

# Wages form (for hourly paid employees)



- Use of this form requires a signed work contract with UNIS.
- Only one project number and calendar month per Wages form.
- Fields marked with \* must be completed.
- Fields marked with # must be completed for employees with a non-Norwegian bank account.
- The completed form must be submitted via e-mail to salary@unis.no.

## Personal information

\* Name:

\* Email:

\* Address:

\* Norwegian ID/D-no. (11 digits):

**NB: Employees without a Norwegian ID/D-number that is not taxable to Svalbard or Norway, must include a copy of their passport when submitting a Wages form for the first time.**

\* UNIS contact person:

\* Course code/project no.:

Date of arrival on Svalbard:

Date of departure from Svalbard:

\* Bank account number:

# IBAN:

# BIC/SWIFT/routing no. (ABA):

# Bank name:

# Bank address:

\* Taxation:

Svalbard

Norway

Abroad

(to where do you pay tax - tick one box)

**NB: You are taxable to Svalbard only if you are a permanent resident, or your stay in Svalbard is continuous for more than 30 days (excluding traveling days to and from Svalbard).**

Month:

Summary - total hours to be paid:

## Wages - detailed list

* Type of work / comments	* Date (dd.mm)	* Start time (hh:mm)	* End time (hh:mm)	* No. of hours (e.g. 1h30m = 1,50)

More rows on reverse side/page 2.

Summary page 1:

PS: Any Wages forms not sent to salary@unis.no by the **4th of any month**, cannot be expected to be paid on that month's salary.

PPS: Any Wages forms lacking relevant information can be rejected and sent back to the claimant.

