

Filling out the income statement on the VaSa service



Consent to verify the data in the Incomes Register 1/2



Early childhood education's invoicing professionals need the guardian's consent to verify their income data in the Incomes Register.

N.B.! Remember to return the income statement always when

- There are changes in your family's income
- There are changes in your family size
- The child gets a new early childhood education and care or service voucher decision

When you give your consent to verify your income data from the Incomes Register, you do not have to add attachments to the income statement.

The screenshot shows a web interface for a 'Family' account. A modal window titled 'Consents' is open, with a 'SAVE' button in the top right corner. The form is divided into sections: 'Communication preferences' and 'Income register'. Under 'Communication preferences', there is a paragraph of text explaining that decisions will be available in CGI Vesa and can be accessed via email, web browser, or mobile app. Below this is a checkbox labeled 'I wish that decisions are sent in paper form'. The 'Income register' section contains a paragraph explaining that income information can be checked from the Incomes Register to determine fees or service voucher values. It states that the consent is valid until further notice and can be withdrawn at any time. A checkbox labeled 'My income information may be checked from the Incomes Register.' is highlighted with a blue box. Below the form, there is a timestamp: 'Use of the Incomes Register allowed 26.11.2024 13:16 (Maiju Sanna-Kaisa Haapakoski)'. At the bottom, there are links for 'Terms of conditions and cookies' and 'Terms and Conditions', followed by a footer note: 'The processing of personal data in the early childhood education and care systems is based on fulfilling statutory requirements, the public interest or the exercise of'.

Consent to verify the data in the Incomes Register 2/2



You can give your consent to verify your income data from the Incomes Register when you are making a new application or income statement.

The consent is valid until further notice. You can withdraw your consent at any time by editing the consent you have given on the VaSa service.

You can also give or withdraw your consent on the 'Consents' page in the left sidebar, under 'Incomes Register'.

The spouse of the guardian belonging to the same household can give their own consent to verify their income data by logging in the VaSa service.

Begin the income statement 1/2



When an early childhood education and care place or a service voucher granted to a child has been accepted, the child's guardian will receive an income statement request. The income statement request will be sent to the guardian's email, if the email address has been saved into the guardian's contact information.

After logging in the VaSa service, you will see the income statement request on the 'Topics' tab.

A screenshot of the VaSa service interface. The top navigation bar is dark blue with the word "Family" on the left and a notification bell on the right. Below the navigation bar are three tabs: "TOPICS", "MEMBERS", and "DOCUMENTS". The "TOPICS" tab is highlighted with a blue box. The main content area shows a card for "Family" with the text "Income statement is waiting for your actions" and "Deadline 27.12.2024". Below this text is a large blue button labeled "OPEN", which is also highlighted with a blue box. On the left side of the interface, there is a sidebar menu with a home icon and the word "Family" highlighted, along with other menu items like "Peppi Lotta Siku...", "Onni Manni Haa...", "Profile", and "Consents".

Press the 'Open' button to fill out the income statement.

Begin the income statement 2/2



You can also make an income statement without an income statement request when there are changes in your family's income. You can begin to fill out 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 'Family' page in the Vantaa system. The 'DOCUMENTS' tab is selected and highlighted with a blue box. The 'ACTIONS' menu is open, showing 'Add application' and 'New income statement', both highlighted with blue boxes. A blue arrow points from the text box above to the 'New income statement' option. The left sidebar shows the 'Family' tab selected. The main content area shows the 'Documents' section with a search bar and a list of documents for 'Peppi Lotta Sikuriina Haapakoski' and 'Onni Manni Haapakoski'.

Haapakoski, Mai...

Family

Peppi Lotta Siku...
Onni Manni Haa...
Profile
Consents

Family

TOPICS MEMBERS DOCUMENTS

Documents ?

Show documents

Peppi Lotta Sikuriina Haapakoski Onni Manni Haapakoski

ACTIONS ▾

Add application

New income statement

Consents

When you open a new income statement with the 'New income statement' function, the 'Consents' window opens. The window will open even if a guardian or a professional acting on behalf of the guardian had earlier filled out the information.

You can check or add contact information, communication preferences, and consent for the Incomes Register on the screen.

You can return to the 'Documents' tab by pressing on the X at top left.

When you press on the 'Save' button, a new income statement opens for you to fill out.

Consents

Municipality name

City of Vantaa

Contact details

Phone (Home)
+35812345678

Email (Home)
esimerkkiosoitte@vfgdf.sdfs

Contact details are saved to the CGI Vesa service. You can change them if necessary in the Consents section.

