UIA 1785
(Rev. 05-17)

RESET FORM

Authorized by
MCL 421.1 et seq.

RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
TALENT INVESTMENT AGENCY
UNEMPLOYMENT INSURANCE

ROGER CURTIS
DIRECTOR
WANDA M. STOKES
DIRECTOR

Bi-Weekly Paper Certification

Name: _____ Telephone Number: _____

Current Address: _____ Apt/Lot #_____

City, State, Zip Code:_____

Has your address changed since your last certification? YES ☐ NO ☐

Earnings: All earnings for holiday pay, lost earnings, automatic short work week benefits, commissions, cash payments, tips, room and board, worker's compensation, self employment, wages in lieu of notice, vacation pay, severance pay or similar payments made by an employer must be reported in the spaces provided below. If your specific payment is not listed, record the payment amount in the "other" field.

Reporting Earnings: You must report your gross earnings. This is the amount you receive before deductions.

Week Ending Date: Enter the SATURDAY date of the week you are claiming and answer questions 1-12. These questions are not about any specific employer.

Calendar Week Ending 1 _____

1. Were you able to work full-time every day between Sunday _____ and Saturday _____? YES ☐ NO ☐
2. Were you available to accept full-time work every day between Sunday _____ and Saturday _____? YES ☐ NO ☐
3. Did you look for work the week of Sunday _____ and Saturday _____? YES ☐ NO ☐
4. Did you quit any job between Sunday _____and Saturday _____? YES ☐ NO ☐
5. Did you refuse any job(s) or offer(s) of work Sunday _____and Saturday _____? YES ☐ NO ☐
6. Were you fired from any job between Sunday _____ and Saturday _____? YES ☐ NO ☐
7. Did you BEGIN attending school or training classes between Sunday _____ and Saturday _____? YES ☐ NO ☐
8. Did you BEGIN receiving a pension between Sunday _____ and Saturday _____? If "Yes" - Employer Name _____ YES ☐ NO ☐
9. Did you earn any of the following types of pay this week? YES ☐ NO ☐

Vacation Pay	Holiday Pay	Severance Pay	Employer Name
$	$	$	

10. Did you do any type of work for pay or promise to pay between Sunday _____ and Saturday _____? YES ☐ NO ☐
11. Did you do any work this week in which you were or are expecting to get paid? YES ☐ NO ☐

Earnings	Employer Name, Self-employed, Other
$	

(If you are self-employed, fill out page 5.)

12. Did you return to work full-time between Sunday _____ and Saturday _____? If yes, on what date? _____ YES ☐ NO ☐

TRA ONLY

1. For Basic TRA (no approved training): Did you contact the Michigan Works! Agency to update your waiver of TAA training on or after _____? YES ☐ NO ☐
2. For TRA (while in approved TAA training): Did you satisfactorily participate in training between Sunday _____ and Saturday _____? YES ☐ NO ☐

UCX ONLY

1. Did you receive subsistence allowance? YES ☐ NO ☐

Name:_____
MIN: _____

Week Ending Date: Enter the SATURDAY date of the week you are claiming and answer questions 1-12. These questions are not about any specific employer.

Calendar Week Ending 2 _____

1. Were you able to work full-time every day between Sunday _____ and Saturday _____? YES ☐ NO ☐
2. Were you available to accept full-time work every day between Sunday _____ and Saturday _____? YES ☐ NO ☐
3. Did you look for work the week of Sunday _____ and Saturday _____? YES ☐ NO ☐
4. Did you quit any job between Sunday _____ and Saturday _____? YES ☐ NO ☐
5. Did you refuse any job(s) or offer(s) of work Sunday _____ and Saturday _____? YES ☐ NO ☐
6. Were you fired from any job between Sunday _____ and Saturday _____? YES ☐ NO ☐
7. Did you BEGIN attending school or training classes between Sunday _____ and Saturday _____? YES ☐ NO ☐
8. Did you BEGIN receiving a pension between Sunday _____ through Saturday _____? If "Yes" - Employer Name _____ YES ☐ NO ☐
9. Did you receive any of the following types of pay this week? YES ☐ NO ☐

Vacation Pay	Holiday Pay	Severance Pay	Employer Name
$	$	$	

10. Did you do any type of work for pay or promise to pay between Sunday _____ and Saturday _____? YES ☐ NO ☐
11. Did you do any work this week in which you were or are expecting to get paid? YES ☐ NO ☐

Earnings	Employer Name, Self-employed, Other
$	

(If you are self-employed, fill out page 5.)

