

TAX TREATMENT OF ARTISTS' AND FREELANCERS' INCOME





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Who are freelancers?

- Freelancers work on many different jobs on a temporary
- The freelancer's operation may look like
 a business operation. However, the legal, formal markers
 of business activity are not there.



 Many freelancers buy their tools, materials and supplies themselves, and pay for their work-related travel themselves, not expecting reimbursement by the customer/payor.

See the "Taxation of freelancers" guidance – Freelancer verotuksessa (in Finnish and in Swedish)



Nature of activities

Income-generating activities

- The goal to produce income is clear. However, no formal markers of a business activity
- The worker must report income and expenses on their tax return

Business

- The formal markers indicate that the activity is a business
- The person must report income and expenses on their tax return

Hobby activities

- No goal that would relate to the production of income
- The activity produces continuous losses
- If the hobby were to generate any income, the person receiving it must report the income and related expenses on their tax return for the year when they received the income.



Nature of activities, continued...

- Nature of activities has an impact on how expenses can be deducted
 - When income-generating/business operation is the nature of activity, you can fully deduct the expenses that are connected to it => the result may be a loss for the year
 - When "hobby" is the nature of activity, maximum expense deduction is limited:
 it cannot be higher than the income.

See "Taxation of individuals who receive business income, income from other income-generating activity, and hobby activity" – Yritystoiminta, tulonhankkimistoiminta ja harrastustoiminta henkilöverotuksessa



Income

Wages (earned income) – an employment contract

Trade income - some other form of compensation, not wages (earned income) - an agreement made for a single assignment or "job"

Royalties, compensation for use – paid for the use of copyright and industrial rights, for user rights, or for the selling of user rights (taxed as earned income and sometimes as capital income)

 In most cases, royalty income is taxed as earned income. However, if a copyright has been transferred as an inheritance or through a last will and testament, or has been bought, any received royalties are capital income, not earned income.

Income from sales (earned income)



Income

Reimbursements (kilometre allowance, per diem, for the cost of own tools)

- Employer-paid reimbursement for travel expenses is tax-free
- => when paid to an employee with an employment contract, no higher than what is listed in the Official Decision on travel expenses
- => when paid to people who do not have an employment contract, any reimbursements are taxable income.
- Other, non-travel-related reimbursements are taxable income
 - both in an employer-employee relationship and outside of it

Academic grants – this is a separate presentation

- Grant income for studies, research, or artistic endeavours is tax-free. If the payor is a public entity, no higher limit.
- If the payor is other than public, grant income may be taxable: the total of public and private grant must not go over a certain annual limit.



Expenses – Introduction

- Expenses arising from the production and maintaining of income are tax-deductible.
 - You must be able to explain (when prompted by the Tax Administration) how the expense you paid
 is connected with production of income
 - Taxpayer's activity (what is done and how it is done)
 - When you claim expenses, you must link them to income (your wages, your trade income, grant income...) as appropriate
- No deduction for expenses is given when:
 - You paid the expenses with grant money designed to cover them
 - You have simply paid your living expenses (such as accommodation, food, healthcare).
 - An exception: deductions for increased in living expenses due to work
 - You paid the expenses but the income you received was tax-free.
 - The employer has paid you tax-free reimbursement for the expenses.
 If the money you receive from customers is taxable income, your actual expenses are deductible.
- Sometimes only a partial deduction is made a computer in part-time business use, etc.



Workspace

- 1) Specific workspace: actual expenses are deductible
 - e.g. rental expense, electricity, heating



- Depreciation: the expense based on <u>wear</u>, making a building, machine, etc.
 worth less in your income-generating activity => tax deduction
 - Houses, office buildings, etc: depreciation is 4% of the remaining value
 - Retail stores or warehouse buildings, workshops, etc: depreciation is 7% of the value

Example

Sanna has constructed a new building next to her house. She uses it as her studio. Building costs were €10,000. Expenses for electricity and heating = €500 a year. The part of real estate tax that relates to the studio building = €100.

What she can deduct is 7%/€10,000 + €500 + €100 = **€1,300**



- Workspace, continued...
 - 2) Doing work at your house
 - (a) Actual expenses when a room is in business use only
 - All the expenses for the entire house must be allocated: by sq.metres, and if necessary, by time
 - The exclusively-business part is fully deductible
 - Must make a list of paid expenses (rental, heating, electricity, cleaning) for your records

Example

Antti has no other income except his freelancing income. None of his customers or payors have offered him a workspace. Antti lives in a 60-square-metre apartment. It contains a kitchen and three rooms. One of them is in business use (=20 sq.m.) for the entire year.

The apartment's maintenance charge is €170 per month. The equipment Antti uses for work consumes electricity for €20 every month (lights, etc.). Cleaning and supplies cost €10 per month.

Antti can deduct workspace expenses $(20/60 \times €170 \times 12) + (€20 \times 12) + (€10 \times 12) = €1,039.99$





- Workspace, continued...
 - 2) Doing work at your house
 - (b) Home-office deduction (standard) The Tax Administration guideline (2018) has set out standard amounts for taxpayers whose actual expenses are unknown, who don't have a separate room, or don't have a room exclusively for business use

Studio, office or workspace expenses at the taxpayer's home	Deductible amount
No space is provided by employer, customer, payor. You use a room at your house for purposes relating to your main occupation (you are a freelance newspaper editor, etc.)	€880
The employer has provided a space for you at the office. However, you work from home more than 50% of all workdays during the year.	€880
The employer has provided a space for you at the office. However, you work from home <u>less</u> than 50% of the days.	€440
You work at your house part-time, to generate income relating to your main occupation or to your second job (e.g. you are a teacher or you manage your housing association's affairs part-time)	€440
You work at your house to generate side income that you receive from time to time	€220
The two spouses use a space on a part-time basis, for purposes relating to their main occupations or second jobs	€660, the two spouses together



Materials and supplies expenses

Other expenses

- Telephone and IT expenses
 - The increased, more costly phone and IT expenses due to your work activity
- Professional literature, membership fees
 - Purchase prices of books and trade publications having to do with your line of business
 - If you buy magazines and books that are for general knowledge, you cannot get a deduction
 - Trade-union fees and membership dues in unemployment funds are deductible – shown on your pre-completed tax return
 - Other membership fees to various associations are deductible if they are connected with a trade publication that members receive or with other profession-related information that members can receive

Other expenses, continued

- Expenses for clothes
 - Normally: clothes are usual living expenses -> not deductible
 - However, deductible expenses are:
 - Protective clothing
 - Show attire or other wardrobe of limited use (such as a costume for a special performance)
- Training expenses
 - Trips, training courses
 - You must present evidence of how the paid expense is related to your work
 - Part of it may be deductible while the remaining part cannot be deducted (because it is your living expenses)





Spending on various travel – another presentation discusses this

Trips between the home and a primary place of work (i.e. commuting) >< business trips

Tools – such as machinery and equipment

- Purchase price max. €1,000 or useful life no more than 3 years: you can deduct the entire purchase price the year when you pay it
- If life is longer, you can deduct the purchase price as a series of depreciation expenses in the course of several years, max. 25% per year – you must claim this deduction
 - Example: you need a musical instrument for work purposes, price: €5,000 and useful life more than 3 years. The maximum depreciation (=your deduction) is 25%/€5,000 = €1,250 the first year. Next year, the deduction will be 25%/€3,750 (€5,000 €1,250) = €937.50

Mandatory pension insurance

 Insurance companies send information to the Tax Administration; you do not have to inform us. If paid pension expenses do not show on your pre-completed return, you must claim them.



Keeping records

- If you pursue an income-generating activity and you are taxed under the Income Tax Act, you must keep financial records
 - Enter all transactions in a record, save the documents (specify income and expenses relating to the production of income, specify the VAT amounts and bases of VAT, and record any received public subsidies separately)
 - Do not enclose the documentation with your tax return: do not send them to the tax office unless they ask you
 - Your documentation can be in e-format but you must be able to print them out on paper
 - Keep the chronological order.
 - Documents -> keeping records -> tax return
 - The records and documents you keep must be saved for 6 years after the end of the tax year
 - For 2018, save your records & documents until 31 Dec 2024
- If you pursue a business activity and you are taxed under the Business Tax Act, you must have
 an accounting system



Prepayments

- An employment contract exists => the payor must withhold money on all wages paid out
 - The tax card contains one single income ceiling
 - It is enough to just show the tax card to your payor, or to show a photocopy. The worker must keep an eye on the estimated income. If the estimate is wrong, the card must be revised (MyTax)
- A contract for a free-lance assignment => you are an independent contractor and you receive trade income, the payor must withhold money unless you are prepayment-registered
 - If you are prepayment-registered, and your payor does not withhold, you are the one who
 must ask the tax office for a calculation of prepayments (MyTax)
- Royalties, compensation for use
- Either withholding or self-paid prepayments the same as "trade income"



The tax return

- Deadline is in spring, on the due date to send back the pre-completed return (date shown on its first page).
- Recommended: e-filing with tax.fi/MyTax
 - on paper: Form 10 (grant income) and Form 11 (income-generating activity)
 - Note: If you enter corrections to wage income and/or submit information on related expenses, file Form 50A. Form 50A is also for expenses relating to royalty income, unless the royalty is connected to a business operation.
- Do not report your income and expenses more than once. Do not fill in the forms to repeat the amounts that are already shown on your pre-completed return.



