

# Guide to filling out your (monthly) benefit card

In this guide, you can find information on how to fill out the unemployment insurance funds' (a-kassens) online procedure regarding your monthly benefit card.

It is important that you answer the questions correctly. If you find it difficult to find a specific question or word in the instructions, you can use the search function in pdf/word.

Please contact us if you have any questions or need help when completing the online procedure.

## **Fill out your monthly benefit card**

You must fill out a benefit card at the end of each month in order to receive unemployment benefit.

You must fill out the benefit card for the whole month, even if you have not been unemployed all month. Also for periods when you have not been registered with the job centre, e.g. because you have worked.

As unemployed, you are obliged to inform your "a-kasse" about everything that may affect your entitlement to unemployment benefits. On the benefit card, you must therefore provide information on any work, self-employment, illness, holiday and other things that may affect your right to unemployment benefit.

The benefit card is released one week before the end of the month. If you fill in the unemployment benefit card at this time, you will receive the payment on the last working day of the month. You must fill in your *expected* working hours, etc. for the last part of the month.

The deadline for filling in the benefit card is 1 month and 10 days from the end of the month. If you fill in the benefit card later than that, you will not be able to receive unemployment benefit for the month.

As a starting point, you receive unemployment benefits for 160.33 hours per month. From here, hours are subtracted if, for example, you have worked, been on holiday, been ill, been on maternity leave, not been registered with the job centre or not been entitled to unemployment benefit.

There must be unemployment benefits for at least 14.8 hours in a month in order for the "a-kasse" to pay benefits for the month.

Remember to fill in if, for example, you

- don't have childcare
- participate in an education
- are moving

- are going abroad
- are taking a holiday
- say no thanks to a job that is mediated by the “a-kasse”
- stopped working as an employee
- have limitations in your earning capacity

We compare your information about working hours etc. on the benefit card with the information your employer has reported to the income register – to the Danish Tax Authorities. If you have provided other information than your employer has reported, the payment of unemployment benefit can be regulated.

Below you will find some phrases and questions that you usually will be asked when filling in the benefit card. If you have any questions or need help, please contact us.

1. Generelt	General
Ydelseskort	Benefit card
Dagpengekort	Benefit card
Udbetalingskort <ul style="list-style-type: none"> <li>• Nyt udbetalingskort (skal udfyldes og sendes for at du kan få udbetalt dagpenge)</li> <li>• Tidligere indsendt udbetalingskort (skal kun bruges, hvis du har rettelse til et udbetalingskort, du allerede har indsendt)</li> <li>• Reguleringskort (hvis du har fået et brev fra os om, at du skal indsende et reguleringskort. På reguleringskortet skal du tage stilling til, om du er enig i de oplysninger vi har fået fra elndkomst)</li> </ul>	Benefit card <ul style="list-style-type: none"> <li>• New benefit card (you must fill in and send this in order to receive unemployment benefit)</li> <li>• Previously submitted benefit card (only needed if you have correction to a benefit card you have already sent)</li> <li>• Regulation card (if you have received a letter from us stating that you need to submit a regulation card. On the regulation card, you must decide whether you agree with the information we have received from the income register by the Danish Tax Authorities)</li> </ul>
Periode	Period
Kendte ansættelsesforhold	Known employments
Kendte indtægter og aktiviteter	Known income and activities
Kendte oplysninger udover arbejde <ul style="list-style-type: none"> <li>• Uddannelse med dagpenge</li> </ul>	Known information besides work <ul style="list-style-type: none"> <li>• Education with unemployment benefits</li> </ul>

Spørgsmål om indtægter	Questions about income
<ul style="list-style-type: none"> <li>• Har du haft arbejde, indtægter, holdt ferie eller andre forhold, der begrænser din ret til dagpenge?</li> <li>• Hvis du har arbejdstimer som selvstændig eller lønmodtager, skal det udfyldes per dag.</li> </ul>	<ul style="list-style-type: none"> <li>• Have you had a job, income, holiday or other circumstances that limit your entitlement to unemployment benefit?</li> <li>• If you have working hours as a self-employed or as an employee, you must fill out the working hours per day.</li> </ul>
Nyt arbejdsforhold eller indtægt	New employment or income
Ansættelsens startdato	Employment start date
Ansættelsens slutdato	End date of employment
Omfanget af din ansættelse	Extent of your employment
Fuldtid	Full-time
Deltid	Part-time
<ul style="list-style-type: none"> <li>• Løstansat/freelancer</li> <li>• Har du indgået en skriftlig aftale?</li> <li>• Er du ansat efter en overenskomst?</li> <li>• Har du et opsigelsesvarsel over for din arbejdsgiver?</li> <li>• For at kunne modtage supplerende dagpenge, skal din arbejdsgiver udfylde en frigørelsesattest</li> <li>• Er arbejdstiden fastsat i en turnus eller vagtplan?</li> </ul>	<ul style="list-style-type: none"> <li>• Casual worker/freelancer</li> <li>• Do you have a written employment contract?</li> <li>• Are you covered by collective agreement?</li> <li>• Do you have a notice of termination to your employer?</li> <li>• In order to receive supplementary unemployment benefits, your employer must complete a release certificate</li> <li>• Are working hours fixed in a rotation or schedule?</li> </ul>
Er du ansat hos ægtefælle eller familie?	Are you employed by a spouse or family?
Søg efter arbejdsgiver	Search by employer
<ul style="list-style-type: none"> <li>• Du kan søge på navn, adresse og CVR-nummer</li> <li>• Du kan finde arbejdsgiverens cvr-nummer på din lønseddel</li> </ul>	<ul style="list-style-type: none"> <li>• You can search by name, address and CVR number (The CVRnumber is an 8 digit number identifying the company in Denmark)</li> <li>• You can find the employer's CVR number on your payslip</li> </ul>
<b>2. Aktiviteter</b>	<b>Activities</b>
Tilføj aktivitet	Add activity

