

AGREEMENT ON THE COLLECTION OF EMPLOYEE ASSOCIATION MEMBERSHIP FEES

To be completed by the member:

Contact details of the member	Personal identity code	Last name and first names		
	Address		Postal code	Town/city
	Email address		Telephone	Job title
Employer	Name of company			Business ID
	Address		Postal code	Town/city
Membership	Member association of the Union of Professional Engineers in Finland	<input type="checkbox"/> If a staff association operates in my workplace, I also want to become its member. The Union of Professional Engineers will not collect any extra charge.		
Previous collection	My membership fees have previously been paid from my wages. The latest month when my membership fee was collected based on my previous agreement was: ___ / 20___			

To be completed by the payroll unit:

Contact details of the payroll unit	Payroll computation company (if other than the employer)		Business ID
	Address of the payroll unit		Town/city
	Name of the payroll accountant		Postal code
Collection information	Email address		
	Membership fee paid from wages starting from 1. ____ .20 ____		
	We require the following references <input type="checkbox"/> Business references <input type="checkbox"/> Small accountant references Company-specific: Accountants must provide settlement information on a monthly or quarterly basis by the 15th day of the month following the period to be settled in electronic format via the Tyvi service. Small accountants: Accountants who use member-specific references do not need to provide us with separate settlements. Always use the reference of the earnings month.		

Signature:

Agreement content	The employer collects the membership fee from the member's wages in accordance with the collection principle indicated in writing by the employee association. The collection principle is indicated for one calendar year at a time.	
	The employer is not responsible for any errors in the information provided by the member or the Union of Professional Engineers.	
	This agreement is valid until further notice. This agreement must be terminated by sending a notice to the trade union and the payroll unit. The member is responsible for giving notifications.	
Agreement signatories	Date	
	Signature of the employer or their authorized payroll accountant	Signature of the member

The Union of Professional Engineers must always be notified of any terminated or interrupted collection. You can send the notification via email to tyonantaja@ilry.fi.

THIS IS HOW YOU CAN PAY YOUR MEMBERSHIP FEE DIRECTLY FROM WAGES

1. The agreement is always made in writing. The agreement is employer-specific, and it must be renewed when the employer/wage payer changes.
2. **Notify the Union of Professional Engineers immediately of the termination of collection.** Also send a notification of all temporary interruptions and also of the restart of collection after a temporary interruption. **According to the Associations Act, the member is responsible for giving notifications.**
3. Membership fees can only be paid from the wages of those members who pay a normal full membership fee. All members with a lower membership fee must pay their fee independently against an invoice sent by the Union of Professional Engineers.

INSTRUCTIONS FOR COMPLETING THE AGREEMENT

- **All parts of the form must be filled in.**
- Collection always starts from the first day of the month, and the collected amount is always the full monthly fee. For example, if you joined a member association of the Union of Professional Engineers in Finland on June 3, 2016, the first date on which your membership fee can be paid from your wages is July 1, 2016. Any membership fees remaining before fees are paid from wages must be paid against an invoice sent by the Union of Professional Engineers.
- The agreement must be signed by the employer or their authorized payroll accountant.
- The original form will remain in the payroll unit, and **a copy of the completed and signed form must be sent directly to the Union of Professional Engineers** by post or via email.
- Information about the payment of membership fees will be provided for the payroll unit via email immediately after the agreement has been returned. The information will be sent to the payroll unit's email address indicated in the agreement.

CONTACT DETAILS OF THE UNION OF PROFESSIONAL ENGINEERS FOR SENDING THE AGREEMENT

Email address: tyonantaja@ilry.fi

Address: Työnantajaperintä (Collection from wages)
Union of Professional Engineers in Finland
Identity code 5005120
00003 VASTAUSLÄHETYS

Telephone: Customer service of the Union of Professional Engineers in Finland
+358 201 801 801
Mon–Fri at 9 am – 4 pm
Call charge: 8.8 cents per minute