How to report income and expenses – an example

- Sanna is a photographer. She gives lessons in photography, and the local college has paid her wages. The wage income €10,000 shows on the pre-completed tax return. She has additionally made €5,000 from her freelance photographer work at various festivities. She had some posters made of her photos. She sold them at a trade fair. Sanna's revenue from these sales equals €3,000.
- Sanna has bought materials and supplies for €900 for the classes she holds at the local college.
- She bought a new camera for €2,500. She has additionally spent €700 on various photography equipment.
- She had to pay €500 for the production of the posters.
- Sanna's home is a one-family house. She has a workspace in one of the rooms. She is unable
 to produce financial records of the exact actual cost of this workspace.
 - => we will use the standard deduction of €880



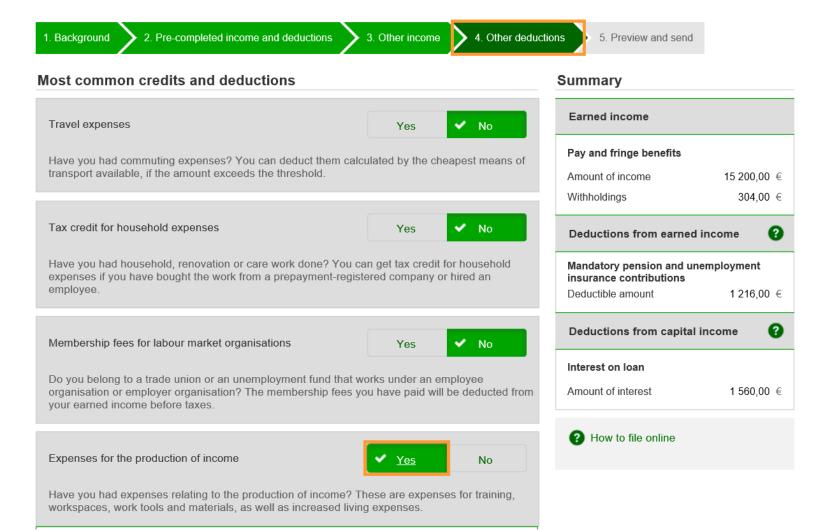
Filing tax returns

- Wage income shows on the pre-completed tax return => no reporting is necessary
- Sanna's income from private photoshoots and the sales of posters is for her income-generating activity => must report it on her tax return
- The expenses must be properly allocated as relating to various income categories
 - Out of her expenses, the materials & supplies €900 for the local college are fully related to her wages
 - The €500 she paid for poster production is related to her income-generating activity only
 - Other expenses (camera, equipment, workspace) are related to both wage income and the income-generating – divide in proportion with income (unless claimed otherwise)
 - wage income €10,000, income-gen. act- €8,000 => the wage-related part is 56% and the income-generation part: 44%



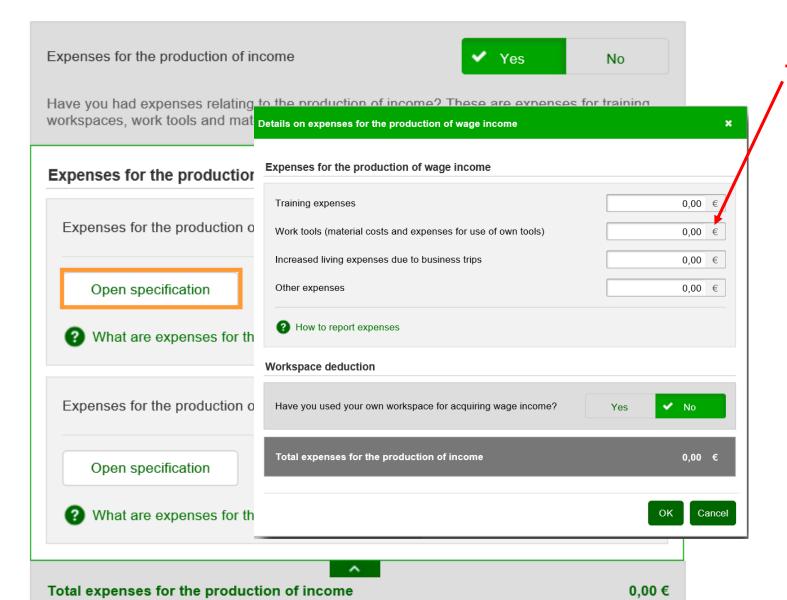
Filing tax returns – expenses related to your wages

Pre-completed tax return 2018





Filing tax returns – expenses related to your wages



Tools

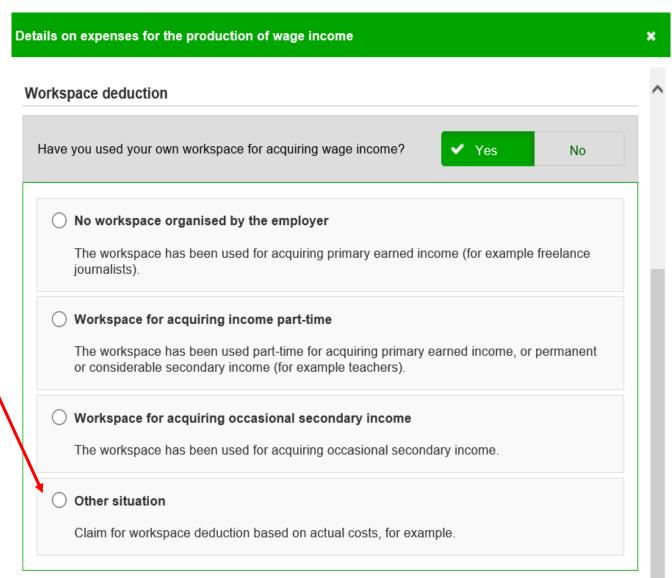
- materials & supplies €900
- 56% out of the camera's depreciation and the photo equipment
 - Depreciation expense: 0.25 × €2,500 = €625
 - Photo equipment €700
 - 0.56 × (€625 + €700) = €742
 - => totals €1,642

The "Expenses for the production of wage income" field contains no calculation for depreciation



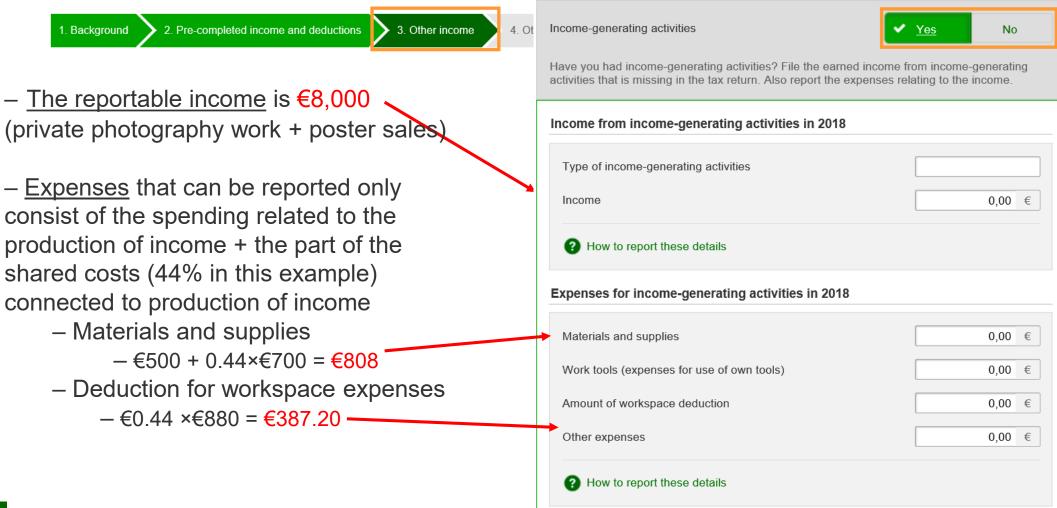
Filing tax returns – expenses related to your wages

- Workspace deduction (standard rule): select from the three first items
- Actual expenses: the line that comes last (other)
 - Select this also when you claim the deduction for exp. for the prod. of income to be divided over wage income and income-generating activities
 - 56% out of the workspace expense
 - €0.56 ×€880 = €492.80





Tax return filing – your activities to produce income





Tax return filing - a purchase price to be depreciated

Depreciation

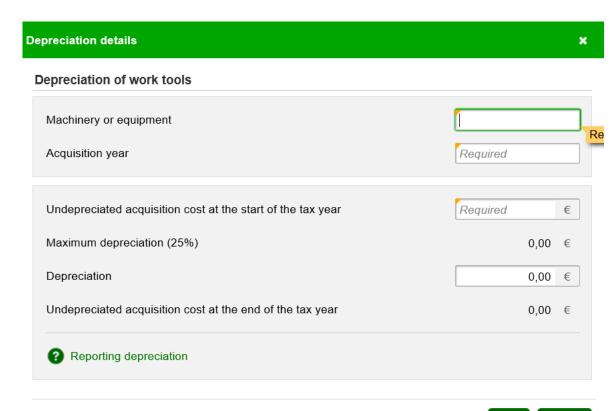
No details have been filed.

