

Send to

Feriekonto  
Kongens Vænge 8  
3400 Hillerød

## Application for disbursement of holiday allowance

### How to fill in the form:

- Fill in all fields under Personal data.
- You can find information about your holiday allowance in the letter notifying you of your holiday entitlement (holiday letter) from Feriekonto / Feriepengeinfo.
- Then fill in one of the other boxes, depending on the reason for your application for holiday allowance. See the guidelines on page 2.

### Personal data and employment:

Name of employee	Civil registration (CPR) no.	Employee phone no.
	-	

### Indicate the reason for your application for disbursement of holiday allowance

(fill in only one box)

<input type="checkbox"/> <b>I am taking / have taken holiday</b>	First day of holiday: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> (DDMMYY)								
	Number of days of holiday: _____								

<input type="checkbox"/> <b>I have left the Danish labour market</b>	Last day on the Danish labour market: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> (DDMMYY)								
Indicate the reason:									
<input type="checkbox"/> Old-age pension or early retirement pension									
<input type="checkbox"/> I stopped working for my Danish employer due to emigration and have been deregistered from the National Register									
<input type="checkbox"/> I stopped working for my Danish employer and left Denmark / I have never been registered with the National Register									

**Remember to sign the application on page 2**

FerieKonto will transfer the money to your Danish NemKonto. If you wish to have the money transferred to another account you have to send us a perfect copy of your passport/drivers licence attached to this form.

Danish bank account	
Reg.	
Bankaccount number	

**Bank in Europe**

Foreign bankaccount information	
IBAN-number	
SWIFT/BIC-code	

**Bank in other countries**

Fedwire/Routing number/BSB code	
Account number	

**Signature**

<p>I solemnly declare that the information I have provided is correct.</p> <p>Date _____ Signature_____</p> <p>Feriekonto submits information to unemployment funds and local authorities, so that they can check whether you have received public benefits and holiday allowance at the same time, which is against the law.</p>
---

**The form must be filled in and sent to Feriekonto, Kongens Vænge 8, DK-3400 Hillerød**

**Guidelines on page 3**

## Guidelines

You must fill in the fields under Personal data in order for Feriekonto to process your application

- The information appears from the holiday letter you received from Feriepengeinfo / Feriekonto.

### I am taking / have taken holiday

You are not allowed to receive holiday allowance and certain public benefits at the same time. Public benefits may comprise unemployment benefit, early retirement benefit or direct social security benefit. Ask your local authority or unemployment fund which public benefits affect disbursement of your holiday allowance. If you receive public benefits, you must schedule your holiday with your job centre, unemployment fund or local authority before applying for holiday allowance.

If you are taking holiday and you are not receiving public benefits at the same time, you must enter the information below.

**First day of holiday:** Select your first day of holiday. Saturdays, Sundays and public holidays typically do not count as days of holiday, unless you normally work on these days.

**Number of days of holiday:** Select the number of days of holiday you are taking.

As a general rule, you must take full days of holiday. A week of holiday generally corresponds to five days of holiday. If you want to take all your days of holiday from one employer, and the number of days does not divide evenly into full days of holiday, enter your total number of outstanding days.

### I have left the Danish labour market

You can claim your holiday allowance without taking holiday, if you have left the Danish labour market, i.e. if:

- you have been awarded old-age or early retirement pension
- you have retired to move abroad and have been deregistered from the National Register
- you are no longer attached to the Danish labour market because your employment with a Danish employer has been terminated, and you have never been registered with the National Register.

Please note that you must be able to provide documentation to the effect that you have left the Danish labour market. Read about the documentation you must be able to provide under 'Reason'.

**Reason:** Indicate the reason why you left the Danish labour market.

- **Old-age or early retirement pension:** If you leave the labour market for reasons of age or ill health. The documentation may be one of the following: 1) you have been awarded old-age pension, 2) you have been awarded benefits under the Danish Early Retirement Act, or 3) you have received disbursement of pension from a private pension scheme or from a pension scheme as part of an employment relationship. This does not apply if you are receiving early retirement benefit or benefits under the Danish flexi job scheme and you are not receiving old-age pension at the same time. Read more at [lifeindenmark.dk](http://lifeindenmark.dk).
- **You stopped working for your Danish employer due to emigration and have been deregistered from the National Register:** If you retire to move abroad and deregister from the National Register. The documentation may consist of proof that you have deregistered from the National Register.
- **You stopped working for your Danish employer and left Denmark / you have never been registered with the National Register:** If you live abroad and have worked in Denmark, but your employment relationship has ended. The documentation may consist of proof that you have been enrolled in a foreign unemployment fund or documentation that you are working abroad.

**Last day on the Danish labour market:** Enter the date when you stopped working in Denmark. Disbursement of holiday allowance is subject to a time limit of six months under this rule. Consequently, your holiday allowance cannot be disbursed under these rules if your last day of work was more than six months ago.