

New member  Collection agreement  Change of job/Employer

Membership and job information To be completed by member		
Surname	First name, middle name	Social security number
Street address	Postcode	City
Telephone, home	Telephone, work	
Mobile	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		
I want my membership to begin (date of signature at the earliest <sup>1)</sup> dd/mm/yyyy	Previous unemployment fund	Membership begun dd/mm/yyyy
Language <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> English	My contact details may be released to ERTO's partners for the purpose of sending information about membership benefits <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of employer	Workplace/Unit	
Street address	Postcode	City
Employer's field of activity <sup>2)</sup>	Professional category <sup>3)</sup>	
Current employment started (dd/mm/yyyy)	Previous employment ended (dd/mm/yyyy)	
Employment <input type="checkbox"/> Permanent <input type="checkbox"/> Fixed-term	Working hours <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____ hours per week	Salary _____ € per month
Information about the applicant's or his/her family member's holdings in the business the applicant is employed by <sup>4)</sup>		
Holdings <input type="checkbox"/> I hold _____ % my family members living in the same household with me hold _____ % of the capital stock of my employer company.		
Legal form <input type="checkbox"/> Limited company <input type="checkbox"/> Limited partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Other, specify _____		
My position <input type="checkbox"/> Managing director <input type="checkbox"/> Member of Board <input type="checkbox"/> Other, specify _____		
Payment method of union dues <sup>5)</sup> <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 the Special Service and Clerical Employees to collect my union dues and contributions to the Unemployment Fund. This authorization shall lapse upon the 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
Tilitoimiston yhteyshenkilön nimi • Name of accounting firm's contact person		Puhelin • Telephone
Sähköposti • E-mail		Jäsenmaksun perintä alkaa, pvm • Collection starts on (dd/mm/yyyy)
Selvitysmuoto • Settlement method <input type="checkbox"/> Konekielinen selvitys <input type="checkbox"/> Työnantajan oma lista <input type="checkbox"/> Liiton lähetämä lista <input type="checkbox"/> Henkilökohtainen viite (pieni-tilittäjä), ei selvitystä Machine language <input type="checkbox"/> Employer's list <input type="checkbox"/> ERTO's list <input type="checkbox"/> Employee specific reference numbers (small remitter), no settlement method		
<p><small>Työnantaja ja työntekijä ovat tänään tehneet ammattiyhdistysmaksun perinnästä oheisen sopimuksen. Jos työnantajan allekirjoitus puuttuu, käsitellään lomake jäsenhakemuksena tai muutostoimituksena. Tämä sopimus on voimassa työnantajan allekirjoituspäivää lähinnä seuraavan täyden perintäkauden alusta lukien toistaiseksi, kuitenkin enintään niin kauan kuin työnantaja on jäsenenä työnantajaliitossa tai järjestöjen kesken sovitaan perinnän lopettamisesta, taikka työsuhteen päättymiseen saakka. Työntekijä voi irtisanoa sopimuksen päättyväksi irtisanomista seuraavan täyden perintäkauden kuluttua umpeen.</small></p> <p><small>The employer and employee have today entered into this agreement concerning the collection of union dues. If no employer's signature is provided, the form will be processed as a membership application or change notice. 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 but only as long as the employer remains a member of an employer's confederation or until the organisations agree on suspension of collection 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.</small></p>		
Paikka ja päivämäärä • Place and date	Työnantajan (palkanlaskijan) allekirjoitus • Employer's (payroll clerk's) signature	

## EMPLOYER'S FIELD OF ACTIVITY AND YOUR PROFESSIONAL CATEGORY (ITEMS 2 AND 3 ON THE FORM)

Consult the following list to select your employer's field of activity and your professional category based on your duties. Enter the information under "Employer's field of activity" and "Professional category" on the form. If you hold an expert position in some other field of activity, select "Other field of Activity".

