

Online New Employer Package

Michigan Unemployment Insurance Agency



- UIA 1020 - Insert Michigan Unemployment Insurance Agency Tax Teams
- UIA 1025 - Employer Request for Address/Name Change
- UIA Fact Sheet 115 - UIA Offers Online Services for Employers
- UIA 1155 - Application for Designation as Seasonal Employer
- UIA 1156 - Notice to Workers of Employer's Designation as Seasonal
- UIA 1156S-Aviso ha los Trabajadores de la Designacion de los Empleadores Como Temporal
- UIA 1158 - Notice that you are a Seasonal Worker
- UIA 1158S-Aviso de que tu eres un "Trabajador Temporal"
- UIA 1160 - Notice to Worker of Reasonable Assurance of Work for Next Season
- UIA 1160S - Aviso a los Trabajadores de Seguridad Razonable de Trabajo Para la Proxima Temporada
- Denial of Unemployment Benefits for Seasonal Workers "Information for Workers"
- Negacion de Beneficios de Desembleo ha Trabajadores Temporales "Informacion para los Trabajadores"
- Denial of Unemployment Benefits for Seasonal Workers "Information for Employers"
- UIA 1710 - Information about Unemployment Benefits
- UIA 1772 - Discontinuance or Transfer of Payroll or Assets in Whole or Part
- UIA 1998 - Advocacy Program "Frequently Asked Questions & Helpful Answers"

Left Blank Intentionally



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
UNEMPLOYMENT INSURANCE AGENCY
STEVE ARWOOD
DIRECTOR

STEVEN H. HILFINGER
DIRECTOR

Dear Michigan Employer:

Enclosed please find the application and related information you requested pertaining to your possible designation as a seasonal employer. This designation, if granted, would mean that your seasonal workers would not be entitled to collect unemployment benefits between seasons, based on work for you, if you give those workers reasonable assurance of work for next season, and if you comply with certain notice requirements as listed below.

The following items are enclosed in this packet:

Form UIA 1155, *Application for Designation as Seasonal Employer*. This form should be completed and returned to the Unemployment Insurance Agency (UIA) at the address below, not less than 20 days before the expected beginning date of your season. A copy of the completed application must be posted in a conspicuous place for employees to see.

Mail completed applications to:

Unemployment Insurance Agency
Tax Office
PO Box 8068
Royal Oak, Michigan 48068-8068

Form UIA 1156, *Notice to Workers of Employer's Designation as Seasonal*. This notice must be posted when you receive a written Determination from the UIA informing you that you have received designation as a "Seasonal Employer"

Form UIA 1158, *Notice that You are a Seasonal Worker*. You may use this form or devise one yourself with the same information. It must be given to all seasonal workers at the time of hire. **Those seasonal workers not notified in writing at the time of hire of their seasonal status will be eligible to collect unemployment benefits.** If you have applied for seasonal employer designation but have not yet been notified of a decision, an alternative notice informs a worker that he/she is being hired as a seasonal worker, but indicate that the denial of benefits is contingent upon your being designated by the UIA as a "Seasonal Employer."

Form UIA 1160, *Notice to Worker of Reasonable Assurance of Work For Next Season*. In order for unemployment benefits to be denied a seasonal worker between seasons, you must give that worker reasonable assurance of work for the next season. The law does not require the reasonable assurance to be given to the worker in writing. The enclosed form is provided, however, for your convenience.

Denials of Unemployment Benefits to Seasonal Workers- Information for Employers. This is a Fact Sheet intended to explain to employers the details of the provision of the Michigan Employment Security (MES) Act giving employers the option of electing designation as seasonal and preventing seasonal workers from receiving unemployment benefits between seasons.

Denial of Unemployment benefits to Seasonal Workers- Information for Workers. This is a Fact Sheet intended to explain to workers the details of seasonal provision of the MES Act.

Extra copies of any of the above forms can be obtained by calling 1-800-638-3994 or on our Website, www.michigan.gov/uia. If you have any further questions, please call (313) 456-2180. If any of your workers have questions regarding this provision, they may contact the Unemployment Insurance Agency at 1-800-638-3995.