I kalenderen skal du vælge dage og tilføje arbejde/aktiviteter – også ulønnet	In the calendar, select days and add work/activities –also unpaid
Du skal kontrollere de aktiviteter, der allerede står på kortet, og du skal rette dem, hvis ikke de er korrekte	You need to check the activities already on the benefit card, and you need to correct them if they are not correct
Har du i perioden haft arbejde, indtægter, holdt ferie, været syg, drevet selvstændig virksomhed eller har der været andre forhold, som kan have betydning for din ret til dagpenge? Hvis ja, skal du påføre disse oplysninger dag for dag	Have you during the period had work had income, been on holiday, been sick, been self-employed, or have there been other factors that may affect your entitlement to unemployment benefit? If yes, apply this information day by day
Hvis du er blevet ledig eller startet job midt i måneden, skal du svare ja til, at du har arbejdet	If you have become unemployed or started a job during the month, you must answer yes to the question “have you had work?”
Du skal skrive arbejdstimer eller indtægt på dagpengekortet	You must fill in working hours or income on the benefit card
Nye oplysninger skal indberettes her	New information must be reported here
Vælg modregningsårsag	Select reason of deduction
<ul style="list-style-type: none"> <li>• Aktivitet</li> <li>• Timer</li> <li>• Indtægt</li> <li>• Arbejdsgiver</li> </ul>	<ul style="list-style-type: none"> <li>• Activities</li> <li>• Hours</li> <li>• Income</li> <li>• Employer</li> </ul>
Fravær	Absence
<ol style="list-style-type: none"> <li>1) Afvikling af selvstændig virksomhed</li> <li>2) Arbejde</li> <li>3) Arbejde med løntilskud</li> <li>4) Arbejde med løsarbejderattest</li> <li>5) Arbejder som underviser</li> </ol>	<ol style="list-style-type: none"> <li>1) The company is being wound up</li> <li>2) Work</li> <li>3) Work with wage subsidies</li> <li>4) Work with casual worker certificate</li> <li>5) Work as a teacher</li> </ol>

6) Arbejde ved jordbrug 7) Arbejdsgivergodtgørelse (G-dage) 8) Barn syg 9) Barsel eller graviditetsbetinget sygdom 10) Ferie 11) Formueforvaltning 12) Fri for egen regning 13) Fritidsbeskæftigelse 14) Frivillig ulønnet aktivitet 15) Frivilligt ulønnet arbejde 16) Frivilligt ulønnet arbejde med modregning 17) Frivilligt ulønnet arbejde uden modregning 18) Honorarløn/ukontrollabelt arbejde 19) Hverv 20) Konflikt 21) Kursus med VEU-godtgørelse 22) Kursus/uddannelse 23) Lønarbejde 24) Selvbygger/medbygger 25) Selvstændig bibeskæftigelse 26) SU-uddannelse 27) Sygdom 28) Uddannelse uden dagpenge 29) Udlandsophold 30) Udlandsophold uden dagpenge 31) Ukontrollabelt arbejde	6) Work with a farm 7) Employer's allowance (G-days) 8) Child's illness 9) Maternity leave or pregnancy-related disease 10) Holiday 11) "Formueforvaltning" (asset management) 12) Free at own expense 13) "Fritidsbeskæftigelse" (Leisure activities) 14) Voluntary activities (unpaid) 15) Voluntary work (unpaid) 16) Voluntary work subtracted from the unemployment benefits 17) Voluntary work not subtracted from the unemployment benefits 18) Fee (B-income -income not taxable at source)/uncontrollable working hours 19) Offices 20) Dispute/conflict (blockade or strike) 21) Course with VEU reimbursement 22) Course/education 23) Employment 24) Self-builder or co-builder 25) Self-employment as a sideline activity 26) SU (Danish education support for students/state education grant) 27) Illness/disease 28) Education without unemployment benefits 29) Going abroad 30) Going abroad without unemployment benefits 31) Uncontrollable working hours
<b>3. Supplerende spørgsmål</b>	<b>Complementary questions</b>
Har du i perioden fået udbetalinger fra en privat tillægsforsikring?  Beløb pr. måned før skat i hele kroner  Forsikringselskab	Have you received payments from a private supplementary insurance during the period?  Amount per month before tax in whole kroner  Insurance company
Har du fået udbetalinger fra en lønsikring?	Have you received payments form a salary insurances?
Pension  Har du fået udbetalt pension i perioden? Indsend oplysninger om ændret pensionsbeløb	Pension  Have you received a pension during this period? Submit information about changed pension amount

Afmeldt jobcentret	Unregistered from the job centre
Er du afmeldt jobcentret i perioden?	Are you unregistered from the job centre during this period?
<b>4. Forlængelse af dagpengeperiode</b>	<b>Extension of benefit period</b>
Ønsker du at forlænge din dagpengeperiode?	Do you wish to extend your benefit period?
<b>5. Indsend kort</b>	<b>Submit benefit card</b>
Jeg erklærer på tro og love at oplysningerne er rigtige	I declare in good faith (on faith and law) that the information is correct
Godkend/send	Approve/send