

Membership application/collection agreement

Union no. 077



TOIMIHENKILÖLIITTO ERTO

Membership and job information To be completed by member					
Surname		First name, middle name		Social security number	
Street address			Postcode		City
Mobile/Telephone home			E-mail address		
Education					
<input type="checkbox"/> Comprehensive school		<input type="checkbox"/> Matriculation examination		<input type="checkbox"/> College	
<input type="checkbox"/> Vocational		<input type="checkbox"/> Polytechnic		<input type="checkbox"/> University	
Degree					
I want my membership to begin (date of signature at the earliest ¹) dd/mm/yyyy			Previous unemployment fund		Membership begun dd/mm/yyyy
Language			My contact details may be released to ERTO's partners for the purpose of sending information about membership benefits		
<input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> English			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of employer			Workplace/Unit		
Street address			Postcode		City
Profession			Employment started (dd/mm/yyyy)		
Employment			Working hours		Salary
<input type="checkbox"/> Permanent		<input type="checkbox"/> Fixed-term		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
				hours per week	
				€ per month	
Are you an entrepreneur? ²⁾		Payment method ³⁾			
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> I pay union dues myself <input type="checkbox"/> Employer withholds the union dues from my salary			
I wish to join Federation of Special Service and Clerical Employees ERTO and the Unemployment Fund of the Federation of Special Service and Clerical Employees. I hereby authorize the Unemployment Fund of the Federation of Special Service and Clerical Employees to collect union dues from the contributions paid out by the unemployment fund. This authorization shall lapse upon expiry of my membership.					
Place and date			Member's signature		
Perintäsopimus/työnantajaperintä • Collection agreement Työnantajan edustaja/palkanlaskija täyttää • To be completed by employer's representative/payroll clerk					
Työnantajan (tilittäjän) täydellinen nimi • Employer's (remitters) full name				Y-tunnus • Business ID no.	
Työnantajan (tilittäjän) lähiosoite • Employer's (remitters) street address			Postinumero • Postcode		Postitoimipaikka • City
Palkanlaskennan yhteyshenkilön nimi • Payroll clerk's name		Puhelin • Telephone		Sähköposti • E-mail	
Tilitoimiston nimi • Name of accounting firm					
Tilitoimiston lähiosoite • Accounting firm's street address			Postinumero • Postcode		Postitoimipaikka • City
Jäsenmaksun perintä alkaa, pvm • Collection starts on (dd/mm/yyyy)					
Selvitysmuoto • Settlement method					
<input type="checkbox"/> Konekielinen selvitys Machine language		<input type="checkbox"/> Työnantajan oma lista Employer's list		<input type="checkbox"/> Liiton lähettämä lista ERTO's list	
				<input type="checkbox"/> Työntekijäkohtainen viite Employee specific reference numbers	
Työnantaja ja työntekijä ovat tänään tehneet ammattiyhdistysmaksun perinnästä oheisen sopimuksen. Tämä sopimus on voimassa työnantajan allekirjoituspäivää lähinnä seuraavan täyden perintäkauten alusta lukien toistaiseksi taikka työsuhteen päättymiseen saakka. Työntekijä voi irtisanoa sopimuksen päättyväksi irtisanomista seuraavan täyden perintäkauten kuluttua umpeen. The employer and employee have today entered into this agreement concerning the collection of union dues. This agreement shall be effective from the beginning of the first full collection period following the date of the employer's signature until further notice or up until the expiry of the employee's employment. The employee may terminate this agreement effective from the expiry of the first full collection period following termination.					
Paikka ja päivämäärä • Place and date			Työnantajan (palkanlaskijan) allekirjoitus • Employer's (payroll clerk's) signature		

Welcome to ERTO! - How to complete the form

Who can join ERTO?

