



UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE

KEEP THIS FORM. If you become unemployed, this information may help to determine your unemployment benefit entitlement. **BE SURE TO READ THE INFORMATION ON BOTH SIDES OF THIS FORM BEFORE FILING A CLAIM FOR UNEMPLOYMENT BENEFITS.**

When to file a claim for unemployment benefits:

A claim for unemployment benefits begins the week it is filed. Therefore, you should file your claim for benefits during your first week of unemployment.

To receive unemployment benefits, you must be eligible and qualified. You must:

- File a claim and report as directed
- Register for work as directed by the Unemployment Insurance Agency (UIA)
- Have sufficient earnings in the past 18 months.
- Meet the eligibility requirements regarding work search, availability for work, and ability to work.

To file a claim for benefits, you need the following:

1. This form and any similar forms you received from any employer in the past 18 months, or a pay stub with employer name, or W-2 Form.
2. Your Social Security number, complete mailing address (zip code), telephone number, and county of residence.
3. Your driver license or state identification card, or your MARVIN PIN number from a previous claim.
4. If you are not a citizen or national of the United States, you will need your Alien Registration Number and the expiration date of your work authorization.
5. Name(s) of employer(s), date(s) of employment, and reason for separation from each employer you worked for in the past 18 months.
6. Gross earnings since you were last separated from your most recent employer.
7. Gross earnings from all employers in the past 18 months.
8. Whether you want to receive your benefits payments by debit card or direct deposit. If you choose direct deposit, you must have (a) the name of your bank or financial institution, (b) your account number, and (c) the bank routing number found on your personal checks.

FILING CLAIMS BY TELEPHONE

Day and Time to File by Telephone

If the last two digits of your Social Security Number are:

- 00 thru 15 ... Mon. 8:00 a.m. - 12:30 p.m.
- 16 thru 33 ... Mon. 12:30 p.m. - 4:30 p.m.
- 34 thru 48 ... Tues. 8:00 a.m. - 12:30 p.m.
- 49 thru 66 ... Tues. 12:30 p.m. - 4:30 p.m.
- 67 thru 81 ... Wed. 8:00 a.m. - 12:30 p.m.
- 82 thru 99 ... Wed. 12:30 p.m. - 4:30 p.m.

All times are Eastern Time. Call on Thursday or Friday from 8:00 a.m. - 4:30 p.m. if you miss your assigned filing day.

FILING CLAIMS ON THE INTERNET

You may file your new, additional, or reopened claim on the public Unemployment Insurance Agency (UIA) website at <http://www.michigan.gov/uia> and click on the "Filing Unemployment Claims Online" link. You can file your claim on the Internet if ALL of the following requirements are met:

- You worked under only one Social Security number.
- You have not filed a claim for unemployment benefits against another state during the past 12 months
- You are not claiming weeks prior to the filing week.
- You have been employed by at least one, but not more than 19, Michigan employer(s) during the past 18 months.

Before beginning your Internet filing, be sure you have the information listed in Items 1 through 8 listed above, and a pen or pencil and paper to make notes of information you will be given. You may wish to print a copy of Form UIA 1538, *What you need to file a Unemployment Claim*, from the UIA website at <http://www.michigan.gov/uia>. You can write the information you need on this form so that it is available when you file your claim.

The Internet Filed Claim System is available nationwide Monday through Saturday, 7:00 a.m. to 7:00 p.m. Eastern time, regardless of the last 2 digits of your Social Security number.

TO THE EMPLOYER: Rule R 421.204 of the Michigan Administrative Code requires that a completed copy of this form, or an equivalent written notice, be given to each employee before, or when, he/she is separated from your employ. A \$10.00 penalty for non-compliance with this Rule may be imposed by the UIA. Complete by entering the following information in the spaces below.

Your 10-digit UIA Account Number:

Your 9-digit Federal Identification Number:

Employer's Name with **D/B/A**, and complete mailing address where wage and separation information is available covering the worker given this form.

Name

Doing Business As (D/B/A)

Address for Employment and Separation Information

City, State, Zip Code

Name of Contact Person

Telephone Number

Employers with questions may contact the UIA's Employer Customer Relations HOTLINE at 1-800-638-3994.

If you have a problem or question about your claim, you can call the UIA at 1-866-500-0017 (TTY customers use 1-866-366-0004). UIA staff is available at this number to help you weekdays from 8:00 a.m. to 4:30 p.m.