Communication preferences

Once the decision has been made for your family or child, you will be able to view, download and print it in CGI Vesa 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 CGI Vesa. You can access CGI Vesa 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.

Terms of conditions and cookies

Terms and Conditions

The processing of personal data in the early childhood education and care systems is based on fulfilling statutory requirements, the public interest or the exercise of public

SAVE

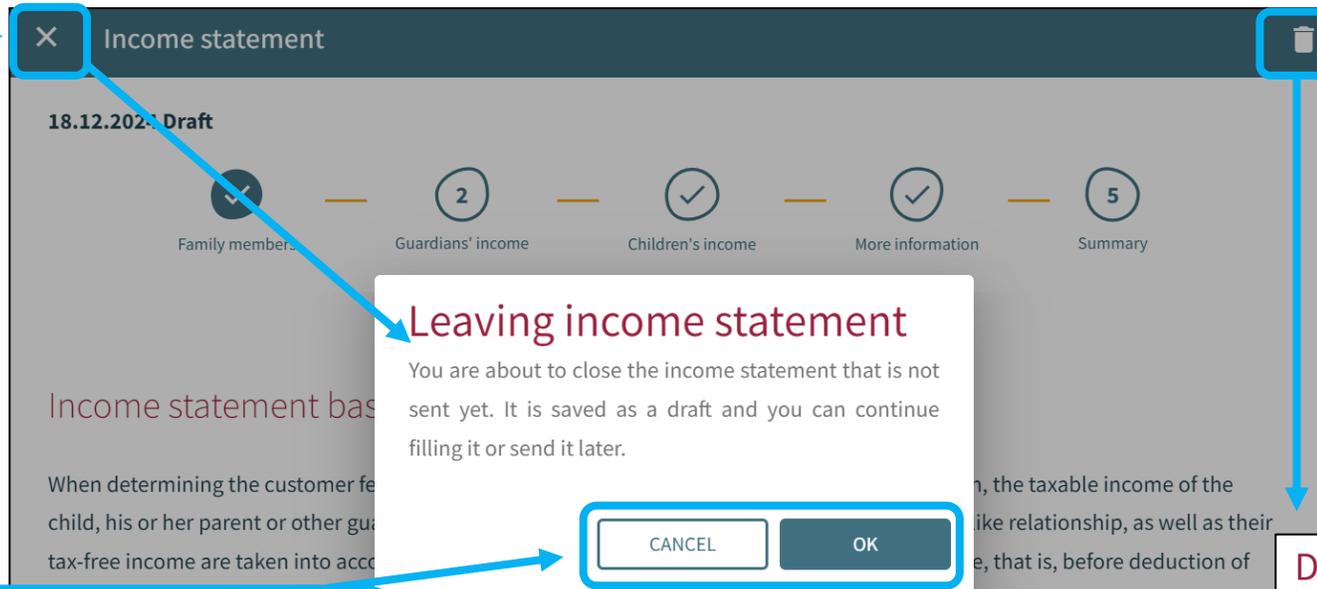


Saving and deleting an incomplete income statement



After the 'Consents' page, you get to fill out the income statement.

You can close the income statement by pressing the X at top left. In this case, the income statement is saved as a draft, and you can continue to fill it out later.



You can delete the income statement by pressing the trash can icon at top right.

If you wish to continue filling out the income statement, press 'Cancel'.

If you wish to delete the income statement, press 'Delete'.

If you want to continue filling out the income statement immediately, press 'Cancel'.

If you want to continue filling out the income statement later, press 'OK'.

Deleting the income statement

You are about to delete income statement that is not sent yet.
After deleting the income statement will not be available anymore.
Are you sure you want to delete the income statement?



Saving and deleting an incomplete income statement



After the 'Consents' page, you get to fill out the income statement.

You can close the income statement by pressing the X at top left. In this case, the income statement is saved as a draft, and you can continue to fill it out later.

The screenshot shows the 'Income statement' form with a progress bar at the top. The progress bar has five steps: 'Family members' (checked), 'Guardians' income' (2), 'Children's income' (checked), 'More information' (checked), and 'Summary' (5). A modal dialog titled 'Leaving income statement' is open, with 'CANCEL' and 'OK' buttons. Another modal dialog titled 'Deleting the income statement' is also open, with 'CANCEL' and 'DELETE' buttons. A trash can icon is visible in the top right corner of the form.

