



Mail or fax this form to:  
Unemployment Insurance Agency  
P. O. Box 169  
Grand Rapids, MI 49501-0169  
Fax: 1-517- 636-0427



**Weekly Extended Benefits (EB) Record of Work Search**

**IMPORTANT:** One of the requirements to be eligible for Extended Benefits (EB) is that you must make a systematic and sustained effort to find work for each week you are claiming EB. You must contact a minimum of 2 employers per week (a third employer contact is optional), and report the details and results to us. You can do this by:  
(1) Recording your work search efforts on this form and then mail or fax this form to the address or fax number shown above **BEFORE** you call MARVIN to report/certify for payment for the previous two weeks. Your work search should be for the same two weeks **OR**,  
(2) If you use MARVIN Online to certify for Extended Benefits for the previous two week period, you may report your work search efforts on that same web site at <http://www.michigan.gov/uia>, click on "Online Services for Unemployed Workers."  
If you have any questions about this form or EB work search requirements, call us at 1-866-500-0017 (TTY customers use 1-866-366-0004) between 8:00 AM and 4:30 PM (Eastern Time) Monday through Friday. Note: The 4:30 PM time has been extended on a temporary basis to 6:00 PM. **Detailed Instructions on reverse side.**

Enter your Social Security number

Name: \_\_\_\_\_  
(Please print clearly and use black ink)

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—see other side—

Date of Contact	Name of Employer	Employer(s) Address	Name and Title of Person Contacted	Method of Contact	Type of work applied for	Result (Application submitted, interview, hired, not hiring, etc.)
First Week Ending Date: _____						
Second Week Ending Date: _____						

**Your Certification:** By signing this form, I am reporting my work searches for the week(s) shown above. The information reported on this form is true and correct to the best of my knowledge and belief. Under 18 U.S.C. Section 1001, knowingly and willfully concealing a material fact by any trick, scheme, or device or knowingly making a false statement in connection with this claim is a federal offense, punishable by a fine of not more than \$10,000 or imprisonment for not more than five years, or both.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Mailed/Faxed \_\_\_\_\_



For UIA Use Only	
User I.D.: _____	Date: _____

## Instructions for Completing the EB Work Search

The following information must be completed on the Work Search form in order to receive EB payments.

- **Week Ending Dates** – these dates are for the previous two weeks. The dates start on Sunday and end on Saturday. Write the Saturday date for each week.
- **Date of Contact** – the dates of your work search must fall within the week ending (Sunday through Saturday) date for each week.
- **Name of Employer** – write the name, if known, or the online job search site, or employment service or agency that was contacted. If the employer is not known or not identified, indicate “not known or not identified.”
- **Employer(s) Address** – enter the employer address, or city/state, website address, general location, or indicate “not known”.
- **Name and Title of Person Contacted** – enter the name and title, if known of the person contacted, or the area contacted e.g., human resources department, website address, or indicate “not known.”
- **Method of Contact** – enter how contact was made, e.g., in person, phone, mail, fax, e-mail, online, by resume, response to job ad, etc.
- **Results** – enter results of work search, e.g., submitted resume and/or application, not accepting applications, not hiring, scheduled for interview, etc.

### **IMPORTANT NOTE ABOUT NUMBER OF WORK SEARCHES PER WEEK –**

All of our original agency materials state that you must contact a minimum of 3 employers each week to receive EB payments. However, that number has been changed. You must list at least 2 employers each week. The third employer contact is optional, but only 2 employer contacts per week are required.

If you have questions regarding the EB work search, call our toll free telephone inquiry line at 1-866-500-0017 and press option 3 to speak with an agent.