+ Add new depreciation

You must prepare a separate calculation to show the depreciation expense for every machine you buy

When you specify it here, your depreciation is automatically transferred to deductible expenses. You do not have to enter it in the table on the previous slide.

No undepreciated remaining amount is automatically transferred to your next year's tax return





Paper forms

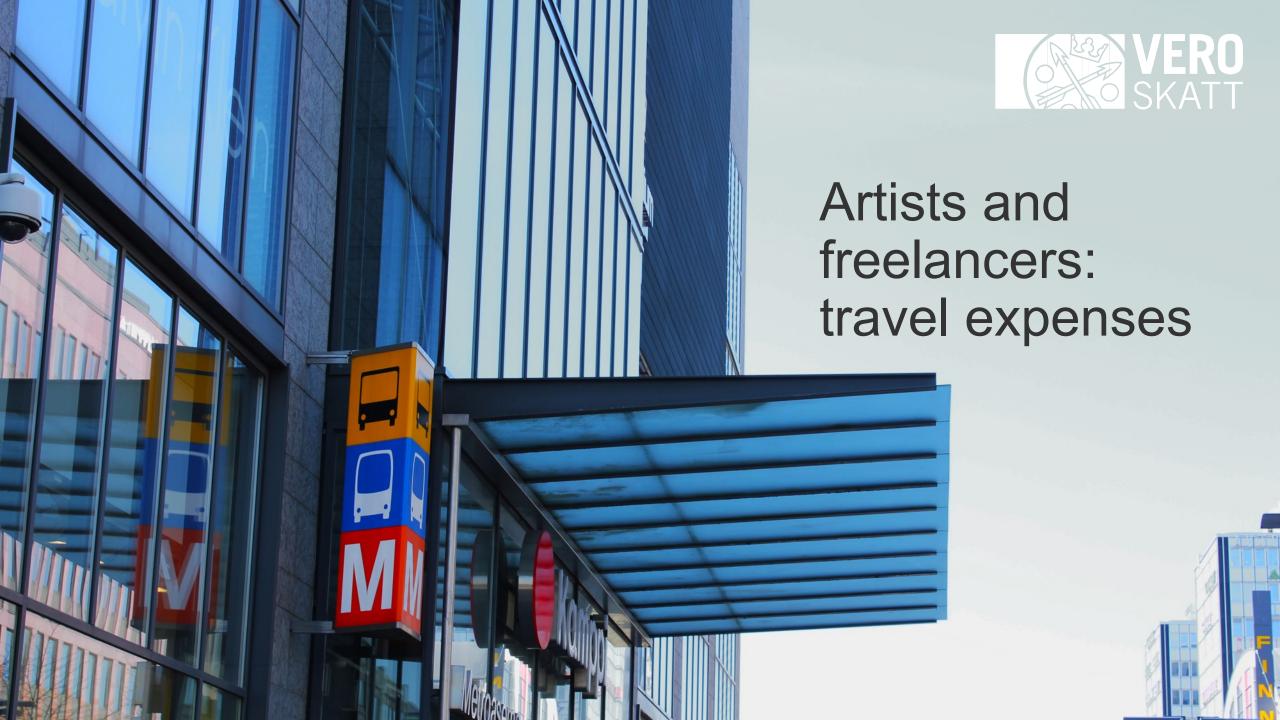
- Form 50A instructions
 - Wage income
 - Miscellaneous earned income
 - Expenses relating to wages and misc. earned income
- Form 11 instructions
 - Income from income-generating activities, expenses relating to those activities
 - You should only enter the part of income not yet shown on your pre-completed tax return
 - Enter all expenses including the expenses that relate to the income shown on your pre-completed return



Further information (guidance articles in Finnish and Swedish):

tax.fi

- Taxation of freelancers Freelancer verotuksessa
- Taxation of individuals who receive business income, income from other income-generating activity, and hobby activity Yritystoiminta, tulonhankkimistoiminta ja harrastustoiminta henkilöverotuksessa
- Expenses for the production of earned income Tulonhankkimiskulut ansiotuloista
- Taxes on income from immaterial rights (facts about the tax treatment of copyright) Aineettomista oikeuksista saatavien tulojen verotus (tietoa tekijänoikeuksien verotuksesta)
- Taxation of individual taxpayers, telephone service number 029 497 002





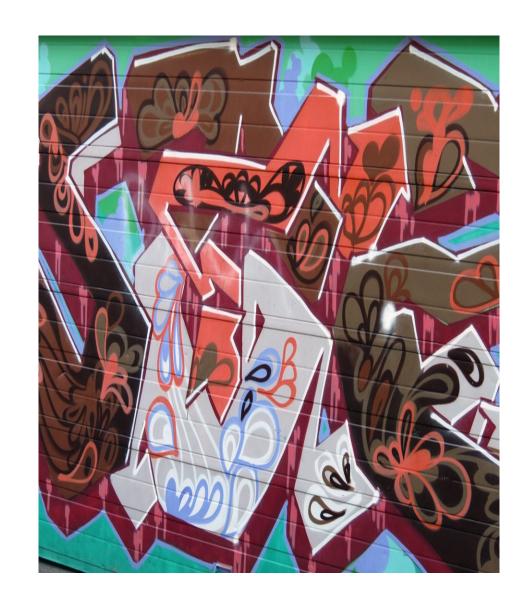


Scope of the presentation:

- ✓ Some basic situations
- ✓ Daily travel between home and work, and business trips
- ✓ The presentation does not cover artists and freelancers
 who have their own businesses

Objective of the presentation

- ✓ You will get familiar with the concepts and the tax treatment of different types of travel
- ✓ You will learn what payments you can receive exempt from tax, and what expenses you can deduct
- ✓ You will learn how much deduction you can request
- ✓ You will learn how to report your travel expenses correctly





Things to consider

- Typically, you receive income from various payers
- Case-specific assessment
- Each trip must be considered and accounted for separately

Do I work in an employment or assignment relationship?

How should I report the expenses?

Where have I worked and when?

Can I deduct my travel expenses?

How much?

Travel expenses from where to where?

Example: An actor has a regular job in the city theatre. In addition, he does occasional acting gigs in different events, a few hours at a time. In the summer, he works in a summer theatre.

- > Travel expenses from home to the city theatre
- > Travel expenses relating to the gigs
- Travel expenses relating to the job at the summer theatre

Have I been reimbursed for travel expenses?

How much?



Permanent place of work

A place where you work permanently

Example 1: An actor employed by the city theatre works in the city theatre during the winter and in a summer theatre during the summer. His permanent place of work is both theatres.

Example 2: A visual artist is painting in her studio. The studio is her permanent place of work.

Example 3: A freelance reporter is writing an article at home. The home is his permanent place of work.

Example 4: A freelance musician plays in a TV show orchestra every week. The TV studio is her permanent place of work.





Travel between home and permanent place of work

- The employee/assignee cannot be reimbursed for travel expenses exempt from tax
- Deduction according to the least expensive means of transportation
- Personal liability €750
- Maximum amount €7,000/year





Special place of work

A place where you work temporarily

Example 1: A stand-up comedian performs in gigs in different restaurants. The restaurants are her special places of work.

Example 2: An artist has a two-month exhibition in a gallery. He go to the gallery to set up and take down the exhibition, plus a few times during the exhibition period. The gallery is his special place of work.

Example 3: A journalist goes to interview representatives of different companies. The places where the companies are located are the journalist's special places of work.





