



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
UNEMPLOYMENT INSURANCE AGENCY

SUSAN R. CORBIN  
ACTING DIRECTOR

## Bi-Weekly Paper Certification

\_\_\_\_\_  
Last Name                                      First Name                                      M.I.                                      Telephone Number

\_\_\_\_\_  
Current Street Address                                      City                                      State                                      Zip Code

Answer the following certification questions for your first week beginning Sunday through Saturday. Check Y for yes and N for no.	Y	N
Has your address changed since your last certification?		
What week are you claiming? Beginning Sunday, _____ through Saturday, _____? <small>mm/dd/yyyy                                      mm/dd/yyyy</small>		
Were you available to accept full-time work every day of this week?		
Were you physically and mentally able to perform full-time work for any employer this week?		
Did you look for work during this week?		
Did you quit any job this week?		
Did you refuse any job(s) or offer(s) of work this week?		
Were you fired from any job this week?		
Did you BEGIN attending school or training classes this week?		
Did you BEGIN receiving a pension this week? If yes, write amount \$ _____		
Did you receive vacation pay this week? If yes, write amount \$ _____		
Did you receive, or will you receive holiday pay for a holiday that occurred this week? If yes, write amount \$ _____		
Did you receive severance pay this week? If yes, write amount \$ _____		
Did you receive bonus pay this week? If yes, write amount \$ _____		
Did you do any type of work this week?		
Did you have any earnings, even if you have not been paid this week? If yes, write amount \$ _____		
Did you return to full time work this week?		
<b>For Basic TRA (no approved training)</b> Did you contact the Michigan Works! Agency to update your waiver of TAA training on or after this week?		
<b>For TRA (while in approved TAA training)</b> Did you satisfactorily participate in training between Sunday and Saturday of this week?		
<b>For UCX Only</b> Did you receive subsistence allowance this week?		
<b>Certification:</b> I certify that the information I have reported is true and correct. I understand that if I intentionally make a false statement, misrepresent facts or conceal material information to reduce or prevent benefits, I may be required to repay benefits, charged damages and could be subject to criminal prosecution.		
_____ Signature	_____ Date	



UIA is an equal opportunity employer/program.

Name: \_\_\_\_\_

MIN: \_\_\_\_\_

Answer the following certification questions for your second week beginning Sunday through Saturday. Check Y for yes and N for no.	Y	N
Has your address changed since your last certification?		
What week are you claiming? Beginning Sunday, _____ through Saturday, _____? <small>mm/dd/yyyy mm/dd/yyyy</small>		
Were you available to accept full-time work every day of this week?		
Were you physically and mentally able to perform full-time work for any employer this week?		
Did you look for work during this week?		
Did you quit any job this week?		
Did you refuse any job(s) or offer(s) of work this week?		
Were you fired from any job this week?		
Did you BEGIN attending school or training classes this week?		
Did you BEGIN receiving a pension this week? If yes, write amount \$ _____		
Did you receive vacation pay this week? If yes, write amount \$ _____		
Did you receive, or will you receive holiday pay for a holiday that occurred this week? If yes, write amount \$ _____		
Did you receive severance pay this week? If yes, write amount \$ _____		
Did you receive bonus pay this week? If yes, write amount \$ _____		
Did you do any type of work this week?		
Did you have any earnings, even if you have not been paid this week? If yes, write amount \$ _____		
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_____ Signature	_____ Date	

**Actively Search for Work Every Week**

You must actively seek work and report your weekly work search activity during your bi-weekly certification for benefits. **Benefits will not be released until you report your work search activity is reported to the UIA.**

The preferred and quickest method to report work search activities is through your Michigan Web Account Manager (MiWAM) account at [www.michigan.gov/uia](http://www.michigan.gov/uia).

You may also report work search activities through Michigan's Automated Response Voice Interactive Network (MARVIN) by calling 1-866-638-3993. After completing the automated questions, you must stay on the line to be connected with an UIA agent and provide your work search information for each week. You must provide your work search activity for each week prior to benefits being released.

If your address changes it is important to update it with the UIA.

If you have questions on your claim, visit [www.michigan.gov/uia](http://www.michigan.gov/uia) for tools and resources. You can also chat with an agent during regular business hours through your MiWAM account. Visit our website for hours of operation. TTY service is available at 866-366-0004.

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**Work Search Activity Worksheet**  
**This is not an official document required by the Unemployment Insurance Agency**

You must actively seek work and report your weekly work search activity during your bi-weekly certification for benefits. **Benefits will not be released until work search activity is reported.** Use this document to help track your work search activities.