Sincerely,

Rodger M. Palm, Director
Tax Office

Enclosures

Revised: 07/11

UNEMPLOYMENT INSURANCE AGENCY

RICK SNYDER, Governor
State of Michigan

STEVEN H. HILFINGER, Director
Department of Licensing and
Regulatory Affairs

STEVE ARWOOD, Deputy Director
Department of Licensing and
Regulatory Affairs

STEVE ARWOOD, Director
Unemployment Insurance Agency

UIA Offers Online Services for Employers

The state of Michigan and the Unemployment Insurance Agency (UIA) continually look for ways to improve and reduce the costs of state services for employers, while making them more efficient, customer friendly and easier to use through new technology. With that in mind, the state and UIA have expanded their online services to employers.

The improvements to UIA's online services reduce report-filing time for employers and trim costs for labor, printing and postage. Less processing time also produces cost savings for UIA and speeds up agency services, allowing employers to quickly receive new business start-up information and comply with filing requirements.

e-Registration for Michigan Taxes through the Michigan Business One Stop web portal

Employers can now register online for most Michigan business taxes, including a UIA employer account number. While the paper application processes could take as long as six weeks for each application, e-Registration completes the process in days. With the e-Registration process, employers can electronically file:

- Form 518 – application for treasury and unemployment taxes
- UIA Schedule A – application for UIA employer account number
- UIA Schedule B – application to register business transfers, acquisitions and mergers
- UIA 151 – Power of Attorney to authorize a representative

To use the online e-Registration application, you will need a federal employer identification number (FEIN). You will also need to register for a Michigan Business One Stop account. For more information about e-Registration, visit UIA's website at www.michigan.gov/ui/a/0,1607,7-118--89978--00.html. For more information about Michigan Business One Stop, visit www.michigan.gov/business.

Employer Web Account Manager (EWAM)

Employers can perform a variety of UIA functions and access their unemployment tax account information online. Through UIA's EWAM website and the Michigan Business One Stop, Michigan employers can perform routine filing and business maintenance transactions, such as:

- File their Quarterly Tax Reports (UIA 1020) or Reimbursing Quarterly Payroll Reports (UIA 1020-R) online. Employers must submit whichever form is appropriate each quarter. There are two online options for filing UIA 1020 and/or UIA 1020-R:
 - A single report filing option; and
 - A file submission method convenient for larger employers who are submitting reports for multiple UIA accounts.
- Pay UIA taxes and reimbursements online. Contributing employers can pay their quarterly state unemployment taxes online, and reimbursing employers can also pay their quarterly UIA reimbursements online.
- Request and view employer statements, such as *Summary of Benefit Charges and Credits* (UIA 1770) and *IRS Certification of Account* (940C).
- Access and update their employer UI account information, such as *change of address* and *power of attorney*.
- View tax rates, payments and report history.



- Submit a protest for a tax issue or an unemployment claim.
- Use the Employer Filed Claims service to file mass claims for their laid-off employees.
- Respond to fact finding questions regarding an unemployment claim.
- File a seeking work waiver for unemployed workers.
- Report a discontinuance or transfer of business.
- File quarterly Wage Detail Reports (UIA 1017) online. All liable Michigan employers are required to submit a Wage Detail Report to UIA each quarter. It reports the name, Social Security number and quarterly wages for each employee. There are two online options for filing the UIA 1017:
 - A 1017e option geared to smaller employers; and
 - An Employer File Submission method convenient for larger employers.

First create a web account for EWAM

To take advantage of the EWAM website, an employer must first create a secure web account for exchanging information online with UIA. To create the account, employers will need a UIA employer account number. (If an account number is needed, please see “e-Registration for Michigan Taxes.”) Once UIA confirms the employer’s identity, the agency will mail the employer a letter with a password. The letter will go to the employer’s business address of record with the agency.

With the password and UIA account number, the employer can log into EWAM and access the various online services. The employer is the owner of the web account and can add other users from within or outside the company, allowing them to access EWAM and perform online business transactions with UIA on the employer’s behalf. Through EWAM employers can also delegate authorizations to new users and enter power of attorney authorizations.

To set up an employer web account, visit: <https://webacct.unemployment.state.mi.us/>.

UIA’s online services for employers are available from 7:00 a.m. on Monday until 7:00 p.m. on Saturday.

Questions?

For answers to questions about UIA’s various online services to employers contact the appropriate unit listed below:

<u>Unit name</u>	<u>Phone</u>	<u>Email address</u>
EWAM Support UIA’s online services for employers including eRegistration	(313) 456-2188	EWAMSupport@michigan.gov
Wage Reporting Unit UIA’s online 1017 service	(313) 456-2760	WageReports@michigan.gov
Employer Filed Claims	(866) 845-0077	EmployerFiledClaims@michigan.gov
Michigan Business One Stop Customer Assistance Center	(877) 766-1779	http://www.michigan.gov/business/0,1607,7-255-49512-187651--,00.html

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.



