

Filling in the income statement on the VaSa service



Giving your consent to verifying the data in the Incomes Register



- A guardian can consent to verifying their data in the Incomes Register through the 'Consents' window opening when the guardian begins the application or selecting the 'Consents' page from the navigation on the left.
- Give your consent by choosing "My income information may be checked from the Incomes Register."
- You can withdraw your consent at the same place by removing your selection.

The image shows two screenshots of the Vantaa 'Consents' window. The top screenshot is a close-up of the 'Consents' header and the 'Income register' section. The bottom screenshot shows the full 'Consents' window with a sidebar navigation menu on the left.

Consents [SAVE]

Communication preferences

Once the decision has been made for your family or child, you will be able to view, download and print it in VaSa service for the duration of your child's early childhood education and care. You will be notified via email when the decision has been made and receive a direct link to the decision in VaSa. You can access VaSa with a web browser or through the CGI Vesa mobile application. Decision will also be available in Suomi.fi, if you have activated the service. Please, favor electronic delivery option and select delivery of the decision on paper only when necessary.

☐ I wish that decisions are sent in paper form

Income register

If you give your consent, your income information can be checked from the Incomes Register and used to determine your family's fees or service voucher values. By giving your consent, you understand that you still must provide information on income that is not available in the Incomes Register. You can check what information is available in the Incomes Register at <https://www.vero.fi/en/incomes-register/individuals/>. The consent is valid until further notice. The consent can be withdrawn at any time. If you do not give or you withdraw your consent, you must provide information and proof on all your income through the income statement.

☐ My income information may be checked from the Incomes Register.

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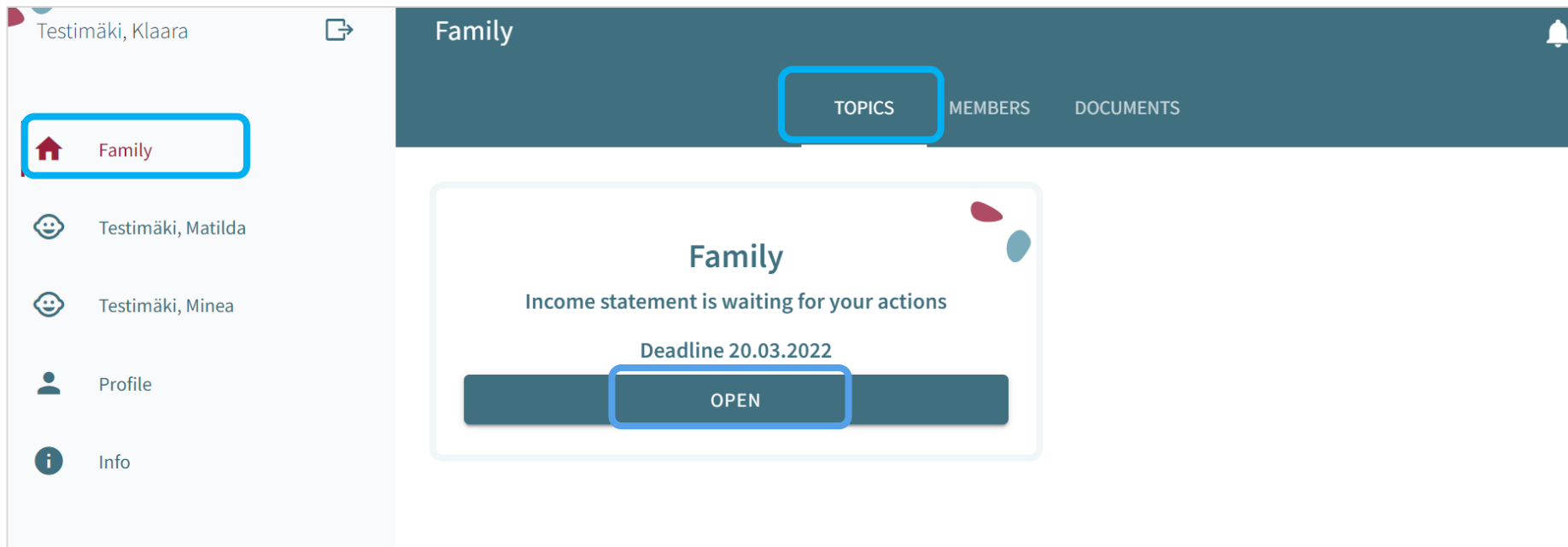
Sidebar (Bottom Screenshot):

