



Dear customers,

Bank account numbers and reference details of land lease invoices are going to change

The Urban Environment Division's invoicing for land leases will be transferred to City of Helsinki Financial Management Services as of 1 November 2018. Consequently, the layout, **bank account numbers** and **reference details** of land lease invoices will change. **The bank account numbers and reference details of past invoices can no longer be used as of 1 November 2018.**

In the future, you will receive invoices according to your preference: either electronically or as traditional paper invoices. If you have already entered into an e-invoicing agreement for invoices from Financial Management Services or provided Financial Management Services with an e-invoicing address, any invoices sent by Financial Management Services, including land lease invoices, are either supplied as e-invoices or online invoices.

E-invoices for consumers

If you wish to receive land lease invoices electronically via your online bank, we ask that you make an e-invoicing agreement in your online bank. Please select 'Helsingin kaupunki – Taloushallintopalvelu' ('City of Helsinki - Financial Management Services') as the invoicer and enter the invoice recipient's personal identity number as identification data (in the format xxxxxx-xxxx). The agreement pertains to all invoices sent by Financial Management Services.

E-invoices for businesses

If you wish to receive invoices electronically into your purchase invoice management system, please send details of your e-invoicing address and operator by email to talpa.asiakasrekisteri@hel.fi.

Paper invoice

If you wish to receive land lease invoices in paper format, but you have previously entered into an e-invoicing agreement, you must terminate the previous e-invoicing agreement via your online bank or request that the Financial Management Services customer register remove your online invoicing address. After this, all other invoices sent by Financial Management Services will also be sent to you in paper format.

New customer service contact information (invoices with a due date on or after 1 November 2018):

Invoice information, e.g.
deferrals of payment and
interest for late payment

City of Helsinki Financial Management Services
talpa.asiakaspalvelu@hel.fi
Tel. (09) 310 25300, on weekdays at 9.00–15.00

Changes of address and
enquiries regarding
the basis of the invoices

City of Helsinki Invoicing for Land Leases
maanvuokralaskutus@hel.fi
Tel. (09) 310 36326, on weekdays at 9.00–15.00

Kind regards,

Urban Environment Division

Financial Management Services, Invoicing