You can delete the income statement you started by pressing the trash can icon at top right.

If you wish to continue filling out the income statement, press 'Cancel'.

If you wish to delete the income statement, press 'Delete'.

If you want to continue filling out the income statement immediately, press 'Cancel'.

If you want to continue filling out the income statement later, press 'OK'.

N.B. The income statement requested by early childhood education and care cannot be removed.

Income statement - 1. page: Family members 1/3



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 and care fee or the value of the service voucher.

From 1.1.2025

Announcing incomes

We'll announce our gross income

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

When the guardian starts to fill out the income statement, the 'From' date is automatically the first day of the following month. You can edit the date. In case of an income statement requested by a professional, the guardian cannot change the 'From' date.

If the guardian wishes to announce their gross income, the income statement has five pages.

Income statement

19.12.2024 Draft

2 5

Family members Guardians' income Children's income More information Summary

You can move freely between the pages. Once all the required information on a page has been filled out, the icon is shown instead of the page number.

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.

Income statement

19.12.2024 Draft

Family members More information Summary

Income statement - 1. page: Family members 2/3



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

Maiju Sanna-Kaisa Haapakoski

Children in early childhood education and care ?

First names

Peppi Lotta

Last name

Haapakoski

Person does not live at the same address anymore

First names

Onni Manni

Last name

Haapakoski

Person does not live at the same address anymore

Income statement - 1. page: Family members 3/3

You can add a guardian or spouse living at the same address as the child by pressing the 'Add guardian or spouse' button. The person can be added with or without their personal identification code. You must also select the person's role in the family: guardian or spouse.

The above-mentioned people are automatically counted as family members, and this number is used when determining the fee.

Guardian or spouse living in the same address

First names *	Last name *	
Holger Kullervo	Ovaskainen	
Personal identification code *		
181077-999S		
<input type="checkbox"/> Person does not have a personal identification code		

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

4

NEXT PAGE

You can delete a guardian or a child that you have added by pressing the trash can icon.

You can add children under 18 living at the same address, either with or without their personal identification code, by pressing the 'Add child' button. If you add children, you must also indicate whether they are in early childhood education and care or not.

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.

Income statement - 2. page: Guardians' income 1/3



Fill out guardians' income and reductions on page 2.

If the person has no income, select 'I certify that the person has no income'.

Choose the required income types, after which they will transfer to the income statement to be filled out.

N.B. You must choose at least one of the income types to be able to send the income statement.

Family members Guardians' income Children's income More information

Incomes - Leevi Mauri Antero Blomqvist ?

The person has given consent to use the Incomes Register to check income information. ?

I certify that the person has no income

CHOOSE INCOME TYPES...

Deductions - Leevi Mauri Antero Blomqvist ?

CHOOSE DE...

PREVIOUS P...

Choose income types ?

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.

Other incomes v

Benefits v

Forest income v

Forest income is the calculated annual income from the forest and capital income from the sale of lumber.

Capital income v

Entrepreneurs v

Benefits received by the child v

Mark a benefit in the child's guardian's income only if the benefit is received by a child in early childhood education. Report income only in the income statement of the beneficiary's guardian.

Number of chosen income types: 0

CANCEL CHOOSE

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.

Holiday money

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.

Fringe benefits

Benefits in kind include lunch vouchers, meal benefit, employer-subsidised commuter ticket, car benefit, bicycle benefit, housing and garage benefit, telephone benefit, and sports and cultural vouchers.

Income statement - 2. page: Guardians' income 2/3



Fill in the selected types of income. Enter the amount for each selected income type as gross income in euros. Gross income refers to the income before any deductions, such as taxes.

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 for the previous and current year.

Salary, wages, €/month *

ADD ATTACHMENT...

Benefits

Parental allowances

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

Parental allowances, €/month *

ADD ATTACHMENT...

example.docx

You can add attachments for a specific type of income by pressing the 'Add attachment' button.

N.B.! Income information must be reported as it is on the 'From' date of the income statement.

You can also delete unnecessary income types by pressing the trash can icon.

If needed, you can delete the attachment from the X on the right.

Income statement - 2. page: Guardians' income 3/3



Press the 'Choose deduction types' button, which opens a corresponding new window with a list of different deduction types.

Incomes - Maiju Sanna-Kaisa Haapakoski ?

Incomes are missing

CHOOSE INCOME TYPES...

Deductions - Maiju Sanna-Kaisa Haapakoski ?

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

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.