- Ruusantes, Siri
- Family
- Ruusantes, Joanna
- Ruusantes, Mauno
- Ruusantes, Uuno
- Profile
- Consents** (highlighted with a red circle and an arrow pointing to the consent checkbox in the main content area)

Begin the income statement



- When the early childhood education place granted to a child has been accepted, the child's guardian will receive an income statement request. The income statement request will arrive to the guardian's email, if the email address has been saved into the guardian's contact information.
- Begin the income statement: After logging in the VaSa service, you will see the income statement request on the 'Topics' tab. Click the 'Open' button to open the income statement.



Begin the income statement




- You can also make an income statement without an income statement request when there are changes in the guardians' income. You can begin to fill in a new income statement on the 'Documents' tab on the 'Family' page. You will find 'New income statement' under the 'Actions' menu.

The screenshot shows the Vantaa user interface. On the left, a sidebar lists family members: Ruusantes, Siri (with a home icon and a blue box), Ruusantes, Joanna, Ruusantes, Mauno, and Ruusantes, Uuno. The main area has a dark blue header with "Family" and a bell icon. Below the header are tabs: "TOPICS", "MEMBERS", and "DOCUMENTS" (which is highlighted with a blue box). The "Documents" section has a title "Documents" with a question mark icon. Below it, a section titled "Show documents" lists three members with checkboxes: Joanna Ruusantes, Mauno Ruusantes, and Uuno Ruusantes, all of which are checked. On the right side of the "Documents" section, there is an "ACTIONS" dropdown menu (highlighted with a blue box) that is open, showing two options: "Add application" and "New income statement" (which is highlighted with a blue box).

Income statement – 1. page: Family members



- On the first page of the income statement, you must choose whether you wish to announce the income data for determining the early childhood education fee or the value of the service voucher. If the guardian wishes to announce their gross income, the income statement has five pages. If the guardian does not wish to announce their gross income and accepts the highest early childhood education fee, the income statement has three pages.
- You can move freely between the places. When all the required information has been filled in on the page, the  -icon is shown instead of the number.

From *

14.03.2022

Announcing incomes

- ☒ We'll announce our gross incomes for calculating the early childhood education and care fee or service voucher value
- ☐ We'll not announce our incomes and we'll accept the highest early childhood education and care fee or the lowest value of service voucher

× Income statement

18.03.2022 Waiting

1

Family members

2

Guardians' income

3

Childrens' income

4

More information

5

Summary

× Income statement

07.04.2022 Draft

SAVED SUCCESSFULLY

1

Family members

2

More information

3

Summary

Income statement – 1. page: Family members



- In the 'Family living in the same address' section the person announcing the income needs to announce adults and children living in the same address with them.
- A person announcing the income data has been automatically added in the 'Family living in the same address' section, as have also their children and spouse/guardian and child on whom early childhood education has received information through other channels of communication.
- If a child, guardian or spouse mentioned in the income statement no longer lives at the same address, check the 'Person does not live at the same address' box in the income statement. Enter grounds into the field opening.

Family living in the same address ?

Announcer of incomes
Siri Ruusantes

Children in early childhood education and care ?

First names Joanna	Last name Ruusantes
<input type="checkbox"/> Person does not live at the same address anymore	

First names Uuno	Last name Ruusantes
<input type="checkbox"/> Person does not live at the same address anymore	

Income statement – 1. page: Family members



- You can add a guardian or a spouse that lives at the same address as the child does by clicking the 'Add guardian or spouse' button. You can add the person with their personal identity code or without it. You must also choose a role for the added person; whether their role in the family is a guardian or a spouse.
- You can add under-18-year-old children living at the same address with their identity number or without it by clicking the 'Add child' button. If you add children, you must also inform whether they are in early childhood education or not.
- You can delete a guardian or a child that you have added by pressing the recycle bin icon.
- The above-mentioned people are automatically counted as family members, and this number is used when determining the fee.
- Press the 'Next page' button to fill in the guardians' income data. N.B. If you chose that you will not announce your family's income, the next page will be for filling in additional information.