12. Did you return to work full-time between Sunday _____ and Saturday _____? If yes, on what date?_____ YES ☐ NO ☐

TRA ONLY

1. For Basic TRA (no approved training): Did you contact the Michigan Works! Agency to update your waiver of TAA training on or after _____? YES ☐ NO ☐
2. For TRA (while in approved TAA training): Did you satisfactorily participate in training between Sunday _____ and Saturday _____? YES ☐ NO ☐

UCX ONLY

1. Did you receive subsistence allowance? YES ☐ NO ☐

Make sure you have completed all questions 1-12 for both weeks of your bi-weekly paper certification.

Important Reminder: Every month you must submit Form UIA 1583, *Record of Work Search,* showing where you looked for work. Keep a copy of the forms for your records because if your claim is audited, you must provide evidence of where you looked for work. If you are in state-approved training, you are not required to look for work during the training periods; however, you must be able, available and looking for work full-time work during school breaks.

CERTIFICATION: *I understand that the answers I give may affect my benefit payments. I certify that I am the individual listed on this claim. I understand that answering questions or certifying for benefits for anyone other than myself is fraud and is punishable by law. I understand that making false statements, concealing information or misrepresenting facts is fraud. I understand that if I give false information to receive benefits I will have to repay the benefits and my claim may be stopped, I may be required to pay penalties, including the assessment of a penalty of up to four times the amount fraudulently received, the loss of remaining UI benefits, and if I am overpaid more than $3,500, possible criminal prosecution for a felony. Community service and jail time may apply as well as court costs and other fines. I understand the penalties for committing fraud and certify that the answers I have given for this week are true and correct.*

Signature_____ Date _____

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Name:_____
MIN: _____

Bi-Weekly Paper Certification Flexible Week

Instructions for Claiming a Flexible Week: Complete the section below if you are claiming benefits for a "flexible week" of unemployment. You have a flexible week if you have earned 1.5 times your weekly benefit amount (WBA) in each of two consecutive calendar weeks (1.5 times your WBA earned in week 1, and 1.5 times your WBA earned in week 2), and within the two weeks, there is a period of at least seven consecutive days in which you had no earnings. **Leave this page blank if you are not claiming a flexible week.**

Daily Breakdown: Enter Wages earned for each day during your two week flexible period.

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Earnings							

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Earnings							

Make sure you have completed all questions 1-12 for both weeks of your bi-weekly paper certification.

Important Reminder: Every month you must submit Form UIA 1583, *Record of Work Search,* showing where you looked for work. Keep a copy of the forms for your records because if your claim is audited, you must provide evidence of where you looked for work. If you are in state-approved training, you are not required to look for work during the training periods; however, you must be able, available and looking for work full-time work during school breaks.

Fax or Mail: Sign and date this page of Form UIA 1785, and mail or fax this form to the address or fax number listed below. Do not date, mail or fax this form until after the Saturday date listed for calendar week 2. Payment will be delayed if you fill out the form incorrectly, mail or fax this form too soon, or fail to report your gross earnings for work performed during the week(s) claimed. It is your responsibility to mail or fax this flexible week form so that it is RECEIVED by the UIA no later than the Friday after the end of the last week for which you are claiming benefits.

CERTIFICATION: *I understand that the answers I have given may affect my benefit payments. I certify that I am the individual listed on this claim. I understand that answering questions or certifying for benefits for anyone other than myself is fraud and is punishable by law. I understand that making false statements, concealing information or misrepresenting facts is fraud. I understand that if I give false information to receive benefits I will have to repay the benefits and my claim may be stopped, I may be required to pay penalties, including the assessment of a penalty of up to four times the amount fraudulently received, the loss of remaining UI benefits, and if I am overpaid more than $3,500, possible criminal prosecution for a felony. Community service and jail time may apply as well as court costs and other fines. I understand the penalties for committing fraud and certify that the answers I have given for this week are true and correct.*

