

## Reporting a foreign employee

Report the information of a foreign employee electronically at [enterfinland.fi/employers](https://enterfinland.fi/employers) when you hire an employee who is not a citizen of an EU or EEA country or Switzerland, or a family member of a citizen of an EU or EEA country or Switzerland.

If it is not possible to submit the information electronically, fill in this form and send it to the TE Offices' work permit services.

Attach a copy of the employee's passport or residence permit card to the notification..

### 1. Employee Information

Last name		First names	
Date of birth	Nationality		

### 2. Employer Information

Namn	
Business ID or personal identity code of a private employer	
Street address	
Postal code	City
Postal address if not the same as the street address	
Postal code	City
Name of the contact person	
Email	Phone

### 3. Terms of employment

<p>Duration of employment relationship</p> <p><input type="checkbox"/> Employment relationship valid until further notice Start date in DD.MM.YYYY format</p> <p><input type="checkbox"/> Fixed-term employment relationship Duration of fixed-term employment relationship in DD.MM.YYYY–DD.MM.YYYY format</p>
Applied collective agreement

Pay. Select one option. Ensure that the pay complies with the collective agreement of the sector.

Hourly rate: \_\_\_\_\_ EUR/hour

Monthly rate: \_\_\_\_\_ EUR/month

Contract rate. State what the contract rate consists of \_\_\_\_\_

Tax value of fringe benefits

As part of pay \_\_\_\_\_ EUR/month

In addition to monetary pay \_\_\_\_\_ EUR/month

Description of fringe benefits

#### 4. Signature

Place and date	Employer's signature
Position in the company	Clarification of signature