Guardian or spouse living in the same address

ADD GUARDIAN OR SPOUSE

Children under 18 years living at the same address

ADD CHILD

Number of family members ?

Number of family members living at the same address and considered in fee calculation

2

Income statement – 2. page: Guardians' income



- Fill in guardians' income and reductions on page 2.

The screenshot shows the 'Guardians' income' page. At the top, there are two tabs: 'Family members' (with a checkmark icon) and 'Guardians' income' (with a '2' icon). Below the tabs, the text 'Incomes - Klaara Testimäki' is displayed with a question mark icon. A red message 'Incomes are missing' is shown above a button labeled 'CHOOSE INCOME TYPES...'. Below this, the text 'Deductions - Klaara Testimäki' is displayed with a question mark icon, followed by a button labeled 'CHOOSE DEDUCTION TYPES...'. At the bottom, there is a button labeled 'PREVIOUS PAGE'.

The screenshot shows the 'Choose income types' dialog box. It has a title bar with the text 'Choose income types' and a question mark icon. The dialog lists several income types with expandable sections: 'Wage income', 'Other incomes', 'Benefits', 'Forest income', 'Capital income', 'Entrepreneurs', and 'Benefits received by the child'. Each section has a downward arrow icon next to it. A blue box highlights the 'Wage income' section, and a blue arrow points from this box to the 'Wage income' section in the next screenshot.

The screenshot shows the 'Wage income' section of the 'Choose income types' dialog box. It has a title bar with the text 'Wage income' and a question mark icon. Below the title, there is a description: 'Wage income includes wages and salaries from both full-time and part-time employment (including shift and seasonal allowances). The salary for the period of notice or other similar compensation is counted as income for the calendar months from which it is paid to the employee.' Below this description, there are two checkboxes: 'Salary, wages' and 'Holiday money'. The 'Salary, wages' checkbox is checked. Below the 'Holiday money' checkbox, there is a text box with the following text: 'If the amount of holiday pay is not shown in the payroll, holiday pay is calculated as 5 % of the average monthly income. If the employer does not pay the employee holiday pay, include a statement from the employer.'

- Click the 'Choose income types' button, which opens a new window with a list of different income types. Choose the required income types, after which they will transfer to the income statement to be filled in. N.B. You must choose at least one of the income types in order to send the income statement.

Income statement – 2. page: Guardians' income



- Fill in the sum of the income in euros for the selected income types.
- You can add an income-type-specific attachment by pressing the 'Add attachment' button. If needed, you can delete the attachment from the X on the right.
- You can also delete unnecessary income types by pressing the recycle bin icon.

Wage income

Wage income includes wages and salaries from both full-time and part-time employment (including shift and seasonal allowances). The salary for the period of notice or other similar compensation is counted as income for the calendar months from which it is paid to the employee.

Salary, wages

Include the most recent salary statement, which also shows the income subject to withholding tax received in the previous and current year.

Salary, wages, €/month *

3 000,00

ADD ATTACHMENT...

?

todistus.docx

X

Benefits

Parental allowances

Include a decision on the benefit. Monthly income = 25 * daily allowance.

Parental allowances, €/month *

ADD ATTACHMENT...

?

Income statement – 2. page: Guardians' income



- Click the 'Choose deduction types' button, which opens a corresponding new window with a list of different deduction types. You can select the deductions to be deducted from the person's income. The selected deduction types will transfer to the income statement to be filled in.

The image shows two screenshots from a software application. The left screenshot is the main 'Guardians' income' page. It has a progress bar at the top with two steps: '1 Family members' and '2 Guardians' income'. The '2 Guardians' income' step is active. Below the progress bar, there are two sections: 'Incomes - Siri Ruusantes' and 'Deductions - Siri Ruusantes'. The 'Incomes' section has a status 'Incomes are missing' and a button 'CHOOSE INCOME TYPES...'. The 'Deductions' section has a button 'CHOOSE DEDUCTION TYPES...' and a 'PREVIOUS PAGE' button. A blue arrow points from the 'CHOOSE DEDUCTION TYPES...' button to the right screenshot. The right screenshot is the 'Choose deduction types' window. It has a title 'Choose deduction types' with a question mark icon. It contains two checkboxes: 'Paid child support' and 'Life annuity'. Below each checkbox is a description of the deduction type. At the bottom right, there are two buttons: 'CANCEL' and 'CHOOSE'.