Income statement - 3. page: Children's 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 child's income affects the early childhood education fee paid for them. If child support or child maintenance allowance is paid for the child or they receive an orphan's pension, the information is reported under the income of the child's guardian. If the child has other income, the information should be provided below.

Child's incomes - Tella Bella Adalmiina Haapakoski ?

If child has no income, maintenance allowance or benefits then this is not needed to fill in

CHOOSE INCOME TYPES...

PREVIOUS PAGE

NEXT PAGE

Choose income types ?

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.

Other incomes ▾

Benefits ▾

Forest income ▾

Forest income is the calculated annual income from the forest and capital income from the sale of lumber.

Capital income ▾

Entrepreneurs ▾

Benefits received by the child ▾

Mark a benefit in the child's guardian's income only if the benefit is received by a child in early childhood education. Report income only in the income statement of the beneficiary's guardian.

Number of chosen income types: 0

CANCEL

CHOOSE

Income statement - 4. page: More information



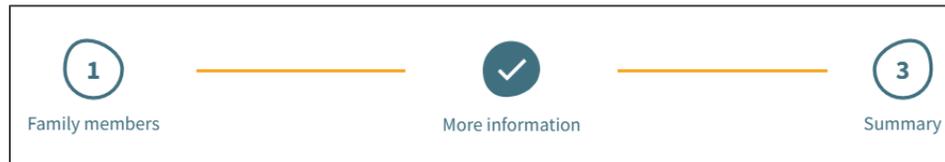
You can add additional information on the 'More information' page. You can also leave this field empty.

More information

More information can be added here.

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.



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.

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

SEND

RETURN TO FILL

Income statement is ready to be sent

SEND

Sending and editing the income statement 1/2

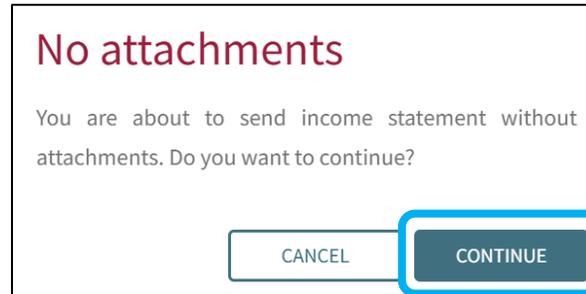


If you send the income statement without attachments, you will receive the following announcement: 'No attachments. You are about to send income statement without attachments. Do you want to continue?' Choose

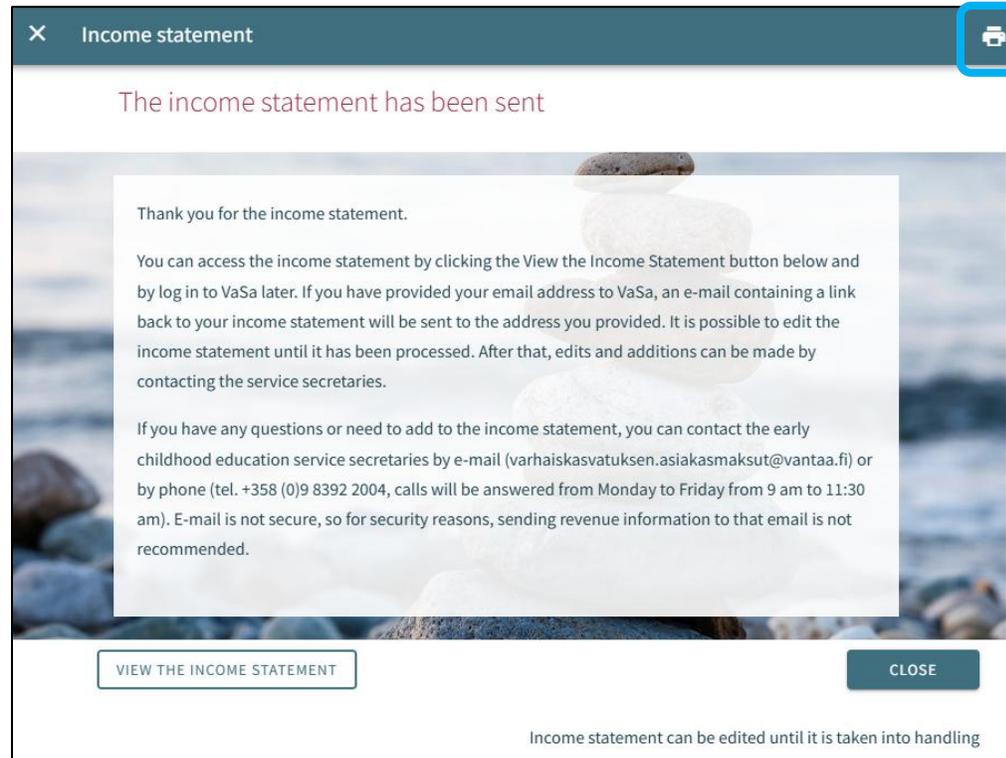
- 'Continue' to send the income statement or
- 'Cancel' to go back to the income statement.

