aid granted and the period for which the aid has been granted. Attach the decision on the granted aid to the application.      |
| 1. Unemployment benefit

[ ]  Yes [ ]  NoThe start-up grant will not be paid if you receive unemployment benefits under the Unemployment Security Act (1290/2002) for the same period.If Yes, provide additional information on the grantor, the type of support, the period for which the support has been granted, and the amount of support granted.      |
| 1. Sickness or partial sickness allowance under the Health Insurance Act (1224/2004) or a disability pension or a rehabilitation allowance under the National Pensions Act (568/2007), or a benefit paid on the grounds of full disability under another Act.

[ ]  Yes [ ]  NoIf Yes, provide additional information on the grantor, the type of support, the period for which the support has been granted, and the amount of support granted.      |
| 1. State pension or early retirement pension under the National Pensions Act or under laws on employment pensions.

[ ]  Yes [ ]  NoIf Yes, provide additional information on the grantor, the type of support, the period for which the support has been granted, and the amount of support granted.      |
| 1. Unemployment pension.

[ ]  Yes [ ]  NoIf Yes, provide additional information on the grantor, the type of support, the period for which the support has been granted, and the amount of support granted.      |
| 1. Years-of-service pension in accordance with the National Pensions Act.

[ ]  Yes [ ]  NoIf Yes, provide additional information on the grantor, the type of support, the period for which the support has been granted, and the amount of support granted.      |
| 1. Adjustment allowance for representatives of the Parliament under the Act on Pensions and Adjustment Allowance (329/1967).

[ ]  Yes [ ]  NoIf Yes, provide additional information on the grantor, the type of support, the period for which the support has been granted, and the amount of support granted.      |
| 1. Maternity, special maternity, paternity or parental allowance or special care allowance under the Heath Insurance Act (1224/2004).

[ ]  Yes [ ]  NoIf Yes, provide additional information on the grantor, the type of support, the period for which the support has been granted, and the amount of support granted.      |
| 1. Relinquishment allowance under the Act on the Relinquishment Allowance awarded to Agricultural Entrepreneurs (1293/1994) or the Act on the Allowance granted for the Discontinuation of the Practice of Agriculture(612/2006).

[ ]  Yes [ ]  NoIf Yes, provide additional information on the grantor, the type of support, the period for which the support has been granted, and the amount of support granted.      |
| 1. A rehabilitation allowance or compensation for loss of earnings under the Act on the Social Insurance Institution of Finland's Rehabilitation Benefits and Rehabilitation Allowance Benefits (566/2005) or the laws or pension guidelines or regulations referred to in Chapter 1, section 3 of the Employees Pensions Act (395/2006) on the basis of provisions on rehabilitation specified in accident insurance policies, motor insurance policies or the Military Injuries Act (404/1948). 8

[ ]  Yes [ ]  NoIf Yes, provide additional information on the grantor, the type of support, the period for which the support has been granted, and the amount of support granted.      |
| 1. Student financial aid in the form of study grant or student loan (Act on Student Financial Aid 65/1994). If you have taken out a student loan, specify the period to which the loan applies.

[ ]  Yes [ ]  NoThe student loan applies to the period (dd.mm.yyyy–dd.mm.yyyy)      |
| 1. Other benefits that are meant to secure a reasonable income.9

[ ]  Yes [ ]  NoIf Yes, provide additional information on the benefit provider, the type of benefit, the period for which the benefit has been granted, and the amount of the benefit granted.      |

**5. Additional information to the application**

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| As a start-up grant recipient, you are obligated to notify the employment authority of any changes that have taken place since the decision, such as employment received while operating as an entrepreneur or sick leave.You may also provide additional information regarding other parts of the application. This may include clarifications about the payment period or other matters that could affect the processing of your payment application.      |