Michigan Department of Licensing and Regulatory Affairs
Unemployment Insurance Agency
Authority: UIA Director
Quantity: 215,000 Cost: \$3010 (1.4¢/copy).
Paid for with federal funds.



**THE MANY WAYS
TO CONTACT
UIA**

VISIT OUR WEBSITE www.michigan.gov/uia/

USE THE CLAIM PORTAL (CLAIM WEB ACCOUNT MANAGER)

You can sign up for a web account with UIA. This will allow you to choose or change your benefit payment method, use MARVIN Online, look at your benefit payment history, submit your claim question or problem for response by a Customer Service Representative, and access other services. Go to the website address above and click on "UIA Online Services for Unemployed Workers."

CALL US

Call **1-866-500-0017**, Monday – Friday, 8:00 a.m. to 4:30 p.m. Eastern Time (ET), and choose option 3 to speak to a Customer Service Representative. If you need a Spanish speaking representative, wait until you hear this option in Spanish (option 4). For all other languages, press option 3 and the representative will connect to a translator for assistance. If you are hearing impaired, TTY service is available at **1-866-366-0004**.

FAX US

FAX your responses to Agency forms or correspondence to the FAX number on the form. Protests or any other correspondence, should be faxed to **1-517-636-0427**. Appeals should be faxed to **1-616-566-0427**. **Include your name, social security number, signature, and date on all correspondence.** Make a copy for yourself. Print and keep confirmation that your FAX was received.

WRITE US

Mail your responses to Agency forms or correspondence to the address on the form. Protests, appeals or any other correspondence, should be mailed to the Unemployment Insurance Agency at one of the addresses below. **Include your name, social security number, signature, and date on all correspondence.** Make a copy for yourself.

Protests: Unemployment Insurance Agency
P.O. Box 169
Grand Rapids, MI 49501-0169

Appeals only: Unemployment Insurance Agency
P.O. Box 124
Grand Rapids, MI 49501-0124

PROBLEM RESOLUTION OFFICES

Open for walk-in customers from 8:00 a.m. until 4:00 p.m., Monday through Friday

METRO DETROIT	Detroit - 3024 W. Grand Blvd, Cadillac Place , Suite L-385 Detroit, MI 48202 Mt. Clemens - Macomb County Department of Human Services (DHS), 21885 Dunham Rd., Suite 7, Clinton Township, MI 48036
TRI-CITIES	Saginaw - 614 Johnson St., (across from Bus Terminal) Saginaw, MI 48607
WEST MICHIGAN	Grand Rapids - 3391 Plainfield, N.E., Grand Rapids, MI 49525 Muskegon - Muskegon County DHS, 2700 Baker Street, Muskegon Heights, MI 49444
MID-MICHIGAN	Lansing - 5015 S. Cedar at Jolly (in the Jolly-Cedar Plaza) Lansing, MI 48910
NORTHERN MICHIGAN	Gaylord - 400 W. Main Street, Suite 102 (west of South Michigan Avenue) Gaylord, MI 49735
UPPER PENINSULA	Marquette - 2833 U.S. 41 West (across from Westwood Mall) Marquette, MI 49855

MARVIN TOLL-FREE LINE: 1-866-638-3993

The UIA automated telephone system you call every other week to claim (certify/report for) unemployment benefit payments. Instead of calling MARVIN, you can use MARVIN Online at www.michigan.gov/uia/ and click on "UIA Online Services for Unemployed Workers" or "Certify With MARVIN Online."

FRAUD HOTLINE: Report suspected unemployment insurance fraud at www.michigan.gov/uia/ and click on "Report Fraud" or call the toll-free Fraud Hotline at **1-800-822-1122**. The line is available 24 hours a day.

IMPORTANT NOTICE

Michigan Unemployment Insurance Agency Tax Teams

Employers: We want to service you better! To improve efficiency, quality of work, and timeliness in processing your requests, the Agency is changing the way we service our employers. Currently, the Employer Teams service your account based on the last three digits of your seven-digit Employer Account Number. Effective June 2, 2008, employers who call the Tax Office with questions, requests, or for other assistance will be serviced by the next available staff person. Below are the new Tax Teams and their functions.

