



Incomes Register Unit
P.O. Box 1
FI-00055 INCOMES REGISTER

You can use this form to submit a new NT1 report, NT2 report or the employer's report on periods of stay in Finland. You can also correct or cancel a previous report. More information is available in the instructions for filling in the form.

Fill in the identifying details at the top of every page. Always report **type of action**, **pay period** and **reporting date**. The **payer's report reference** identifies the report. If you are correcting or cancelling a previous report, enter the report reference of the previous report. If you are submitting a new report, leave the field blank; then the Incomes Register creates a reference for your new report. You can also generate a report reference yourself (for allowed characters, see instructions). Enter the pay period at the time of reporting.

Type of action	Pay period (ddmmyyy–ddmmyyy)	Reporting date (ddmmyyy)
New report <input type="checkbox"/> Replacement report <input type="checkbox"/> Report cancellation <input type="checkbox"/>		
Payer's report reference (mandatory, if the type of action you select is Replacement report or Report cancellation)		

Select one form type. More information on the form types is available in the filling instructions.

NT1 <input type="checkbox"/>	NT2 <input type="checkbox"/>	Employer's report on periods of stay in Finland <input type="checkbox"/>
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1. PAYER

Enter the **Business ID** or **Personal identity code** and **name** of the payer of the wages or other payment. For possible contacts, also enter the name and telephone number of a contact person. Enter this information on each type of form.

Business ID or Personal identity code	Name
Name of the contact person	Contact person's telephone number

2. INCOME EARNER

Enter the income earner's Finnish **personal identity code**. If they have no Finnish identity code, enter the person's **name**, **date of birth**, **gender**, **address**, **foreign identifier**, **type of identifier** and **country code**. If you select "Income earner has no identifier", enter their **name**, **date of birth**, **gender** and **address**. Report this information on each type of form.

First name	Last name
Income earner's Finnish Personal identity code	
Income earner's foreign identifier	Date of birth (ddmmyyy)
	Gender Female <input type="checkbox"/> Male <input type="checkbox"/>
Type of identifier	
Foreign personal identification number <input type="checkbox"/>	Tax Identification Number (TIN) <input type="checkbox"/> Other identifier <input type="checkbox"/> Income earner has no identifier <input type="checkbox"/>
Identifier country code (see instructions)	Country name if there is no country code
Street address	Building number
	Entrance
	Flat
P.O. Box.	Postal code
	City
Address country code (see instructions)	Country name if there is no country code

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The top section of the form must be filled on every page.

Type of action			Pay period (ddmmyyyy-ddmmyyyy)		Reporting date (ddmmyyyy)	
New report	<input type="checkbox"/>	Replacement report	<input type="checkbox"/>	Report cancellation	<input type="checkbox"/>	
Payer's report reference (mandatory, if the type of action you select is Replacement report or Report cancellation)						

3. COUNTRY OF WORK AND PERMANENT ESTABLISHMENT

Enter the information on the country of work, the district of work and the taxation rights of the country of work. The employer's permanent establishment is a place of business from which the company operates fully or partially. Enter this information if you are submitting an NT1 or NT2 report. Periods of work abroad must be entered only if you are submitting an NT2 report.

Country code of country of work		Name of the country of work		District where work is performed		
Street address				Building number	Entrance	Flat
P.O. Box.	Postal code	City				
Address country code (see instructions)			Country name if there is no country code			
Country of work has taxation rights				Stay period in country of work (ddmmyyyy-ddmmyyyy)		
yes <input type="checkbox"/> no <input type="checkbox"/>						
Employer has a permanent establishment in country of work, the financial result of which is burdened by the employee's pay.						
yes <input type="checkbox"/> no <input type="checkbox"/>						
Work periods abroad (ddmmyyyy-ddmmyyyy)			Work periods abroad (ddmmyyyy-ddmmyyyy)			

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4. WAGES AS WELL AS OTHER REMUNERATIONS AND BENEFITS

In addition to the monetary pay, enter information on any other remunerations and benefits paid to the employee. Enter this information if you are submitting an NT2 report

Monetary wages/month		Other remunerations and benefits			
EUR	c	Daily allowance	Accommodation benefit	Car benefit	Other benefits
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. PERIODS OF STAY IN FINLAND

Enter all of the employee's periods of stay in Finland, or enter the "Report contains no stay periods in Finland" information. Enter this information if you are submitting the employer's report on periods of stay in Finland.

Period of stay in Finland (ddmmyyyy-ddmmyyyy)		Period of stay in Finland (ddmmyyyy-ddmmyyyy)	

Report contains no stay periods in Finland

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The top section of the form must be filled on every page.

Type of action			Pay period (ddmmyyyy-ddmmyyyy)		Reporting date (ddmmyyyy)
New report <input type="checkbox"/>	Replacement report <input type="checkbox"/>	Report cancellation <input type="checkbox"/>			
Payer's report reference (mandatory, if the type of action you select is Replacement report or Report cancellation)					

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6. CUSTOMER

The customer (principal) is the party for whom the employee works in the country of work. Enter the customer's **Business ID** or **personal identity code**. If there are no Finnish identifiers, enter the **name, foreign identifier, type of identifier, country code** and **address**. Enter this information if you are submitting an NT1 report.

Business ID or Personal identity code		Name of the customer			
Customer's foreign identifier					
Type of identifier					
Foreign business registration number <input type="checkbox"/>	VAT number (VAT) <input type="checkbox"/>	Tax Identification Number (TIN) <input type="checkbox"/>	Finnish trade registration number <input type="checkbox"/>		
Foreign personal identification number <input type="checkbox"/>	Other identifier <input type="checkbox"/>				
Identifier country code (see instructions)		Country name if there is no address country code			
Street address			Building number	Entrance	Flat
P.O. Box.	Postal code	City			
Address country code (see instructions)		Country name if there is no address country code			
Name of the contact person			Contact person's telephone number		

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7. DATE AND SIGNATURE

Date	Signature and name in block letters	Telephone number

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