**6. Consent for electronic notification**

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| By consenting to electronic notification, you will receive the decision document, or any other message related to your application as an electronic message sent to the email address you provided. If you do not consent to electronic notification, you will receive decisions and messages related to your case by postal mail. |
| Do you consent to electronic notification?[ ]  Yes [ ]  No | Email      |

**7. Signature**

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| By my signature, I confirm that the information provided in the application and its attachments is correct, and that the conditions specified in the Act on the Organisation of Employment Services (380/2023) and the decision concerning the support have been followed. |
| Place and date      | Signature |
| Clarification of signature |       |

Instructions for completing the form

**Payment period**

1. The payment of the start-up grant is applied for in one-month payment periods. The payment period can be either a calendar month or another period in the start-up grant decision, equivalent to a month in length. Enter the period in the payment application, for example, from 1 January to 31 January or from 15 January to 14 February.
2. The start-up grant is paid for the days you have worked in your business. Payment is made monthly in arrears, for a maximum of five days per calendar week.
3. The daily amount of the start-up grant specified in the start-up grant decision.
4. Enter the total amount of the grant applied for the payment period in euros. The number of eligible days is multiplied by the amount of grant paid in euros per day.

Income, compensations, subsidies and benefits preventing payment of a start-up grant

1. Start-up grant is intended to secure living expenses during full-time business activities and will not be paid if the person receives salary or other compensation for work unrelated to the business during the same period, public support for their wage costs, or any other benefits intended to secure living expenses (Act on the Organisation of Employment Services 380/2023, Section 100, Subsection 3).

Indicate any income, compensation, subsidy or benefits you will receive for the same period during which you are applying for the start-up grant. Also, report any salary income from work related or unrelated to the business for the same period.

1. Salary is also considered to include pay during annual leave and during the notice period of termination of employment. It also includes any financial benefit received from the employer, based on an agreement related to the termination of employment or any similar arrangement, which is considered to ensure a reasonable level of subsistence (Unemployment Security Act, Chapter 3, Section 6, Subsection 1).
2. Other public aid includes, for example, grants and business support.

If the recipient of the start-up grant has income unrelated to the business activity during the start-up grant period, or if public support has been granted for their salary costs, the amount of income will be deducted from the start-up grant amount. However, income defined as priority income under Section 7, Chapter 4 of the Unemployment Security Act will not be taken into account.

1. The laws referred to in Chapter 1, section 3 of the Employees Pensions Act based on which rehabilitation allowance can be paid are:
* Seafarer's Pensions Act (1290/2006);
* Self-Employed Workers' Pensions Act (1272/2006);
* Farmers' Pensions Act (1280/2006).
1. Pensions acts involving employees in the public sector include:
* Public Sector Pensions Act (81/2016);
* Act on the Orthodox Church (985/2006);
* Provincial Administration Act (AFS 54/2007) given in the province of Aland for the purpose of applying certain current state rules to state pensions.

These benefits may include additional pension provided by the employer or compensation for loss of earnings referred to in the Criminal Damages Act (1204/2005).

However, the preferred income referred to in Chapter 4, section 7 of the Unemployment Security Act is not taken into account as a benefit. This income includes

* survivors' pensions;
* care allowance for a person receiving a pension in accordance with the Disability Benefits Act (570/2007);
* compensation for functional limitation under the Workers' Compensation Act (459/2015) and the Occupational Accidents and Disease Act for Farmers (873/2015);
* annuity and supplementary index under the Compensation for Military Injuries
* disability allowance in accordance with the Disability Benefits Act;
* housing allowance in accordance with the Act on Housing Allowance for Pensioners (571/2007);
* housing allowance in accordance with the Act on General Housing Allowance (938/2014);
* child benefit in accordance with the Child Benefit Act (796/1992);
* social assistance in accordance with the Act on Social Assistance (1412/1997);
* military benefits under the Act on Military Benefits (781/1993);
* compensation for costs under the Workers' Compensation Act, Accident and Disease Act for Farmers and the Military Injuries Act;
* partial early old-age pension in accordance with the Employment Pensions Act.