You can send the income statement without attachments if all the family members' income data can be found in the Incomes Register and if all the family members have given their consent to verify their income data from the Incomes Register, or if the attachments have been delivered in another way.

When you have sent the income statement, the confirmation page opens.



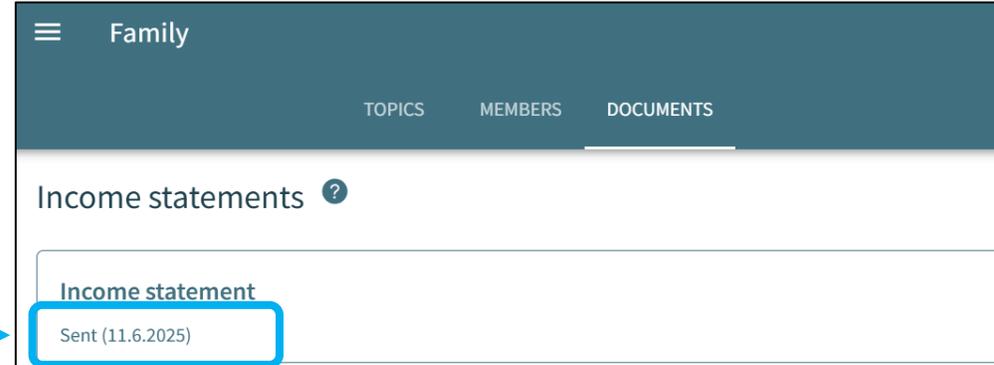
You can print the income statement by pressing the printer icon.



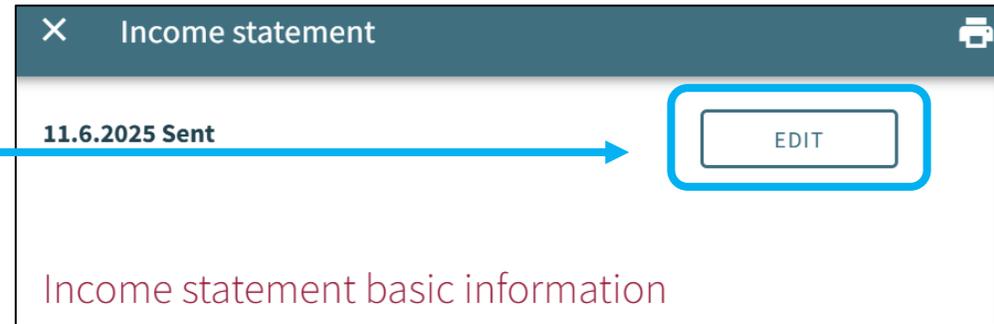
Sending and editing the income statement 2/2



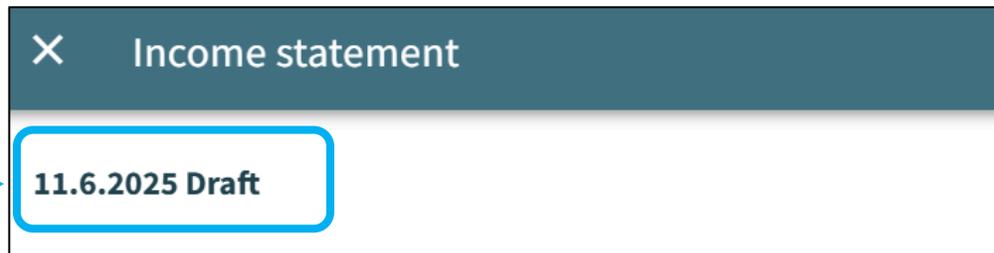
You can edit the income statement you have sent when its status is either 'Draft' or 'Sent'. You can view the status of the income statement in 'Income statements' section on the 'Documents' tab.



Start editing the income statement by opening the Income statement header and by pressing the 'Edit' button on top right 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.



Technical support for using the VaSa service: varhaiskasvatuksen.vasapalvelu@vantaa.fi