

# UNEMPLOYMENT INSURANCE

**Information You Need to File an Unemployment Insurance Claim**



## **Checklist ✓✓✓**

**When your job has ended or your employer has cut back work hours, apply immediately for Unemployment Insurance benefits.**

- The start date or effective date of an Unemployment Insurance claim is NOT based on when the job ended or when the employer cut back hours.
- Claims start on the Sunday of the week an Unemployment Insurance application is submitted.

**Gather information. Have the following items ready before applying.**

### **→ Your Information:**

- ✓ Social Security Number
- ✓ Name (including prior names [e.g., married or maiden names]), mailing address, and telephone number
- ✓ Driver's license or ID card number
- ✓ Alien registration number and expiration date, if a non-citizen
- ✓ DD Form 214 if you served in the military in the last 18 months

### **→ Last Employer Information:**

- ✓ The last employer is the business or company you last physically worked for or could still be working for part-time
- ✓ Name of company as it appears on your pay check stub or W-2 form (This could be a payroll agency or staffing agency)
- ✓ Complete mailing address including zip code and physical location
- ✓ Company's phone number and supervisor's name
- ✓ The reason for working reduced hours or no longer working with the employer

### **→ Employment History (ALL employers in the last 18 months including the last employer):**

- ✓ Name of ALL employers as they appear on your pay check stub or W-2 form
- ✓ Period of employment (start date and end date)
- ✓ Wages earned and how you were paid (hourly, weekly, monthly)