Travel between home and work, and tax exempt reimbursement

- Occasional travel to a special place of work to perform work duties
- When certain conditions are, the employer can reimburse your travel expenses exempt from tax
- The client can pay without withholding tax, but the reimbursement is subject to tax
- Tax-exempt are only reimbursements and allowances mentioned in § 71 of the act on income tax (Tuloverolaki 1535/1992):
 - ✓ travel expenses (e.g. kilometre allowance and tickets)
 - ✓ daily allowance
 - ✓ meal allowance
 - √ accommodation allowance
 - √ night travel allowance
- <u>Tax Administration decision on reimbursement of travel expenses in 2018</u> ('decision on expenses')



Deduction of expenses relating to a business trip



- A wage earner who has not been reimbursed for the expenses can claim for a deduction
- A wage earner can deduct, if the total of the expenses for the production of income exceeds the standard deduction for the production of income (€750)
- Recipients of trade income can deduct the full amount (they are not entitled to a deduction for the production of income)
- The deduction has no upper limit
- Travel and accommodation expenses are deducted based on the actual expenses; if no account of the expenses has been given, the deduction for travel expenses is as stated in the <u>Tax Administration</u> <u>decision on the deduction for travel expenses</u> ('decision on travel expense deductions')
- Increased living expenses (such as increased meal expenses) are deducted based on the actual expenses or, if no account of the expenses has been given, according to the <u>Tax Administration guidelines</u> for harmonisation of taxation
 - Distance (5 km and 15 km) and time limit (6 h or 10 h)
 - Requires that expenses have actually incurred
 - ➤ If requested, you must specify your employer, places of work, distance from your home or permanent place of work, duration of travel, and how the expenses incurred

Summary table: reimbursement and deduction of travel expenses in 2018 (employment relationship)



	If the conditions are met, the employer can reimburse your expenses exempt from tax	If the employer has not reimbursed the expenses, the wage earner can deduct them
Underlying decision	Decision on expenses	<u>Decision on travel expense deductions</u> and <u>Guidelines</u> <u>for harmonisation of taxation</u>
Travel between home and permanent place of work	No	 Based on the least expensive means of transportation Personal liability €750 Maximum deduction €7,000 If a private car is the least expensive €0.24/km If a car given as a fringe benefit is the least expensive €0.19/km
Travel expenses for a business trip	 Tickets Kilometre allowance €0.42/km Company car, limited car benefit €0.10/km 	 Tickets Private car €0.25/km Company car, limited car benefit €0.10/km Company car, unlimited car benefit: no deduction If the total of the wage earner's expenses for the production of income is greater than the deduction for the production of income (€750), a deduction may be granted
Increased living expenses for a business trip	 - Partial daily allowance €19 - Full daily allowance €42 - Meal allowance €10.50 	- If the business trip is longer than 6 h: €15/day - If the business trip is longer than 10 h: €28/day

Summary table: reimbursement and deduction of travel expenses in 2018 (assignment relationship)



	If the conditions are met, the employer pays to a natural person without withholding tax (Note: reimbursement is subject to tax)	Assignee can deduct
Underlying decision	<u>Decision of expenses</u>	Decision on travel expense deductions and Guidelines for harmonisation of taxation
Travel between home and permanent place of work	No	 Based on the least expensive means of transportation Personal liability €750 Maximum deduction €7,000 If a private car is the least expensive €0.24/km If a car given as a fringe benefit is the least expensive €0.19/km
Travel expenses for a business trip	- Tickets - Kilometre allowance €0.42/km	- Tickets - Private car €0.25/km
Increased living expenses for a business trip	 - Partial daily allowance €19 - Full daily allowance €42 - Meal allowance €10.50 	 If the business trip is longer than 6 h: €15/day If the business trip is longer than 10 h: €28/day



Purpose of work- and study-related travel

- The trip has to be closely associated with work = the work must require travelling, and you must explain why
- If you connect a small number of work-related visits with a holiday trip, you cannot deduct the travel expenses, not even in part
- You must report who were with you on the trip (family, friends)



Purpose of work- and study-related travel



- Example 1: An artist toured Italy for seven days, visiting museums and art galleries, looking at art and gathering influences. Not deductible, because no direct link to the production of income has been shown.
- **Example 2:** A visual artist resides in an artists' residence for three months. There is a studio available for the artist on the premises. If the artist's work does not specifically require a stay in the residence, the trip is not deductible.
- Example 3: A cultural journalist has made a three-day trip to London, vising various theatres and seeing a number shows. She has then written a newspaper article on the shows. The deductibility of the trip is assessed based on the journalist's report, but in the light of the work duties, the trip could be deductible in full.
- Example 4: A writer has made a four-day trip to Saariselkä and states that the purpose was to get material for a short story. The writer was accompanied by his family. Based on the writer's account, the tax official assesses whether the stay at Saariselkä was necessary from the point of view of the short story and whether the expenses can be deducted even in part. At least partly a holiday trip.



Notes and reports

- Notes on the trips and/or a driver's log must be provided.
- Keep notes of the dates, destinations, kilometres travelled and the means of transportation you have used

 Save the detailed day programmes of your (study) trips, and specify the purpose of each trip





Reporting travel expenses



Checking pre-completed information

• If you have submitted travel expenses in advance for the pre-completed tax return, check the details either in MyTax (section "Pre-completed income and deductions") or on the paper form.

Background
 2. Pre-completed income and deductions

3. Other income

4. Other deductions

5. Preview and send

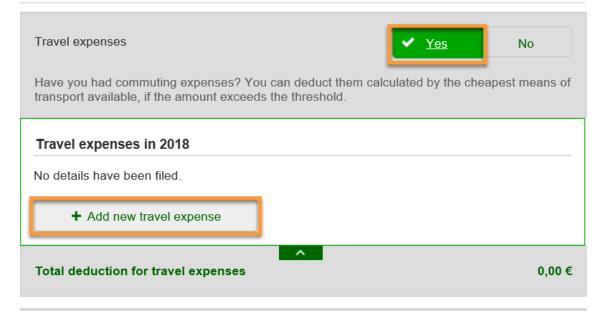


Reporting travel expenses between home and work in MyTax (employment and assignment relationships)

Pre-completed tax return 2018



Most common credits and deductions



Travel expense details	×
Type of travel	
Commute	
Other than commute	
ОК	Cancel



Reporting travel expenses between home and work on paper (employment and assignment relationships)

Form 1A Travel expenses – Commuting

2 Travel expenses for commuting to and from work by public transport per year							
From			То				
Start date (ddmmyyyy)	End date (ddmmyyyy)	Round trip commuting (km)	distance	Total travel	€	С	
				expenses during this period			
3 Travel expenses for	commuting to and fron	n work <i>by m</i> ea	ns oth	er than public tr	ansport per year		
3.1 Which mode of trans	port was used?						
Own car Co	ompany car Motoro	cycle, moped car	r	Moped	Bicycle		
3.2 Grounds for using me	eans other than public tran	sport					
Public transport is no	ot available.		То	tal waiting time (no	ot travel time) is 2 hours or mor	e.	
One way distance is	3 km or more on foot.		The start or end time of the journey falls between 00.00 and 05.00.				
Other:			be	tween 00.00 and 0	55.00.		
From			То				
Start date (ddmmyyyy)	End date (ddmmyyyy)	Round trip commuting (km)	distance	Total travel	€	С	
				expenses during this period			
	the above time period, do not not other than public transpor		times				



Reporting travel expenses for business trips in MyTax (employment relationship)

1. Background

2. Pre-completed income and deductions

3. Other income

4. Other deductions

5. Preview and send

Report expenses for the production of income only if they exceed €750.

Travel expenses Travel expenses No Have you had commuting expenses? You can deduct them calculated by the cheapest means of transport available, if the amount exceeds the threshold. Travel expenses in 2018 No details have been filed. + Add new travel expense Total deduction for travel expenses 0,00 €

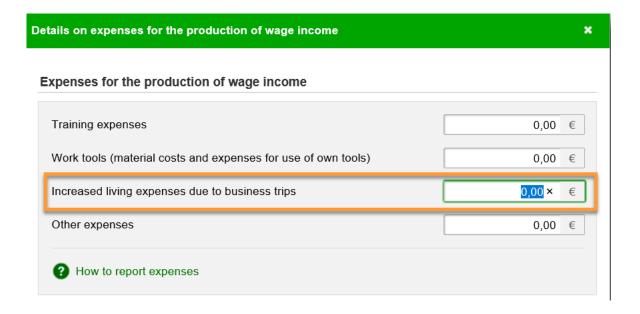
Travel expense details	×
○ Commute	
Other than commute	
Other than commute	
Going home for the weekend	
Because of my work, I have lived in a different place than my family. On weekends, I have travelled to my primary home to be with my spouse or children.	
Temporary business trips and travel in special sectors	٦,
I have made temporary business trips or worked in construction, earthmoving or forestry and performed the work at various locations.	
Travel to a secondary place of work	
In addition to my primary place of work, I have regularly worked in a place of business located in another district.	