CONTRIBUTING EMPLOYERS

Tax Status

Voice: 313-456-2080, Fax: 313-456-2131

Email: EmployerLiability@michigan.gov

- Register a New Business
- Sale/Discontinuance of a Business
- Taxability Of Services/Wages
- Seasonal Designation
- Protest/Appeal of a Tax Status Issue
- Recent Audit

Tax Maintenance

Voice: 313-456-2010, Fax: 313-456-2131

Email: TaxSupport@michigan.gov

- Tax Rates
- Overpayments
- 940 Certification
- Protest/Appeal of a Tax Rate
- Audit Adjustments
- Verification Of Payments On Your Account

Collections

Voice: 313-456-2090, Fax: 313-456-2131

Email: TaxCollections@michigan.gov

- Notice Of Assessment
- Pay-Off Amount for a Judgment
- Arrange a Payment Plan
- Tax Lien or Discharge
- Statement or Clearance Of Account

Team Support

Voice: 313-456-2180, Fax: 313-456-2130

- Request Forms
- Address Changes
- General Information

REIMBURSING EMPLOYERS

All services for reimbursing employers:

Voice: 313-456-2085, Fax: 313-456-2132

Email: ReimbursingUnit@Michigan.gov

MAILING ADDRESSES

Employer Quarterly Tax Reports & Payments

(Forms UIA 1020 & UIA 1020-R)
Unemployment Insurance Agency
P.O. Box 33598
Detroit, Michigan 48232-5598

All Other Correspondence

Unemployment Insurance Agency
PO Box 8068
Royal Oak, Michigan 48068-8068

OTHER IMPORTANT CONTACTS

Business to Government (B2G) On-Line Services

Voice: 313-456-2188, Fax: 313-456-2132

Email: EWAMSupport@michigan.gov

Work Opportunity Tax Credit (WOTC)

Voice: 1-800-482-2959, Fax: 313-456-2132

1020- Tax Insert
(6-11)



STATE OF MICHIGAN
LICENSING AND REGULATORY AFFAIRS
UNEMPLOYMENT INSURANCE AGENCY
Tax Office
P.O. Box 8068 • Royal Oak, Michigan 48068-8068
www.michigan.gov/uia



Employer Request For Address/Name Change

Current Employer Name: _____

UIA Employer Account No.: _____ Federal Employer ID No. (FEIN): _____

New Employer Name: _____

DBA: _____

E-Mail Address: _____

PLEASE DO NOT SUBMIT THIS FORM UNLESS THERE HAS BEEN A CHANGE IN NAME OR ADDRESS. _____

Physical Location of the Business No Post Office boxes, please.	Mailing Address
(Include both addresses, even if only one has changed.)	
Street:	Street:
City:	City:
State: Zip Code: -	State: Zip Code: -
E-Mail Address:	E-Mail Address:
Employer's Telephone Number: ()	Mailing Address is: <input type="checkbox"/> Accountant/Employer Rep* <input type="checkbox"/> Corporate Office <input type="checkbox"/> Owner

*To request a change of mailing address to an employer representative (CPA, Service Bureau, Attorney, etc.) YOU MUST FILE A POWER OF ATTORNEY AUTHORIZATION FORM.

CHANGING ACCOUNT INFORMATION: If you have discontinued or ceased business activity, discontinued employment, sold or transferred ownership of all or part of your business, formed a new partnership or corporation, merged, or changed your status as a sole proprietorship or corporation, you must file a Report of Discontinuance or Disposition of Business, Form UIA 1772.

To request Form UIA 1772, check here or call the number(s) listed below.

THE CORRECTION OF A PREVIOUSLY FILED REPORT (UIA 1020) MUST BE MADE ON AN Amended Quarterly Tax Report, Form UIA 1021. Other changes, including FEIN changes or bankruptcy filing, etc., must be submitted in writing with supporting documentation. YOU MUST sign and date this form, giving your title and telephone number, before changes will be accepted.

Preparer: _____ Title: _____

Date: _____ Preparer Telephone No.: (_____) _____

If you need assistance, telephone 1-800-638-3994, outside Michigan 1-313-456-2180.

Mail this form with your changes to the above address, or fax to (313) 456-2130.

FORMS MAY BE FAXED TO YOU 24 HOURS A DAY BY CALLING: 1-800-638-3994 FORMS CAN ALSO BE OBTAINED ON OUR WEBSITE: www.michigan.gov/uia.

LARA is an Equal Opportunity Employer/Program.

Left Blank Intentionally



Application for Designation as Seasonal Employer

Completion of this form is voluntary.

