|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty, institute or department | | | | |
| Last name, including former last names, if any | | | | Identity number/Date of birth |
| First name(s) | | | Gender  Male  Female | Telephone number |
| Address in Finland | | | Postal code | City |
| Address abroad | | | | |
| Tax district | | Native language, if not Finnish | Nationality, if not Finnish | E-mail address |
| Name of bank (SWIFT code) | | BIC-code (8 or 11 characters) | IBAN bank account number (e.g. country code FI + 16 numbers) | |
| **Payslip**  The university uses an electronic payslip that is delivered to the employee’s bank in electronic form. Please choose the delivery method for you payslip. (For an electronic transfer of the payslip, the employee must possess personal eBank identifiers.)  Electronic payslip to net Bank  Paper payslip delivered to your home address | | | | **Language of the payslip**  Finnish  Swedish  English |
| **Basic education**  Primary school  Middle school  Comprehensive school  Matriculation examination  Other (e.g. basic education completed outside Finland): | | | | **Academic degree**  Degree/major subject |
| Institution |
| Date of graduation |
| A certified degree diploma is enclosed  A scanned copy of the basis of the right to work is enclosed  The end date of the right to work | | | | |
| **Tax card** (NB: No need to enclose tax card if the University of Helsinki pays grant to signatory.)  A tax card is enclosed  No tax card is enclosed (withholding tax: 60%)  A tax-at-source card is enclosed | | | | |
| The tax card has been sent to:  Service centre (P.O. Box 53) | | | | |
| Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee's signature | | | |