Reporting increased living expenses for business trips in MyTax (employment relationship)

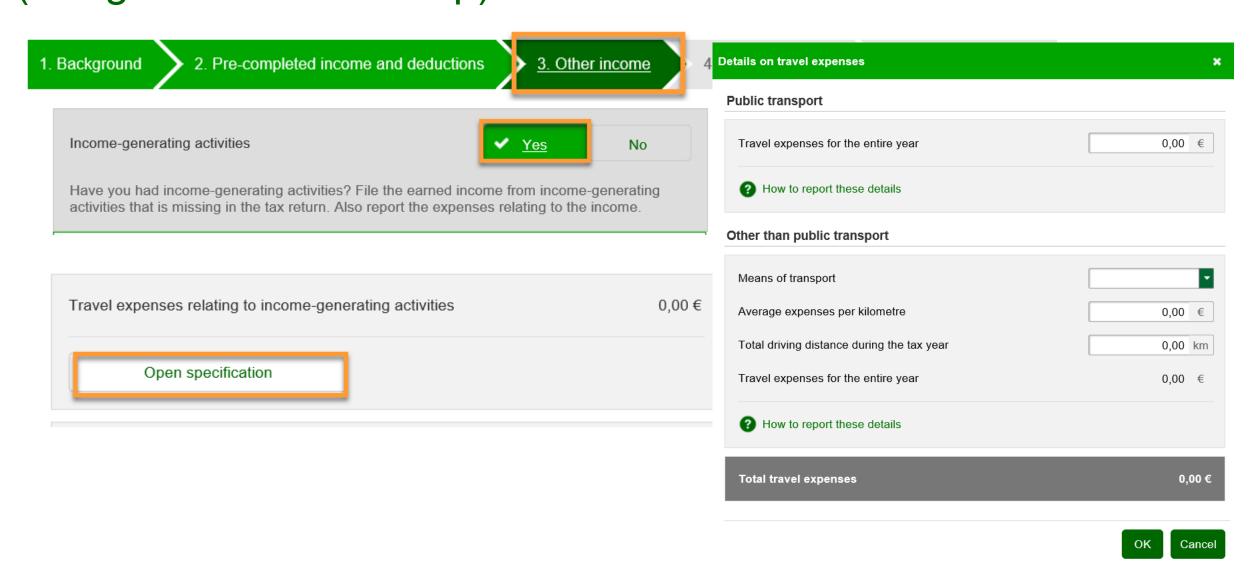
Expenses for the production of income No Have you had expenses relating to the production of income? These are expenses for training, workspaces, work tools and materials, as well as increased living expenses. Expenses for the production of income in 2018 Expenses for the production of wage income 0.00€ Open specification What are expenses for the production of wage income? Expenses for the production of other income than wage income 0,00€ Open specification What are expenses for the production of other income than wage income?

Report expenses for the production of income only if they exceed €750





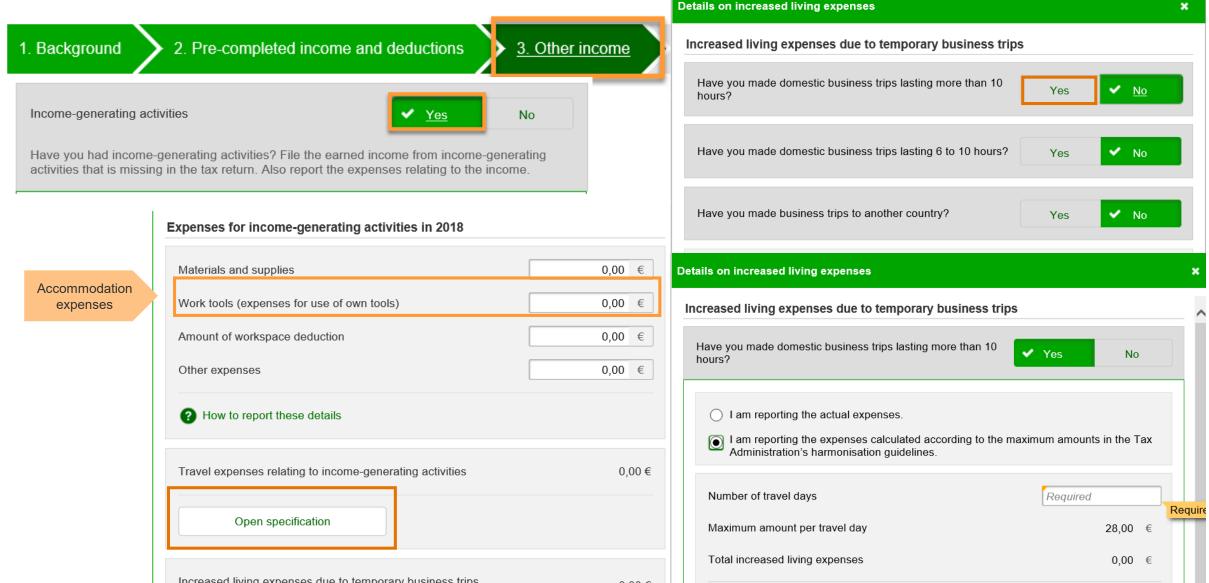
Reporting travel expenses for business trips in MyTax (assignment relationship)



Reporting increased living expenses for business trips



in MyTax (assignment relationship)





Reporting travel expenses for business trips on paper (employment relationship)

Form 1D Travel expenses – Deductible as expenses for the production of income

expenses during

	nses for a temporar is travel details and e			s in the fie	lds below.												
If necessary, take copies of page 2 for reporting more business travel details.				€		С											
Total travel expense	es per year																
Total number of works	lays per year			days T	Total kilometres p	oer year			km								
3 Travel expenses for	temporary business tr	-						4 Travel ex	penses fo	r a temporary busin	ness trip	by mean	other than	public trans	port per yea	ar	
More than three years of working at the job site travel all		Employer travel allo year	Employer's tax-exempt travel allowance per year		€	С			Moped	Bicycle							
From			То					More tha	an three yea	ers of working at the jo	b site.		Employer's travel allow per year	s tax-exempt vance		€	С
								From					То				
Start date (ddmmyyyy)	End date (ddmmyyyy)	Round-trip travel dist	To	tal travel		€	С										
				penses durir s period	ng			Start date (d	dmmyyyy)	End date (ddmmyyyy	y) Ro	und-trip travel dista	noe (km)	al travel		€	С
From			То										exp	enses during period			
								From		•		ı	To				
Start date (ddmmyyyy)	End date (ddmmyyyy)	Round-trip travel dist	tance (km)		-	€	С										



Reporting increased living expenses for business trips on paper (employment relationship)

Form 50A – Earned income and deductions

8.4 Expenses incurred in acquiring or maintaining wage income	€	С
Training expenses		
Home office deduction		
Work-related equipment (material costs and expenses for using own work equipment)		
Increased living expenses due to business trips		
Other expenses		
Total expenses incurred in acquiring or maintaining wage income		



Reporting travel expenses and increased living expenses for business trips on paper (assignment relationship)

Form 11 – Production of income

5 Itemisation of travel expenses for temporary work trips

5.1 Travel expenses for means other than public transport

Total kilometres during the tax year	Amount/km ¹⁾		Total travel
km/year	€	С	€

¹⁾ Please read section 2.4 of the Tax Administration's harmonisation guidelines.

5.2 Travel expenses for public transport

Total travel expenses/year

	Expenses for acquiring or maintaining income	
	3.1 Materials and supplies	
l,	3.2 Work equipment (expenses for use of own work equipment)	
	3.3 Travel expenses for temporary work trips (fill in section 5)	4
	3.4 Increased living expenses due to temporary work trips (fill in section 6)	
. [3.5 Home office deduction	
	3.6 Depreciation	
	3.7 Other expenses	
	3.8 Total expenses	

6 Itemisation of increased living expenses due to temporary work trips

•	6.1 Type of	6.2 Number of	6.3 Maximum amount/travel day ¹⁾		6.4 Total maximum amount	
_	travel	travel days	€	С	€	С
	Travel within Finland, more than 10 h					
	Travel within Finland, more than 6 h					
	Travel to a foreign country					
	Total					

Further information



- Further information about travel expenses:
 - ➤ Tax Administration guidelines <u>Deduction of travel expenses in wage earner's</u> taxation (available in Finnish and Swedish)
 - ➤ Tax Administration guidelines Reimbursement for travel expenses in taxation (available in Finnish and Swedish)
 - ➤ Tax Administration guidelines <u>Travel expenses reimbursed by invoicing</u> <u>service firms, treatment in pre-assessment and income taxation</u> (available in Finnish and Swedish)











- 1 Taxability of grants
- 2 Different types of grants
- 3 Expenses for the production of income
- 4 MYEL pension insurance contributions
- 5 Filing grant income and deductions

6 Tax Administration service channels



Taxability of grants

Grants from the public sector

 Exempt from tax, no maximum threshold amount.

Grants from the private sector

- If the total amount of grants after the deduction of expenses is more than the annual State artist grant, the exceeding amount is subject to tax.
- The State artist grant for 2018 is €20,461.72.



Payors of grants

Public sector bodies

State of Finland Municipalities, joint municipal authorities

The Evangelical Lutheran Church or the Ortodox Church of Finland

Bank of Finland

Social Insurance Institution of Finland (Kela) Research councils of the Academy of Finland

Arts Promotion Centre Finland

Regional art councils

The Finnish Work Environment Fund

- Private sector bodies
 - All payors not included in the list of publicsector payors are private-sector payors.