1.	<p>PLEASE COMPLETE THE FOLLOWING INFORMATION ABOUT YOUR BUSINESS:</p> <p>Name of Employer: _____ UIA Employer Account No.: _____</p> <p>DBA: _____ FEIN Number: _____</p> <p>Mailing Address: _____ Date You Began _____</p> <p>City, State, Zip: _____ Business in Michigan: _____</p> <p style="text-align: right;">SIC Code: _____ (For UIA Use Only)</p>																														
2.	<p>PLEASE COMPLETE THE FOLLOWING TABLE:</p> <p>If you have operated this business in Michigan for at least 1 season, give the beginning and ending dates of your seasonal work periods for each season you have operated, up to 5 seasons; also give the total number of workers you employed in Michigan during each of those seasonal work periods, and the total number of workers you employed in Michigan during the week the season ended and the prior 51 weeks. Count all workers regardless of how few days or hours they may have worked for you during the season. You may designate a normal seasonal work period, in the space provided below the table, or one will be assigned by the UIA based either on the earliest beginning and latest ending dates you have provided or, if that is more than 26 weeks, then based on your most recent seasonal work period.</p> <p>If you have already been designated as a seasonal employer and wish to change your seasonal work period, please check here..... <input type="checkbox"/></p> <p>If you have not operated this business before in Michigan, disregard the table; instead, indicate your expected normal seasonal work period, up to 26 weeks. From _____ to _____.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">PAST 5 COMPLETED SEASONS</th> <th style="width: 20%;">DATE SEASON BEGAN (Month, Day, Year)</th> <th style="width: 20%;">DATE SEASON ENDED (Month, Day, Year)</th> <th style="width: 15%;">NUMBER OF SEASONAL WORKERS</th> <th style="width: 30%;">TOTAL WORKERS IN 52 WEEKS INCLUDING THE WEEK EACH SEASON ENDED</th> </tr> </thead> <tbody> <tr> <td>Last Season</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 Seasons Ago</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 Seasons Ago</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4 Seasons Ago</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5 Seasons Ago</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Within the period from the earliest beginning date of any season to the latest ending date of any season, shown above, what period (up to 26 weeks) do you wish to designate as your normal seasonal work period? From _____ to _____.</p>	PAST 5 COMPLETED SEASONS	DATE SEASON BEGAN (Month, Day, Year)	DATE SEASON ENDED (Month, Day, Year)	NUMBER OF SEASONAL WORKERS	TOTAL WORKERS IN 52 WEEKS INCLUDING THE WEEK EACH SEASON ENDED	Last Season					2 Seasons Ago					3 Seasons Ago					4 Seasons Ago					5 Seasons Ago				
PAST 5 COMPLETED SEASONS	DATE SEASON BEGAN (Month, Day, Year)	DATE SEASON ENDED (Month, Day, Year)	NUMBER OF SEASONAL WORKERS	TOTAL WORKERS IN 52 WEEKS INCLUDING THE WEEK EACH SEASON ENDED																											
Last Season																															
2 Seasons Ago																															
3 Seasons Ago																															
4 Seasons Ago																															
5 Seasons Ago																															
3.	<p>CERTIFICATION:</p> <p>I certify that the information I have given on this application form is accurate and complete to the best of my knowledge and belief. I understand that the designation of this employer as seasonal can be revoked if information on this form is inaccurate, and that criminal penalties under Section 54 of the Michigan Employment Security Act can be imposed if false statements or misrepresentations are made on this form.</p> <p>_____ Signature of person completing this application</p> <p>_____ Printed or typed name of person completing this application</p> <p>_____ Date of Signature</p> <p>_____ Telephone No.</p>																														

THE LAW REQUIRES THE EMPLOYER TO POST A COPY OF THIS COMPLETED APPLICATION IN A PLACE WHERE ALL WORKERS CAN SEE IT, AND TO SUBMIT THE ORIGINAL TO THE UIA, AT THE ADDRESS ABOVE, NOT LESS THAN 20 DAYS BEFORE THE SEASON WILL BEGIN.

Left Blank Intentionally



STATE OF MICHIGAN
LICENSING AND REGULATORY AFFAIRS
Unemployment Insurance Agency
Cadillac Place – Tax Office – Suite 11-500
3024 W. Grand Blvd. • Detroit, MI 48202



Notice to Workers of Employer's Designation as Seasonal

The Unemployment Insurance Agency (UIA) has determined that

meets the requirements of Section 27(o) of the *Michigan Employment Security Act* for designation as a seasonal employer, and that this employer's normal seasonal work period is from

_____ through _____

This means that you may be denied unemployment benefits based on work with this employer, during the period between the employer's normal seasonal work periods. Benefits could be denied if this employer gives you a "reasonable assurance" at the end of a season that there will be similar work for you next season.

