

With this authorisation you can authorise your employer to collect the membership fee directly from your salary.

Instructions for completing the authorisation

1. Fill in your personal information and **sign** the authorisation.
2. Submit the authorisation to your employer/salary clerk for signing. Remember to also submit the authorisation's attachment "Important notice to the employer".

The authorisation enters into legal force only after the employer or the representative of the payer of the membership fee has signed it.

3. One copy of the authorisation will remain with the employer, one with yourself and one will be submitted to Akava Special Branches either by mail, fax 09 147 242 or as a scanned document by email to jasenpalvelut@akavanerityisalat.fi

When a copy of the authorisation arrives at Akava Special Branches, we will send a reference number list to the employer.

4. Remember to verify from your payslip that the collection of the membership fee has begun.

Please note!

The membership officials of Akava Special Branches must always be notified of termination of employment. You can conveniently update your membership information on the website at <https://verkkoasiointi.akavanerityisalat.fi>

If you have any further questions about completing the authorisation or collecting the membership fee, please contact the membership officials of Akava Special Branches: free service number 0800 135 370, service hours on Tue–Thu 9–14, jasenpalvelut@akavanerityisalat.fi

One copy of this form to the employer, one to the employee and one to the union

<p>With this authorisation, the employee states that their employer may deduct the Akava Special Branches membership fee directly from the employee's salary. Akava Special Branches notifies its members of the amount of the membership fee for one calendar year at a time, as a percentage or in euros.</p> <p>This agreement is valid from the date of signing by the employer and the employee and it remains valid until further notice or until the date of termination of the employment. Collection can begin retroactively, if it is agreed upon separately. The employee may terminate the employment contract one full month after the month in which they give their notice of resignation. One copy of this form is given to the employer, one to the employee and one is delivered to Akava Special Branches.</p>	
Employer	Official name of the employer Address Employment start date
Workplace
Employee	Date of birth Surname First names Email address Official title or job title Position <input type="checkbox"/> Senior management <input type="checkbox"/> Senior salaried employee <input type="checkbox"/> Salaried employee <input type="checkbox"/> Other
Membership fee recipient	Akava Special Branches AE ry / union code number 603 Business ID: 0281358-2 Bank connection Nordea bank account number FI26 1521 3000 1062 05 The code number of the Member organisation % from gross salary
Signature of the member	I want the membership fee collection to begin / 2 The employee has given this authorisation place / 2 signature (member)
Representative of the employer will complete this part	
Payer of the membership fee (employer or accounting firm)	Employer business ID Payer of the membership fee Contact person Address Email Telephone
Collection begins (for the salary clerk to complete)	Start date / 2 <input type="checkbox"/> Member-specific reference number order <input type="checkbox"/> Company-specific reference number order
The signature of the employer/ salary clerk	This authorisation has been received by a representative of the payer of the membership fee / 2 signature (representative of the payer of the membership fee) Please note! Without the signature of the employer/salary clerk the union cannot approve the authorisation. Return the authorisation: jasenpalvelut@akavanerityisalat.fi

Membership fee in 2021

Payment recipient	Akava Special Branches, business ID 0281358-2
Union code number	603
Bank	Nordea FI26 1521 3000 1062 05
For payment amount	see detailed membership fee percentages
Returning the authorisation	Akava Special Branches Maistraatinportti 4 A, 6th storey, FI-00240 Helsinki by fax 09 147 242 or as a scanned document by e-mail (jasenpalvelut@akavanerityisalat.fi). We will send you the reference number list after we have received a copy of the authorisation.
Collection	The membership fee is collected from all salary income that is subject to tax withholding. The fee is paid to Akava Special Branches monthly (Salary = gross income, holiday compensation, holiday bonus, fringe benefits and severance packages in case the contract is terminated by the employer)
The membership fee isn't collected	from bonuses, options, merit pay, daily expence allowance and kilometre allowance.
Employer-specific reference number list	All of our members' membership fee payments are paid with the employer- specific reference numbers as one payment once a month and a separate clarification on the payments will be submitted to selvityspalvelu@futunio.fi either monthly or quarterly. If you wish, Akava Special Branches will mail you a precompleted clarification list quarterly but the information can also be submitted on your own copy or as electronic files through the TYVI service.
Member-specific reference number list	In the member-specific reference number list there is monthly reference number for each member that is used to pay specific members' membership fees. Employer information is conveyed in the payment reference number, so there is no need to submit a separate clarification.
For further information	please contact Akava Special Branches membership officials at jasenpalvelut@akavanerityisalat.fi or call us at 0800 135 370, service hours on Tue–Thu are 9–14

Member association	Association number	Membership fee
Art and Culture Professionals Trade Union	026	1,3 %
Association of Dstraint Officers	047	1,1 %
Association of Employees at the Research Institute for the Languages of Finland	011	0,85 %
Association of Finnish Bachelors of Hospitality	045	1,3 %
Association of Finnish Tax Inspectors	050	0,85 %
Association of Managerial Salaried Employees in Finnish Sports Associations	037	1,1 %
Association of Maritime College Teachers	019	1,0 %
Association of Municipal Experts and Managerial Professionals	017	1,1 %
Association of Public Administration Executives	005	0,9 %
Civil Servants in State Provincial Administration for Education and Culture VSV	049	1,0 %
Finnish Federation of Dental Hygienists FFDF	052	1,1 %
Language Experts	016	1,1 %
Officers for Academic Unions	012	0,85 %
Rescue Administration Officers Association	028	0,9 %
Skilla (former AitoHSO)	035	1,1 %
Specia - The Experts and Managerial Professionals	018	1,0 %
Suomen Geronomiliitto, the association of geronomos (Bachelors of Elderly Care)	053	1,1 %
Specialists in the Youth and Sports Sector	046	1,25 %
The Archives and Information Management Union	029	0,85 %
The Union of Academic Museum Employees in Finland	020	1,3 %
Union of Communications Professionals	007	1,1 %