- **The Federation of Special Service and Clerical Employees, ERTO, is an organization for employees working in expert positions in the private service sector**
ERTO's member associations: Erityistoimihenkilöt ET ry (Association of specialized salaried employees), Logistiikan toimihenkilöt ry (Association of salaried employees working in transport and freight forwarding), Markkinointiviestinnän, -tutkimuksen ja uusmedian ammattilaiset ry MaMa (Union for Professionals in Communication, Marketing Research and New Media), Tietoalan toimihenkilöt (Association of information sector employees), Tilitoimihenkilöt ry TITO (Association of salaried accountants), Yksityisten sosiaali- ja terveystalouden ammattilaiset ry YSTEÄ (Union of Private-sector social and Health care Professionals). Your member association is determined automatically by the field of activity of your employer.
- **This form is used for joining both the Federation of Special Service and Clerical Employees ERTO and the Unemployment Fund for Special Service and Clerical Employees.**
- **A precondition for joining the Union is that you are currently gainfully employed, i.e., you have a regular income.** Additionally, in order to fulfill the employment condition you should work at least 18 hours per week.
- **An individual engaged in business or otherwise deemed to be an entrepreneur cannot join an unemployment fund intended for employees (ITEM 2 ON THE FORM)**
According to the Unemployment Security Act, an entrepreneur is a person who is required to take out a pension insurance under the Entrepreneur's Pension Act (YEL) or Agricultural Entrepreneur's Pension Act (MYEL). Additionally, an entrepreneur is deemed to be a person who holds at least 15%, or together with his or her family members, at least 30% of the capital stock of the company in which he or she is employed in an executive position (CEO, chairman or member of the board of directors). Additionally, a person holding, either alone or together with his or her family members, 50% of the capital stock of the company in which he or she is employed is deemed to be an entrepreneur. A family member means a marital spouse or co-habitant, child or parent living in the same household with the entrepreneur.

When will your membership become effective?

- **Your membership in ERTO and the Unemployment Fund will affect your benefits. If you are changing from one union and fund to another, make sure that your membership in ERTO is confirmed before you resign from your previous union and fund.**
Your membership will become effective on the date of signature if you return the form to a Union agent (representative of the Union and the Fund) for acknowledgement of receipt. Otherwise the effective date of your membership will be determined by the actual date of receipt of your application. If you wish your membership to begin at a later date than the date of signature or the date of receipt, please insert the desired date to the provided field "I want my membership to begin" on the membership application form (**ITEM 1 ON THE FORM**). Officially, your membership will be effective from the date when you pay your first union dues.

How are the union dues determined and paid?

- **Union dues are paid out of gross salary subject to withholding tax and they are tax-deductible. The union dues also include the contribution payable for membership in the Unemployment Fund.**
No union dues are payable for the holiday bonus and any compensation for holidays payable upon expiry of employment. If you neglect your payments for a period exceeding six months, you can be deprived of membership under the rules of the Union and Unemployment Fund.
- **The amount of union dues is determined for one calendar year at a time.**
- **If you pay your union dues yourself (ITEM 3 ON THE FORM)**
The Union will send to your home address monthly personal bank transfer reference numbers for the payment of the dues. The dues are payable monthly by the 15th day of the month following pay day.
- **If the dues are withheld from your salary by the employer (ITEM 3 ON THE FORM)**
When you make a collection agreement with your employer, he will withhold the dues from your salary in connection with payroll accounting and remit the funds to the Union using the bank reference numbers provided. If you make a collection agreement with the employer, remember to ask the payroll clerk to sign the form. You can yourself pay any dues payable for the period of time between the effective date of your membership and the beginning of collection by the employer. Give your payroll clerk one copy of the membership application form. Check your payroll slip to make sure that collection is initiated. If you download and print this form from the Internet, complete it and make one copy for yourself and one for your payroll clerk. Send a copy of the form to ERTO.

Important

- **Complete all the relevant sections of the form to ensure early commencement of your membership.**
- **Do not forget the signatures required on the form.**
- **If you have any questions concerning the form, contact ERTO's Membership Service at (09) 6132 3204 or jasenpalvelu@erto.fi**