Signature_____ Date _____

Mail to: Unemployment Insurance, PO Box 169, Grand Rapids, MI 49501-0169 or Fax to: 1-517-636-0427

INSTRUCTIONS FOR COMPLETING SELF-EMPLOYMENT PROFIT OR LOSS STATEMENT

If you are self-employed, like operating a business for yourself, or performing services for others as a self-employed person, you must complete Form UIA 1785, *Bi-Weekly Paper Certification Calculating Self-Employment Profit or Loss*. As a self-employed worker, you must keep receipts of all your business expenses and records of the money you received from the sale of goods or services. For each week for which you are claiming benefits (Sunday through Saturday), you must report your business expenses and the money you received or expect to receive in the future from the sales of goods or from work or services you performed in the week. There are two types of receipts, **total cost of doing business receipts** and **total receipts**.

1. The **total cost of doing business** is your business expenses. These are payments you make to cover the expenses of operating your business.

   - Some are **prorated** because they are large, determinable expenses like rent or insurance that is made on a yearly, quarterly or monthly basis. Examples of large fixed expenses paid at regular intervals (monthly, quarterly, or yearly) are: rent for business premises, utilities and fuel, leasing equipment, insurance premiums, interest, real estate tax, personal property tax, license fees, or permits. These expenses are prorated to cover the week you are claiming. This is done by taking the monthly expense and dividing it by 4.3 to get the weekly expense.

   - The **other** expenses are what you paid out as business expenses during the week you are claiming unemployment benefits. For example, you cannot use the cost of a car as a business expense because it is a capital asset, but you can include in your weekly expenses the gas you need to fuel your car. Include in weekly expenses such things as: office supplies, cleaning and repair materials, advertising, cost of transportation, wages, cleaning services, delivery services, bank charges and fees.

     ♦ **Add** together your **prorated** expenses and your **other** expenses to get your **total cost of doing business** for any particular week.

2. The **Total receipts** is the cash amount of any sales made during the week covered and the amount due for any services performed during the week you are claiming, even if you have not received the payment. Receipts for sales made or payment for services performed must always be counted as current receipts as of the date they become accounts receivable, regardless of when you actually receive the cash. The receipts can include receipts for sales, fees, commissions, or payment of any kind to your business. You should keep detailed records showing all monies received for the sale of goods for work or services performed in self-employment. The Agency can ask that you show the receipts to substantiate your claim for unemployment benefits.

   ♦ **Add** all your receipts. This sum is your total receipts.

   ♦ **Subtract** your total cost of doing business from your total receipts.

   ♦ This equals your **gross profit** or **loss**.

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Bi-Weekly Paper Certification
Calculating Self-Employment Profit or Loss

Name:_____
MIN: _____

If you have marked "Yes" to earnings in question #11 of the Bi-Weekly Paper Certification and wrote in "self-employed", fill out the following to calculate self-employment profit or loss. When reporting your earnings from self-employment, report your gross profit (receipts minus your business expenses). See the instructions on page 4 for some examples.

EXPENSES

1. Large, fixed expenses paid at regular intervals (monthly, quarter, year) must be prorated to a weekly basis. Show the total of these expenses on line #1.

2. Divide the monthly amount on Line #1 by 4.3 to calculate the prorated amount for that week.

3. Add all other expenses that were paid during the week(s) you are claiming. Put the total in line #3.

4. Enter the total of your expenses by adding lines #2 and #3. Put the total in line #4.

	Week Ending / /	Week Ending / /
1. Expenses paid monthly	$_____	$_____
2. Divide by 4.3 = weekly expense	$_____	$_____
3. Add all other expenses paid during the week	$_____	$_____
4. Total expenses	$_____	$_____

RECEIPTS

Total the receipts (monies) from sales, fees, commissions or payments of any kind made in connection with the operation of your business. Enter the total amount for each week on line #5.

5. Receipts for Sales & Service	$_____	$_____

GROSS PROFIT OR GROSS NEGATIVE PROFIT (LOSS)

To find the Gross Profit or Loss, subtract line #5 from Line #4.

6. Gross Profit or Gross Negative Profit	$_____	$_____

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Signature_____ Date _____