1 Family members 2 Guardians' income

Incomes - Siri Ruusantes ?

Incomes are missing

CHOOSE INCOME TYPES...

Deductions - Siri Ruusantes ?

CHOOSE DEDUCTION TYPES...

PREVIOUS PAGE

Choose deduction types ?

☐ Paid child support
Include a bank receipt for the most recent payment or a receipt written by the recipient or a child support agreement.

☐ Life annuity
Include the life annuity agreement.

CANCEL CHOOSE

Income statement – 3. page: Childrens' income



- Fill in potential children's income on the 'Children's income' page the same way you did on the previous Guardian's income page. Press the 'Choose income types' button to choose the income types that you wish to transfer to the income statement to be filled in.

The screenshot shows the 'Children's incomes' page. At the top, there are four tabs: 'Family members' (with a checkmark), 'Guardians' income' (with a '2'), 'Childrens' income' (with a checkmark), and 'More i'. Below the tabs, the title 'Children's incomes - Minea Testimäki' is displayed with a help icon. A note states: 'If child has no income, maintenance allowance or benefits then this is not needed to fill in'. At the bottom, there is a button labeled 'CHOOSE INCOME TYPES...'. A blue arrow points from this button to the right-hand screenshot.

The screenshot shows the 'Choose income types' dropdown menu. The title 'Choose income types' is at the top with a help icon. The dropdown is open, showing several categories with a downward arrow next to each: 'Wage income', 'Other incomes', 'Benefits', 'Forest income', 'Capital income', 'Entrepreneurs', and 'Benefits received by the child'. Each category has a brief description below it. For example, 'Wage income' includes wages and salaries from both full-time and part-time employment. 'Benefits received by the child' includes a note about marking a benefit in the child's guardian's income only if the benefit is received by a child in early childhood education.

Income statement – 4. page: More information



- N.B. If you chose on the first page that you will not announce your family's income, this page is the second page of the income statement.
- You can add additional information on the 'More information' page. At the request of a professional, you can also revisit this field to add additional information. You can also leave this field empty.

The screenshot shows a five-step progress bar at the top. Step 1 is 'Family members' with a checkmark icon. Step 2 is 'Guardians' income' with a circle containing the number 2. Step 3 is 'Childrens' income' with a checkmark icon. Step 4 is 'More information' with a circle containing the number 4, and it is highlighted with a dark blue background. Step 5 is 'Summary' with a circle containing the number 5. Below the progress bar, the title 'More information' is displayed in red text with a small question mark icon. A descriptive text block follows: 'More information can be added here. Not mandatory to add anything. If more information is requested, user is able to answer here.' At the bottom, there is a text input field with the placeholder text 'More information'.

Income statement – 5. page: Summary



- The last page of the income statement consists of a summary of the income statement where the you can check the information you have given.
- If required information is missing from the income statement, it cannot be sent. The service will request you to fill in the missing information.
- When all the required information has been supplemented, you can send the income statement. Send the income statement by pressing the 'Send' button.

SEND

Income statement cannot be sent because of missing or incorrect information.

RETURN TO FILL

SEND

Income statement is ready to be sent

Sending and editing the income statement



- If you send the income statement without attachments, you will receive the following announcement: “No attachments. You are about to send income statement without attachments. Do you want to continue?” Choose ‘Continue’ to send the income statement. Choose ‘Cancel’ to go back to the income statement. When you have sent the income statement, the Thank you page opens.
- You can edit the income statement you have sent when its status is either ‘Draft’ or ‘Sent’. You can view the status of the income statement in ‘Fees’ section on the ‘Documents’ tab.
- Start editing the income statement by opening the Income statement header and by pressing the ‘Edit’ button on top left of the income statement. If you pressed the ‘Edit’ button and thus changed the status to ‘Draft’, you need to send the income statement again even though you did not do any changes.

No attachments

You are about to send income statement without attachments. Do you want to continue?

CANCEL

CONTINUE

Fees ?

Income Statement

Sent (08.04.2022)

× Income statement

08.04.2022 Sent

EDIT

Income statement basic information