Even if you are denied unemployment benefits between seasons, you may still be able to receive those benefits later if the employer does not actually offer you similar work in the new season. **To protect your right to receive these benefits, you must file a claim with the UIA as soon as you become unemployed either by calling 1-866-500-0017 (TTY customers use 1866-366-0004) or by going online at www.michigan.gov/uia. You must continue to report to the UIA (by calling MARVIN, or mailing in your biweekly certification forms as directed by the UIA).**



AVISO HA LOS TRABAJADORES DE LA DESIGNACION DE LOS EMPLEADORES COMO TEMPORAL

La Agencia de Desepleo (UIA) ha determinado que _____ ha cumplido con los requisitos de seccion 27(o) del acto de Seguridad del Empleado de Michigan, para designar a un empleador como temporal, y que el periodo normal de la temporada de trabajo de este empleador es desde _____ hasta _____.

Esto significa que ha usted le pueden ser negados los beneficios de desempleo durante el período entre los períodos normales de trabajo de temporada de este empleador. Beneficios pueden ser negados si el empleador le da **"Seguridad Razonable"** al fin de que se termine la temporada, y que habrá trabajo similar en la proxima temporada.

Aun si ha usted le han negado los beneficios de desempleo entre temporadas, usted podría recibir esos beneficios mas tarde si su empleador no le ofrece un trabajo similar para la próxima temporada. **Para proteger sus derechos, y recibir estos beneficios, usted tiene que aplicar para desempleo con la Agencia de Desepleo, (UIA) al fin de la temporada que usted termino, tambien tiene que seguir reportando por correo, computadora, o por teléfono entre medio de las temporadas,**

Notice That You Are A Seasonal Worker

Name of Employer _____ Name of Worker _____

■ This is to notify you that you are employed as a "seasonal worker."

■ Our normal seasonal work period is _____ to _____
(Starting Date) (Ending Date)

■ Being a "seasonal worker" may cause you to be denied unemployment benefits during the period between our normal seasonal work periods if we give you a "reasonable assurance" at the end of this season that you will be hired back for similar work next season. You may be eligible based on work with other employers.

<p style="text-align: center;">Notice given to worker by:</p> <p style="text-align: center;">_____ (Signature of person giving notice)</p> <p style="text-align: center;">_____ (Date notice given to worker)</p>	<p style="text-align: center;">Notice received by:</p> <p style="text-align: center;">_____ (Signature of worker receiving notice)</p> <p style="text-align: center;">_____ (Date notice received by worker)</p>
---	--

Cut along dashed line

Notice That You Are A Seasonal Worker

Name of Employer _____ Name of Worker _____

■ This is to notify you that you are employed as a "seasonal worker."

■ We expect our normal seasonal work period to be _____ to _____
(Starting Date) (Ending Date)

■ We have applied to the Bureau of Workers' & Unemployment Compensation (BW&UC) for designation as a "seasonal employer." If the UA determines us to be a "seasonal employer," then the fact that you are a "seasonal worker" may cause you to be denied unemployment benefits during the period between our normal seasonal work periods if we give you a "reasonable assurance" at the end of this season that you will be hired back for similar work next season. You may be eligible based on work with other employers.

<p style="text-align: center;">Notice given to worker by:</p> <p style="text-align: center;">_____ (Signature of person giving notice)</p> <p style="text-align: center;">_____ (Date notice given to worker)</p>	<p style="text-align: center;">Notice received by:</p> <p style="text-align: center;">_____ (Signature of worker receiving notice)</p> <p style="text-align: center;">_____ (Date notice received by worker)</p>
---	--

Use of this form is voluntary,
but the law requires this in-
formation to be supplied to
the worker in writing.

AVISO DE QUE TU ERES UN "TRABAJADOR TEMPORAL"

Nombre de Empleador _____ Nombre del Trabajador _____

■ Esto es un aviso que usted esta empleado como un "Trabajador Temporal"

■ Nuestro período normal de trabajo es de _____ hasta _____
(fecha) (fecha)

■ Ser un trabajador temporal puede ser causa para que le nieguen beneficios de desempleo durante el período entre nuestras temporadas normales de trabajo. Si nosotros le damos ha usted una "Seguridad Razonable" de trabajo al fin de esta temporada, usted será empleado de nuevo para un trabajo similar la próxima temporada. Quisas usted sera elegible basado en trabajo con otros empleadores.