Example:

Week ending date <u>7/11/2020</u> (Enter a Saturday date)			
Date of contact	Activity*	Organization/employer/search engine	Method of contact
7/6/2020	Application completed	ABC company	online
7/8/2020	Resume writing workshop	Michigan Works	in person
Address/website URL/phone /fax		ABCco.@gmail.com	
Saginaw MI			

Complete this chart to track you work search activities:

week ending date _____ (Enter a Saturday)			
Date of contact	Activity *	Organization/employer/search engine	Method of contact
week ending date _____ (Enter a Saturday)			
Date of contact	Activity *	Organization/employer/search engine	Method of contact
Address/website URL/phone /fax			

\*Work search activities may include the following: Submitting applications, contacting employers, checking resources at employment offices, checking job listings at Michigan Works! Service Centers, and attending job fairs or employment workshops

**DO NOT SEND THIS WORKSHEET TO UIA TO DOCUMENT YOUR WORK SEARCH ACTIVITIES.**

This document is a worksheet and not an official document required by the UIA. Use of this worksheet is optional.

## INFORMATION FOR SELF-EMPLOYMENT PROFIT CALCULATIONS

If you are a self-employed person and have earned income during the certification week, you must report your gross profit for that week. The following information explains how to determine gross profits. Self-employed persons must keep receipts of all your business expenses and records of the money you received from the sale of goods or services. There are two types of receipts, total cost of doing business receipts and total receipts.

1. The **total cost of doing business** receipts are your business expenses. These are payments you make to cover the expenses of operating your business.
  - Some are **prorated** (or spread out) 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.
  - The **other** expenses are what you paid out as business expenses during the week you are claiming unemployment benefits. Included in weekly expenses are such things as: office supplies, cleaning and repair materials, advertising, cost of transportation, wages, cleaning services, delivery services, bank charges and fees. 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.
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 received 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 UIA can ask that you show the receipts to substantiate your claim for unemployment benefits.
  - ◆ **Add** all your monthly expenses and divide them by 4.3 to get your weekly expenses.
  - ◆ **Add** your prorated expenses and your other expenses to get your total cost of doing business for any particular week.
  - ◆ **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. Only your gross profit should be reported as earnings on your certification.



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ACTING DIRECTOR

Name: \_\_\_\_\_

SSN: xxx-xx-\_\_\_\_

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

If you are self-employed, operating a business for yourself, or performing services for others as a self-employed person, 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.

### Calculating Self-Employment

1. Calculate the total of large, fixed expenses paid at regular intervals (monthly, quarterly, yearly) and list the monthly amount on line #1.
2. Divide the monthly amount on Line #1 by 4.3 to calculate the prorated amount for each week. Put the amount on line #2.
3. Add all other expenses that were paid for each week. 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.
5. Total the receipts 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.
6. To find the Gross Profit, subtract line #4 from line #5. If you have a negative balance, put zero as your gross profit.

<b>Expenses for Week 1</b>		<b>Expenses for Week 2</b>					
1.	Expenses Paid Monthly	\$			Expenses Paid Monthly	\$	
	Divide by 4.3 = Weekly				Divide by 4.3 = Weekly		
2.	Expense of	\$			Expense of	\$	
	Plus All Other Expenses				Plus All Other Expenses		
3.	Paid During the Week	\$			Paid During the Week	\$	
4.	Total Expenses	\$			Total Expenses	\$	
<b>Receipts for Week 1</b>		<b>Receipts for Week 2</b>					
5.	Receipts for Sales/Services	\$			Receipts for Sales/Services	\$	
<b>Gross Profit to Be Entered in Earnings for Weekly Certification</b>		<b>Gross Profit to Be Entered in Earnings for Weekly Certifications</b>					
6.	Gross Profit	\$			Gross Profit	\$	

**Certification:** I certify that the information I have reported is true and correct. I understand that if I intentionally make a false statement, misrepresent facts, or conceal material information, I may be required to pay damages and could be subject to criminal prosecution.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### Bi-Weekly Paper Certification 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 and within the two weeks, there is a period of at least seven consecutive days in which you had no earnings. For example, 1.5 times your WBA of \$124.00 = \$186.00. If you earned \$186.00 or more in week 1 and have 7 consecutive days without any earnings and in week 2 you earned \$186.00 or more, you can claim a flexible week.

**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 the certification questions on pages 1-2 for both weeks.

**Important Reminder:** 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 full-time work during school breaks.

**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. Sign and date this page and mail to: The Unemployment Insurance Agency, Multi-Service Center, 9023 Joseph Campau, Hamtramck, MI 48212, or fax to 1-517-636-0427. It is your responsibility to mail or fax this flexible week form so that it is RECEIVED by the Unemployment Insurance Agency no later than the Friday after the end of the last week for which you are claiming benefits.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date