N. B. If you work in clerical, financial administration or IT duties through a personnel rental company, select "Personnel rental" for the employer's field of activity. If you work at a nursing home, family home or day-care centre, select "Private Social Services" as the field of activity. If your workplace is a health spa, rehabilitation centre, medical centre or occupational health station, select "Private Health Services" as the field of activity. "Private Health services" includes laboratories, X-ray and other medical research facilities operating in connection with the above mentioned workplaces.

### ATTORNEYS-AT-LAW AND LAW FIRMS

Legal secretary  
Other clerical duties

### MAINTENANCE, PROPERTY MANAGEMENT AND REAL ESTATE AGENCIES

Property management  
Finance and administration  
Sales and marketing  
Customer service  
Other duties

### TRAVEL, CULTURE AND LEISURE

Expert duties  
Sales and marketing  
Tourism  
Other duties

### SPORTS AND RECREATION

Training  
Instructors  
Customer service  
Other duties

### SMALL ANIMAL CLINICS

Nursing  
Other duties

### PERSONNEL RENTAL

Clerical duties  
Finance and administration  
IT  
Other duties

### ACCOUNTING FIRMS

Accounting  
Finance and administration  
Payroll accounting  
Other clerical duties

### FORWARDING

Forwarding  
Finance and administration  
Sales and marketing  
Other duties

### BUS AND COACH TRANSPORTATION

Route planning  
Accounting and invoicing  
Clerical duties  
Sales and marketing  
Managerial duties  
Other duties

### TAXI SERVICES

Dispatching  
Accounting and invoicing  
Clerical duties  
Sales and marketing  
Other duties

### GOODS TRANSPORTATION

Route planning  
Accounting and invoicing  
Clerical duties  
Sales and marketing  
Managerial duties  
Other duties

### OTHER VEHICLE TRANSPORTATION

Other vehicle transportation

### MARKET RESEARCH

Research work  
Assisting research work  
Interviewing  
Data processing  
Customer service  
Finance and administration  
Other clerical duties

### ADVERTISING AGENCIES

Creative planning  
Project management  
Coordinating  
Assistant duties  
Finance and administration  
Other clerical duties

### NEW MEDIA

Creative planning  
Project management  
Consulting  
Finance and administration  
Other clerical duties

### MEDIA AGENCIES

Creative planning  
Finance and administration  
Customer service  
Other clerical duties

### COMMUNICATIONS AGENCIES

Creative planning  
Finance and administration  
Customer service  
Other clerical duties

### IT SERVICES

Sales  
Marketing and communications  
Customer service and support  
Design and development  
Project/system responsibility  
Network and telecommunications  
Operations and equipment services  
Hardware and software maintenance  
Administration  
Other duties

### SOCIAL SECTOR ORGANIZATIONS

Organizational duties  
Care and social work  
Clerical duties, finance and administration  
Sales and marketing  
Other duties

### PRIVATE SOCIAL SERVICES

Care and social work  
Clerical duties, finance and administration  
Catering and property work  
Other duties

### PRIVATE HEALTH SERVICES

Care services  
Clerical duties, finance and administration  
Cleaning and catering  
Other duties

### OTHER FIELDS OF ACTIVITY

Other fields of activity

## 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), Kuljetus- ja huolintalan toimihenkilöt KHT 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), Sosiaali- ja Terveysalan Järjestöjen Työntekijät SOTT (Association of the employees of social services and health care organizations), Tietoalan toimihenkilöt (Association of information sector employees), Tilitoimihenkilöt ry TITO (Association of salaried accountants), Yksityisten lääkintä- ja terveystalvululaitosten työntekijät ry YLTT (Association of employees of private medical and health care centres). 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 4 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 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 5 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 15<sup>th</sup> day of the month following pay day.
- **If the dues are withheld from your salary by the employer (ITEM 5 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.

### Notification of change of job

- **You can also use this form to notify of a new job.**  
If you are paying your union dues yourself, complete the membership and job information sections on the form and sign it. If you want your new employer to withhold the dues from your salary, fill in the membership and job information and ask your payroll clerk to complete the collection agreement section.

### 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 020 1130 200 (switchboard) or jasenpalvelu@erto.fi**