

Remuneration form for assignees

For service as external expert, external reviewer, student representatives etc.

NOTE! Send the signed form to the person who hired you as an assignee, for verification. Then send the form to the payroll section. The complete filled in form must be received by the payroll specialist no later than the 5th of the month after the month in which the work was performed for the payment to be made that same month.

2	Name:	Personal identity number/tax reg. no in native country for foreign citizens:
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Contact (only to be filled out the first time, or if information has changed)

3	Delivery address:	Postal code and city (country if not Sweden):
	Telephone number:	Email:

4	Service:	Employer	Department/office and section
	Period of service (start date–end date) (student representatives should instead report time worked in the table below) Fr o m T o m		Remuneration for service:

Time worked (to be filled in by student representatives only)

5	Date	The planned duration of the meeting	Time beyond the planned meeting duration / exercising student influence	Date	The planned duration of the meeting	Time beyond the planned meeting duration / exercising student influence
	1			17		
	2			18		
	3			19		
	4			20		
	5			21		
	6			22		
	7			23		
	8			24		
	9			25		
	10			26		
	11			27		
	12			28		
	13			29		
	14			30		
	15			31		
	16			Total hours		

Additional information

If your country of residence is not Sweden, please indicate whether your work was carried out in Sweden, along with your period of stay in Sweden.

6	Date	Signature (assignee)	Print name
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Bank details

You need to register your bank details yourself, by logging into [Danske bank](#) with your BankID (for instructions, see [lnu.se](#)). Register with LNU's customer number, 79195. If you do not have a BankID, or if you want more information about how to register your bank account, please send an email to bankkonto@lnu.se. You need to do this before payment of compensation.

If your country of residence is other than Sweden, you need to apply for Special income tax for foreign residents (SINK. You find the application form on [the Swedish Tax Agency's webpage](#). Send your application together with a copy of your passport to Skatteverket, 551 95 Jönköping. Under "Additional information" you should request that the approval be sent directly to the relevant [payroll specialist](#), to speed up turnaround. It is only when the payroll specialist has received the approval from the Swedish Tax Agency that the wages can be paid.

Type of service

Student representative on bodies that are part of the university's organisation structure..according to decision dnr 2022/1795-1.1.1	0200	Meeting 1-2 hours: 350 SEK
		Meeting 3-4 hours: 600 SEK
		Meeting 5-6 hours: 850 SEK
		Meeting 7-8 hours: 1 100 SEK
		Every hour started that exceeds the scheduled meeting time: 125 kr/SEK
		In case of absence from meetings where documented student influence has been exercised: 125 SEK
Other types of service	0200	As agreed upon

Instructions for completing the form:

1. **Refers to work year and month:** e.g., January 2025
2. **Name and personal identity number:**
3. **Contact details:** to be filled in only the first time or when information has changed
4. **Assignment:** Student representative in the programme council for [the name of your programme]
Contracting party: Usually the name of the programme coordinator (alternatively the convener of your body)
Department/unit and, if applicable, section: Faculty of Technology
5. **Planned duration of the meeting:** Use the arrows to open the drop-down menu and select the time interval that matches your meeting. Use the field on the right to fill in any exceeded time.
6. **Date:** Today's date
Signature of the assignee: Sign your name here
Printed name: Write your name clearly here

Additional information: The form must be attached as a PDF in an email to catrine.bramhag.svensson@lnu.se with a copy to the convener of your body.