<p>Aviso dado al trabajador por:</p> <p>_____</p> <p>(Firma de persona que dió el aviso)</p> <p>_____</p> <p>(Fecha que se le dió el aviso al trabajador)</p>	<p>Aviso recibido por:</p> <p>_____</p> <p>(Firma de trabajador que recibió el aviso)</p> <p>_____</p> <p>(Fecha que el trabajador recibió el aviso)</p>
---	--

Cut along dashed line

Use of this form is voluntary,
but the law requires this in-
formation to be supplied to
the worker in writing.

AVISO DE QUE TU ERES UN "TRABAJADOR TEMPORAL"

Nombre de Empleador _____ Nombre del Trabajador _____

■ Esto es un aviso que usted esta empleado como un "Trabajador Temporal"

■ Nuestro período normal de trabajo es de _____ hasta _____
(fecha) (fecha)

■ Nosotros hemos aplicamos al La Oficina de Compensacion para Trabajadores y Desempleo para designarnos a un empleador de trabajadores como temporal. Si somas determinados "Empleadores como Temporal" estro vay causar que le niguren a usted beneficios de desempleo.

<p>Aviso dado al trabajador por:</p> <p>_____</p> <p>(Firma de persona que dió el aviso)</p> <p>_____</p> <p>(Fecha que se le dió el aviso al trabajador)</p>	<p>Aviso recibido por:</p> <p>_____</p> <p>(Firma de trabajador que recibió el aviso)</p> <p>_____</p> <p>(Fecha que el trabajador recibió el aviso)</p>
---	--

Notice To Worker of Reasonable Assurance Of Work For Next Season

Name of Employer _____ Name of Worker _____

■ This is to give you reasonable assurance that we will have work for you next season.

A reasonable assurance is not a guarantee of work. It is our good faith belief that we will have work for you next season that will be in a location similar to this past season's work location, that will require skills similar to those required for the work you did for us this past season, and that will pay wages and provide benefits similar to the wages and benefits you received for the work you did for us this past season.

■ Our normal seasonal work period is _____ to _____
(Starting Date) (Ending Date)

■ The fact that you have reasonable assurance of work with us for next season may cause you to be denied unemployment benefits from the end of this year's normal seasonal work period to the beginning of next year's period. You may be eligible based on work with other employers.

<p>Notice given to worker by:</p> <hr/> <p>(Signature of person giving notice)</p> <hr/> <p>(Date notice given to worker)</p>	<p>Notice received by:</p> <hr/> <p>(Signature of worker receiving notice)</p> <hr/> <p>(Date notice received by worker)</p>
---	--

AVISO A LOS TRABAJADORES DE SEGURIDAD RAZONABLE DE TRABAJO PARA LA PROXIMA TEMPORADA

Nombre del Empleador _____ Nombre del Trabajador _____

■ Esto es para darle una Seguridad Razonable que usted tendrá trabajo para la próxima temporada.

Una Seguridad Razonable no es una garantía de trabajo. Es nuestra creencia en buena fe que usted tendrá trabajo en la próxima temporal que por lo menos pague lo mismo que el que usted tuvo la temporada pasada y que será en una localización similar y requerirá la misma habilidad a los requeridos para el trabajo que usted hizo la temporada pasada.

■ Nuestro período normal para la temporada de trabajo es de _____ hasta _____
(fecha que empieza) (fecha que termina)

■ El hecho que usted tenga una Seguridad Razonable de trabajo con nosotros para la próxima temporada puede ser causa para que le nieguen los beneficios de desempleo desde el fin de la temporada de trabajo de este año hasta el comienzo del período del próximo año.

Aviso dado al trabajador por:	Aviso recibido por:
_____ (Firma de persona que dió el aviso)	_____ (Firma de trabajador que recibió el aviso)
_____ (Fecha que se le dió el aviso al trabajador)	_____ (Fecha que el trabajador recibió el aviso)

Denial of Unemployment Benefits for Seasonal Workers

• *Information for Workers* •



A NEW LAW DENIES UNEMPLOYMENT BENEFITS TO SOME SEASONAL WORKERS BETWEEN SEASONS

Workers wanting to receive unemployment benefits may now be denied those benefits in Michigan if their employer chooses to be considered a “seasonal employer” under the law. This law does not apply to workers in the construction industry.

