

With this authorisation you can authorise your employer to collect the membership fee directly from your salary. **Please note! Students cannot authorise the employer to collect the membership fee directly from their 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 as a scanned copy <https://www.turvaposti.fi/viesti/jasenpalvelut@akavanerityisalat.fi> or by post (Akava Special Branches, Maistraatinportti 4 A, FI-00240 Helsinki).

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 about termination of employment. You can easily update your membership information at: <https://verkkoasiointi.akavanerityisalat.fi>

If you have any further questions about completing the authorisation or collecting the membership fee, contact the membership officials of Akava Special Branches:

free service number +358 (0)800 135 370
telephone hours Mon–Fri 9 a.m.–4 p.m.

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 Starting date of the employment relationship		
Workplace			
Employee	Date of birth Surname First names E-mail 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 and 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 % of gross salary OR euros/month		
Signature of the member	I want the membership fee collection to begin / 202 The employee has given this authorisation place / 202 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 E-mail Telephone		
Collection begins (for the salary clerk to complete)	Start date / 202 <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 / 202 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 at: https://www.turvaposti.fi/viesti/jasenpalvelut@akavanerityisalat.fi		

Membership fee in 2022

Payment recipient	Akava Special Branches, Business ID 0281358-2
Union code number	603
Bank	Nordea FI26 1521 3000 1062 05
Membership fee	Depending on the membership organisation, you pay your membership fee either as a percentage or as a flat fee. The collection of the membership fee starts always at the earliest at the beginning of the next month.
Percentage membership fee	The membership fee is charged on all salary income subject to income tax. Membership fees are not paid on options.
Euro membership fee	The membership fee is charged from the member paying the normal, full membership fee in accordance with the table below. The membership fee of a part-time employee, student, trainee etc. may differ from those stated in the table (www.akavanerityisalat.fi/en/membership_fees_2022). In these cases, the employer collection must be agreed about separately with the member.
Payment references	When Akava Special Branches has received a copy of the authorisation, payment references are sent to the employer.
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 the union at 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 electronically 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 the membership fees of the member in question. Employer information is conveyed in the payment reference number, so there is no need to submit a separate clarification.
Returning the authorisation	Scanned: https://www.turvaposti.fi/viesti/jasenpalvelut@akavanerityisalat.fi or by post: Akava Special Branches, Maistraatinportti 4 A, 6th floor, FI-00240 Helsinki, Finland.
More information	Membership officials of Akava Special Branches: jasenpalvelut@akavanerityisalat.fi or +358 (0)800 135 370, telephone hours Mon–Fri 9 a.m.–4 p.m.

Membership fees per member organisation as a percentage or as a flat fee

Name of the organisation	association no.	Membership fee % or €/month
The Association of Public Administration Executives	005	0.9 %
Language Experts	016	1.1 %
The Association of Distant Officers	047	0.9 %, no more than €600/year
The Association of Employees at the Research Institute for the Languages of Finland	011	0.85 %
Kumula, the Association of Municipal Experts	017	€31.00
Business Administration Union LTA	054	€26.58
The Association of Maritime College Teachers	019	€35.00
The Union of Academic Museum Employees	020	1.3 %
Specialists in the Youth and Sports Sector	046	1.25 %
Academic Officials in Education Administration	012	0.85 %
The Rescue Administration Officers Association	028	0.9 %
Skilla	035	€34.00
Specia – The Experts and Managerial Professionals Association	018	€29.00
Suomen Geronomiliitto, the Association of Geronomes (Bachelors of Elderly Care)	053	1.1 %
The Finnish Federation of Dental Hygienists	052	1.1 %
The Association of Managerial Salaried Employees in Finnish Sports	037	1.1 %
The Association of Finnish Tax Inspectors	050	0.75 %
Sure – Association of Finnish Bachelors of Hospitality Management	045	€33.00
The Archives and Information Management Union	029	0.85 %
The Art and Culture Professionals Trade Union TAKU	026	1.3 %
Civil Servants in State Provincial Administration for Education and Culture VSV	049	1.0 %
The Union of Communications Professionals	007	€32.00