All funds and foundations (but not the Finnish Work Environment Fund)

Finnish universities and higher education institutions

Foreign states and public bodies



Taxability of grants - example

Fully exempt from tax:

Grant from the public sector: €40,000

Partly exempt from tax:

Grant from the public sector: €10,000

Exempt from tax: €20,461.72

Subject to tax: €19,538.28

Grant from the public sector: €30,000

Grant from the private sector: €10,000

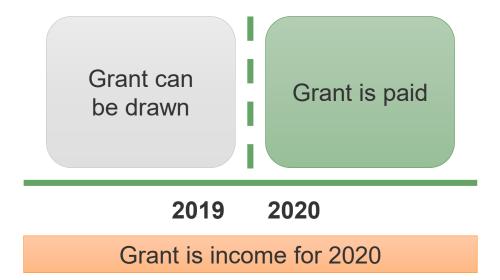
Exempt from tax: €30,000.00

Subject to tax: €10,000.00



Tax year of grant

- Changes to the act on income tax
 - Previous legislation was not in line with taxation procedures
- As of the 2019 tax year, under the income tax act:
 - Grants are treated as income for the tax year in which they are paid





Different types of grants

Maintenance grant (working grant)

- Intended to cover maintenance costs.
- Expenses caused by scientific or artistic work are not directly deducted from maintenance grants.
 - These expenses can be filed on the tax return as expenses for the production of income.

Target grant (expense grant)

- Intended to cover specific expenses,
 such as the costs of a conference trip.
- The purpose of use must be specified.
- The expenses should be covered primarily with the grant paid for the purpose.



Different types of grants

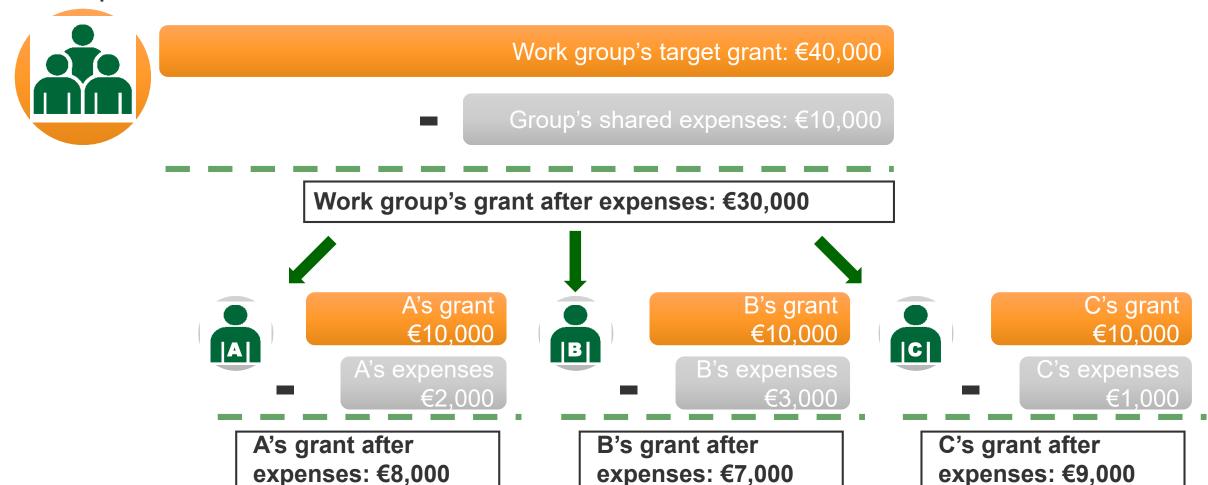


- Can be paid as personal grants to the group members mentioned in the grant decision.
 - The head of the group and the group members are all required to file the personal grants that they have received.



Different types of grants

Example:





Grants and expenses for the production of income

 Expenses arising from the production and maintaining of income are taxdeductible.

Maintenance grant (working grant)

- Expenses arising from scientific or artistic work cannot be directly deducted from maintenance grants.
 - These expenses can be deducted in tax assessment as expenses for the production of income.

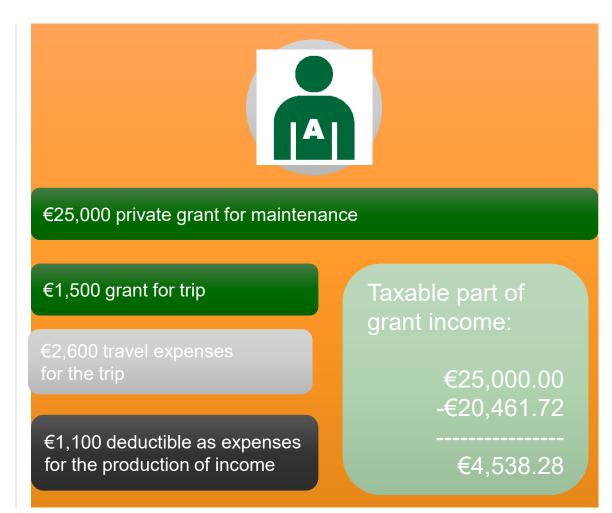
Target grant (expense grant)

- Expenses related to the target grant can be directly deducted from it.
- If the amount of expenses is more than the amount of the target grant, the exceeding amount can be deducted as expenses for the production of income.



Deduction of expenses - example 1

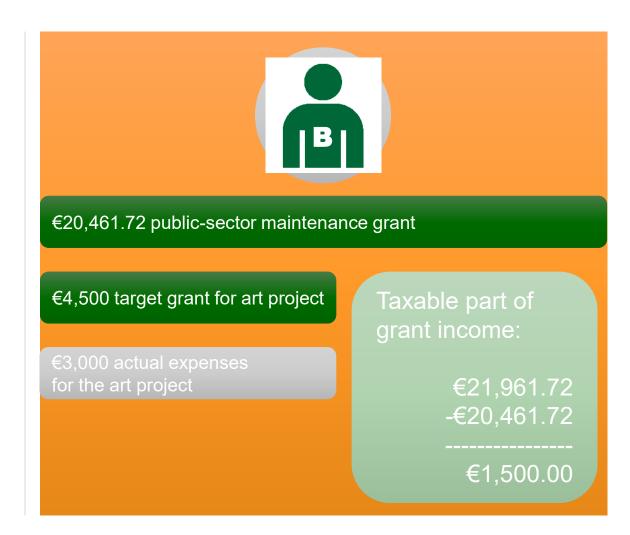
- A received a grant of €25,000 from a private foundation to be used for dissertation work.
- A has also received a target grant of €1,500 from a public body to be used for a conference trip.
- The travel expenses for the trip were €2,600.
- The €1,100 of expenses that exceeds the target grant cannot be deducted from the grant income. This amount can be deducted in tax assessment as expenses for the production of income.





Deduction of expenses - example 2

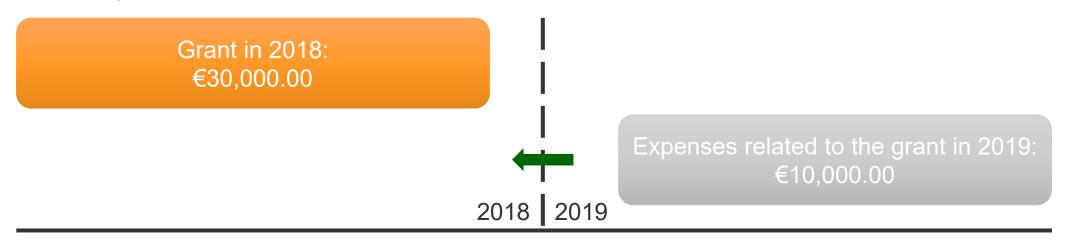
- B has received an annual artist grant of €20,461.72 from the public sector.
- B has also received a grant of €4,500 from a private source, intended to cover the expenses of an art project.
- The actual expenses for the art project were €3,000.
- The expenses relating to B's art project are deducted from the target grant B received for the project. B cannot deduct these expenses in tax assessment as expenses for the production of income.





Grants and expenses for the production of income

- As a rule, expenses for the production of income income are deducted from the taxes of the year in which the expenses were paid.
- Grant-related expenses arising in later years can be taken into account as reserves, if you can provide details of the expenses.
 - Example:



Common expenses for the production of income in scientific or artistic work



- Workspace deduction
 - €880/year, full-time use
 - €440/year, part-time use
 - €220/year, occasional use
- Expenses arising from purchasing a computer and using the internet
 - 100% if mainly used for work
 - 50% if partially used for work
 - 0% if only occasionally used for work





Common expenses for the production of income in scientific work



- Dissertation work and post-doc research are examples of scientific work
 - Common expenses arising from dissertation work:

Home office expenses (computer, telephone, workspace expenses)

Purchasing of professional literature

Expenses for field work

Expenses for conference trips

Printing costs of the dissertation

Expenses for the public examination of the dissertation

 However, expenses for clothing, catering and the conferment ceremony are <u>not</u> tax-deductible.

Common expenses for the production of income in artistic work



Expenses arising from artistic work may include:

Material costs

Expenses for a separate workspace

Computer and telephone expenses

Membership fees for artistic organisations

Insurance for equipment or works of art

Travel costs, e.g. to your own art exhibition



Travel expenses

 Expenses arising from trips made as part of scientific/artistic work may include









Travel and accommodation expenses

- The tax-deductibility of the expenses arising from trips made as part of scientific/artistic work depend on the modes of transport.
 - If you use your own car, the deduction is €0.25/km.
 - The Tax Administration issues a decision each year on the deduction per kilometre.
- Accommodation expenses may arise during a conference trip or a trip to your own art exhibition.
 Accommodation expenses may include hotel expenses or the cost of renting an apartment in the location.







