**SED U003 – Request Salary Info**

The Request Salary Info SED U003 is used when the Case Owner calculates the unemployment benefits based upon the previous salary information of the Petitioner in another Member State. The Case Owner asks for detailed information of the income for an activity in another Member State.

This SED should NOT be used in case if the Petitioner has provided the PD U1 and sufficient salary information has been included in the Portable Document.

The request SED contains information which is needed for the Counterparty (State of former activity) to identify the Petitioner's record. It is important to indicate the last address in the State of former activity (section 4) because some Member States need this information to determine the competent institution. For many Member States it is also important that the request contains detailed information about the employer/ self-employment for which the income should be certified because these Member States have incomplete or no database and therefore have to do further investigations based on the information available in the request. For these Member States suitable evidence or supporting documents (e.g. payslips, tax returns) should be attached to the SED U003. In order to guide users on what attachments could be useful for the counterparty institution, a list of potential supporting documents to attach to this SED was set up, based on received country contributions, and has been published in a designated folder on CircaBC:

[*https://circabc.europa.eu*](https://circabc.europa.eu) *-> Employment and Social Affairs -> Electronic Data Exchange -> Library -> UB\_BUC\_01 informal annex*

The Case Owner should also indicate whether it would like to have information on net earnings or gross earnings (field 6.1.4). However if the Counterparty does not have the requested type of earning information it will indicate the other type. The Case Owner cannot choose whether it would like to have the calculation of the average income per month during the period or the total amount. In order to keep the process manageable the salary is calculated as the average earnings per month during the given period and as such filled in U004 SED.

SED U003 is normally only used for crossborder workers; however some Member States have indicated that the salary details might play certain role even when granting unemployment benefits to normal workers and this SED could therefore be occasionally used also in these cases.

[In order to see the content and explanatory notes of the SED U003 please click here](Forms/U003_en.htm)