Increased living expenses

- Increased living expenses caused by a work trip can be claimed as deductions on your tax return.
- If you have had expenses, but you cannot give the exact amount, you can estimate it as follows:
 - For domestic trips: €15 or €28 per day (in 2018).
 - For foreign trips: an amount corresponding to the per diem allowance for foreign travel per day.





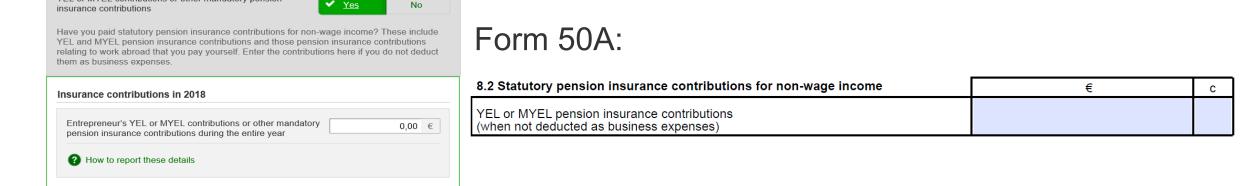
MYEL insurance contributions based on grants

0,00€

YEL or MYEL contributions or other mandatory pension

Mandatory pension insurance contributions in total

- MYEL insurance contributions are not expenses for the production of income as they are separately deducted from earned net income.
- Enter MYEL contributions in the tax return's section "YEL or MYEL pension insurance contributions".



 MYEL insurance contributions must be deducted in the taxation of the year in which they have been paid.



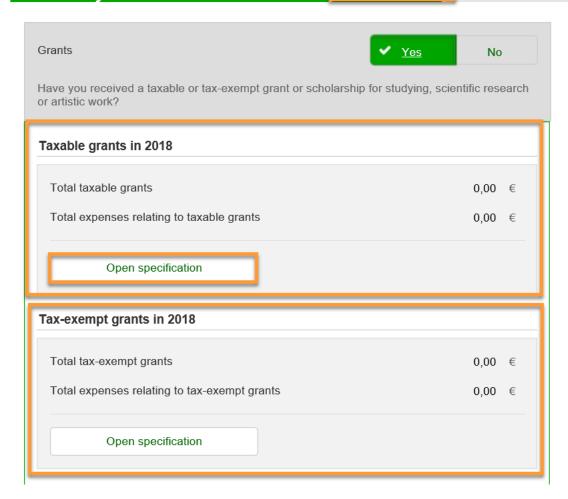
Filing grants and deductions: tax year 2018

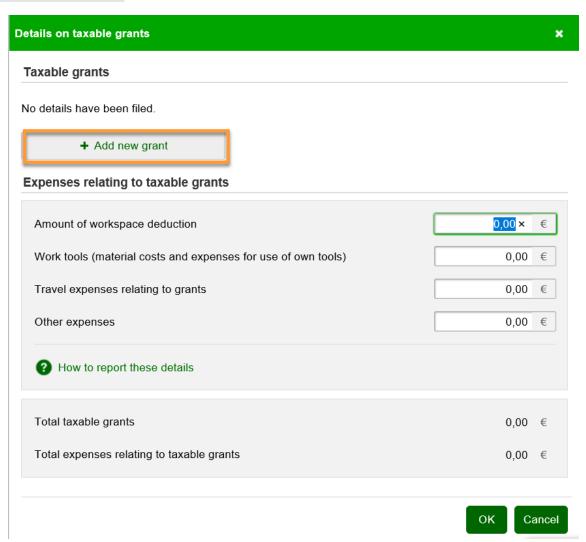
- Grants are not included on the pre-completed tax return for tax year 2018.
 - The Tax Administration advises you to file all grants you received in 2018 even if they are taxexempt income.
 - Grant income should be included in the pre-completed tax return for 2019 → only grants missing from the tax return would have to be filed.
- The best way to file grants and expenses for the production of income is in the MyTax e-service.
- You can also use paper forms to file grants and expenses:
 - Form 10: Grants and expenses relating to target grants
 - Form 50A: Expenses for scientific/artistic work relating to a maintenance grant, and expenses that exceed the relevant target grant



Filing grants (MyTax)

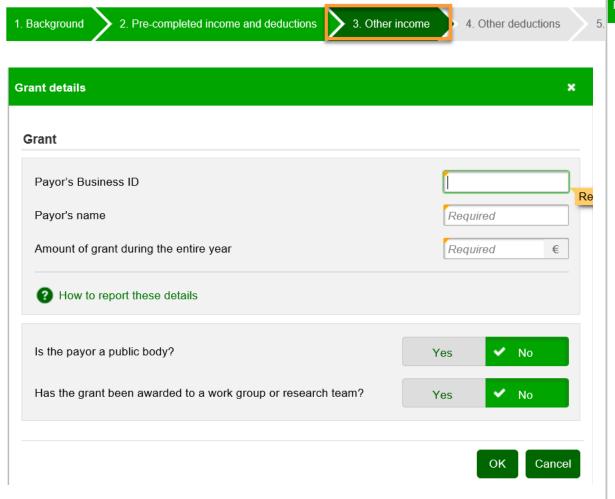
1. Background 2. Pre-completed income and deductions 3. Other income 4. Other deductions 5. Preview and send

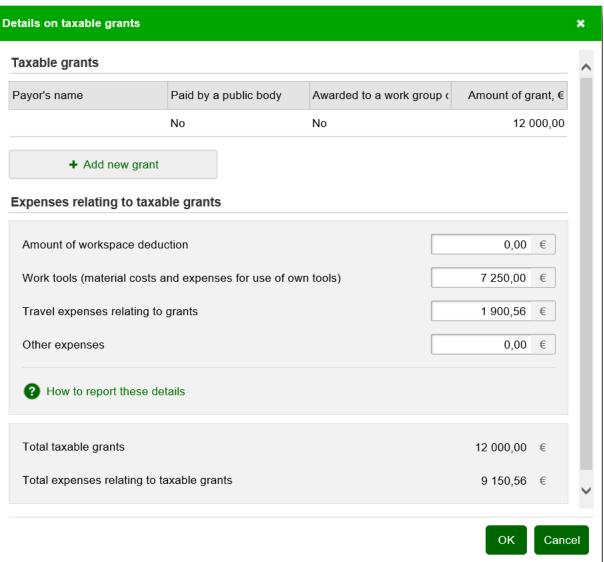






Filing grants (MyTax)







Filing grants (MyTax)

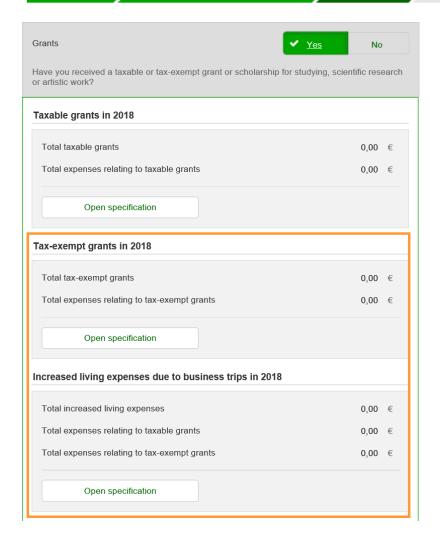
1. Taustatiedot

2. Esitäytetyt tulot ja vähennykset

3. Muut tulot

4. Muut vähennykset

5. Esikatsele ja lähetä



Increased living expenses due to business trips in 2018

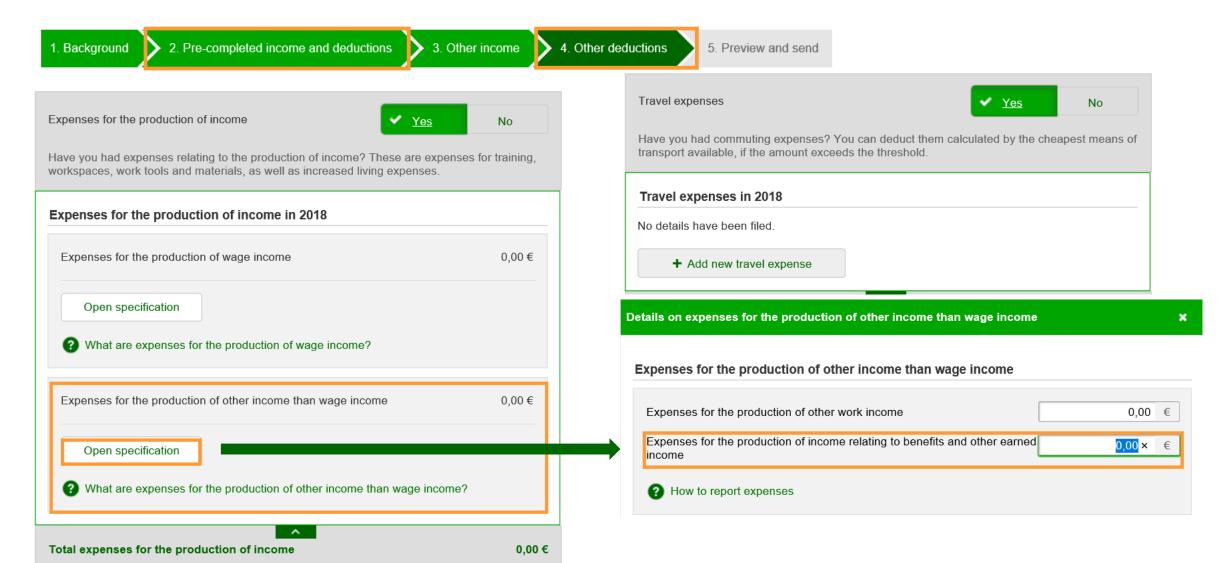
Total increased living expenses	0,00 €
Total expenses relating to taxable grants	0,00 €
Total expenses relating to tax-exempt grants	0,00 €
Open specification	

Depreciation of work tools in 2018

Total depreciation	0,00 €
Depreciation relating to taxable grants	0,00 €
Depreciation relating to tax-exempt grants	0,00 €
Open specification	



Expenses relating to grants (MyTax)



Filing grants (Form 10)

(A)	VERO
10000	AFLO
1.55%	SKATT

e-FIIe	
tax.fl/mytax	

Tax Administration P.O. Box 700



10 GRANTS

This form is for recipients of tax-exempt or taxable grants, scholarships and awards. Do not attach any receipts or free-form clarifications to the form; place them somewhere for safekeeping. The Tax

Г	1 Personal details and tax ye	ar		
	Your name		Personal Identity code	Tax year
L				
١,	2 Details of grant and payor	I=		
H	Payor's Business ID	Payor's name		
			€	С
ш	Amount of grant			
H	-	The grant is tax-exempt income.	The grant has been awarded to a re	esearch team.
[[Yes	Yes	Yes	
	3 Taxable grants		E	С
Γ	o raxabio granto		-	-
Į	3.1 Total taxable grants			
	4 Expenses relating to taxabl	a granto	€	C
1	- Expenses relating to taxable	a Aranta	-	-
	4.1 Home office deduction			
30601				
30	4.2 Work equipment (materia	i costs and expenses for use of own work equipment)		
	4.3 Travel expenses relating	to grants		
	4.4 Increased living expenses	s due to to work trips		
	4.5 Depreciation			
	4.6 Other expenses			
	4.7 Total expenses			
٠				
Γ	5 Tax-exempt grants		€	С
	5.1 Total tax-exempt grants			
	6 Expenses relating to tax-ex	empt grants	€	c
Γ	o Experience relating to tax ax	ambs Stanza	-	· ·
	6.1 Home office deduction			
	6.2 Work equipment (materia	il costs and expenses for use of own work equipment)		
R	6.3 Travel expenses relating	to grants		
(page 1/2)	6.4 Increased living expense	s due to to work trips		
	6.5 Depreciation			
VERCH 3080e 1.2018				
OH 30	6.6 Other expenses			
6	6.7 Total expenses			



1 F	Personal	details	and t	ax vear

Your name	Personal identity code	Tax year

2 L	etails of grant and payor					
Pay	yor's Business ID	Pay	or's name			
					€	С
Am	ount of grant					
Public sector organisation The grant is tax-exempt income.				The	grant has been awarded to a research	h team.
	Yes		Yes		Yes	



Filing grants (Form 10)

1 Personal details and tax y	ear		
Your name		Personal identity code	Tax year
2 Details of grant and payor	r		
Payor's Business ID	Payor's name		
		€	С
Amount of grant			
Public sector organisation	The grant is tax-exempt income.	The grant has been awarded to a re	esearch team.
Yes	Yes	Yes	
3 Taxable grants		€	С
g			Ť
3.1 Total taxable grants			
4 Expenses relating to taxal	ble grants	€	c
4.1 Home office deduction .			
4.2 Work equipment (mater	ial costs and expenses for use of own work equipment)		
4.3 Travel expenses relating to grants			
4.5 Traver expenses relating	y to grants		
4.4 Increased living expens	es due to to work trips		
4.5 Depreciation			
4.6 Other expenses			
4.7 Total expenses			
1.7 Total expenses			
5 Tax-exempt grants		€	С
5.1 Total tax-exempt grants			
6 Expenses relating to tax-e	exempt grants	€	С
6.1 Home office deduction .			
8.2 Work agripment (mater	ial costs and expenses for use of own work equipment)		
6.3 Travel expenses relating	g to grants		
6.4 Increased living expens	es due to to work trips		
6.5 Depreciation			
6.6 Other expenses			
6.7 Total expenses			

3 Taxable grants	€	С
3.1 Total taxable grants		
4 Expenses relating to taxable grants	€	С
, and a second s		
4.1 Home office deduction		
4.2 Work equipment (material costs and expenses for use of own work equipment)		
4.3 Travel expenses relating to grants		
4.4 Increased living expenses due to to work trips		
4.5 Depreciation		
·		
4.6 Other expenses		
4.7 Total expenses		
5 Tax-exempt grants	€	С
5.1 Total tax-exempt grants		
Expenses relating to tax-exempt grants	€	0
6.1 Home office deduction		
6.2 Work equipment (material costs and expenses for use of own work equipment)		
6.3 Travel expenses relating to grants		
6.4 Increased living expenses due to to work trips		
6.5 Depreciation		
6.6 Other expenses		
6.7 Total expenses		



Filing grants (Form 10)

7 Depreciation of work equipment

	Acquisi-	Undepreciated acquisition at the start of the tax year	on cost ar	t Depreciation (maximum 25%)		Undepreciated acquisition cos at the end of the tax year	
Machine or device	tion year	€	С	€	С	€	С
Total depreciation	1—		_				_

8 Increased living expenses due to work trips

4.T of the second	2 Total number of travel	3 Maximum amount/ 2 Total number of travel travel day		4 Total maximum amount	
1 Type of travel	days	€	С	€	С
Travel within Finland, more than 10 hours					
Travel within Finland, more than 6 hours					
Travel to a foreign country			_		
Total					

Date	Signature	Telephone number

Filing expenses relating to a maintenance grant (Form 50A)





Expenses relating to benefits and other earned income



50A EARNED INCOME AND DEDUCTIONS

Personal identity code Tax year	2020			
,				
201				
6 Other earned income Report any other earned income missing from your tax return.				
Type of income		Gross income	€	С
Request for income spreading or deferral of retirement incom	e			
I am asking for income spreading.		a deferral of retirement incor	me	
I am asking for income spreading.	and income spr	eading.		
B Deductions from earned income				
8.1 Special tax deduction for reduced capacity to pay taxes		04	-	_
Grounds for special tax deduction		Cost	€	С
Illness				
Other reason (e.g. unemployment, child support obligation)				
	Total			
0.2 84-4-4		€		_
8.2 Statutory pension insurance contributions for non-wage in-	come			C
	come	_		С
Statutory pension insurance contributions for non-wage in YEL or MYEL pension insurance contributions (when not deducted as business expenses)	come			С
YEL or MYEL pension insurance contributions	come	-		C
YEL or MYEL pension insurance contributions (when not deducted as business expenses) 8.3 Membership and unemployment fund fees for labour marke	et organisations			C
YEL or MYEL pension insurance contributions (when not deducted as business expenses) 8.3 Membership and unemployment fund fees for labour marks Report any membership fees missing from your tax return, or corre-	et organisations	ion in it.	ur market	C
YEL or MYEL pension insurance contributions (when not deducted as business expenses) 8.3 Membership and unemployment fund fees for labour marke	et organisations	ion in it.	ur market	c
YEL or MYEL pension insurance contributions (when not deducted as business expenses) 8.3 Membership and unemployment fund fees for labour marks Report any membership fees missing from your tax return, or correin the form, enter the total amount of membership fees paid per year organisation or unemployment fund to which the corrections apply.	et organisations ct any of the informat ar, but only the name	ion in it. and Business ID of the labor	ur market	
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YEL or MYEL pension insurance contributions (when not deducted as business expenses) 8.3 Membership and unemployment fund fees for labour marks Report any membership fees missing from your tax return, or correction to the form, enter the total amount of membership fees aid per year organisation or unemployment fund to which the corrections apply. Total membership fees for labour market organisation or unemployn Name of labour market organisation or unemployment fund 8.4 Expenses incurred in acquiring or maintaining wage income training expenses Home office deduction	et organisations ot any of the informat ar, but only the name ment fund/year ne	ion in it. and Business ID of the labor € Business ID	ur market	С
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8.5 Expenses incurred in acquiring or maintaining income other than wages and salary	€	С
Expenses incurred in acquiring or maintaining non-wage income		
Expenses relating to benefits and other earned income		



More information on grants

- tax.fi
 - Taxation of grants, scholarships, awards for merit and other awards
 - Expenses for the production of earned income
- Chat
 - The chat service in MyTax can help you with filling in your tax return
- Telephone service
 - Individual income tax, tel. 029 497 002