If a person worked for more than just a seasonal employer, the worker might still be able to collect some benefits.

WHEN WILL A SEASONAL WORKER BE DENIED UNEMPLOYMENT BENEFITS?

A seasonal worker will only be denied unemployment benefits between seasons when each one of the following conditions is met by the employer:

- **When the employer chooses to apply to the Unemployment Insurance Agency (UIA) to be a seasonal employer, and posts a copy of the application form for all workers to see;**
- **When the UIA decides the employer is a “seasonal employer;”**
- **When the employer posts a Notice telling workers that the UIA has decided the employer is a “seasonal employer.”**

The employer must post the Notice in a place where workers will easily see it. The Notice must tell workers the period the UIA says is the employer’s “normal seasonal work period,” a period of up to 20 weeks. The UIA will not deny benefits to a worker whose employer has not posted this Notice.

■ When workers receive written notice that they are seasonal

When workers are hired, the employer must inform them, in writing, that they are being hired as seasonal. The UIA will not deny benefits to a worker who does not receive this written notice.

■ When the employer has given the worker “reasonable assurance” of returning to work next season.

The employer must give a worker “reasonable assurance” of returning to work next season. Reasonable assurance is not a guarantee of work. It is an employer’s honest belief that there will be work for next season. The work should be about the same as the worker’s last job as far as skills needed, location, wages and benefits.

If it turns out that a worker who had reasonable assurance for the next season is not actually given the job in the new season, that worker could receive the benefits denied before. However, to get these “back benefits,” the worker must file a claim at the end of the old season, and must continue to report by mail or telephone between seasons, as directed by the UIA.

■ When the person works only during the employer’s “normal seasonal work period.”

If a worker begins work before the start of the employer’s normal seasonal work period, or continues working past the end of the period, the worker will not be denied benefits when the season ends.

If You Have Further Questions, Call the UIA Customer Relations Hotline:

1-800-638-3995

(TTY customer use 1-866-366-0004), or visit our website at: www.michigan.gov/uia

LARA is an equal opportunity employer/program.

Negacion de Beneficios de desempleo ha Trabajadores Temporales



• *Informacion para los Trabajadores* •



UNA NUEVA LEY NIEGA BENEFICIOS DE DESEMPLEO HA ALGUNOS TRABAJADORES TEMPORALES ENTRE TEMPORADAS

Trabajadores que deseen recibir beneficios de desempleo ahora es posible que puedan negarle esos beneficios en el estado de Michigan, si el empleador de ellos escoge ser designado un “empleador temporal” bajo la ley nueva. Esta ley no aplica ha los trabajadores que trabajan en la industria de construcción.

Si una persona trabajó con un empleador que es temporal, y si trabajó con otro(s) empleador que no son temporales es posible que puedan recibir algunos beneficios.

CUANDO SE LE NEGARAN AL TRABAJADOR TEMPORAL BENEFICIOS DE DESEMPLEO?

A un trabajador temporal se le negarán los beneficios de desempleo entre medio de temporadas cuando el empleador cumpla con las condiciones en seguida.

- **Cuando un empleador escoge aplicar con la Agencia de Desempleo para ser designado un empleado temporal, y que el empleador ponga una copia de la aplicación en vista de los trabajadores.**
- **Cuando la Agencia de Desempleo decida que el empleador es un “empleador temporal.”**
- **Cuando el empleador ponga un aviso informando a los trabajadores que la Agencia de Desempleo decidió, que el empleador es designado un “empleador temporal.”**

El empleador tiene que poner el aviso en vista de todos los trabajadores, el aviso tiene que decirle a los trabajadores el período que la Agencia de Desempleo dice que es el período de la temporada normal del empleador un período hasta 20 semanas. La Agencia de Desempleo no le negará los beneficios a un trabajador si el empleador no ha cumplido con poner este aviso.

- **Cuando los trabajadores reciban un aviso escrito que son temporales.**

Cuando los trabajadores son empleados por el empleador. El empleador tiene que informales en una forma escrita, que son empleados temporales. Si un trabajador no fue empleado como trabajador temporal pero despues deciden que as trabajador temporal, el empleador tiene que informale al trabajador en forma escrita. La Agencia de Desempleo no le negará los beneficios al trabajador que no recibió el aviso escrito.

- **Cuando el empleador le ha dado al trabajador “seguridad razonable” que el trabajador regresa ha trabajar en la proxima temporada.**

El empleador tiene que darle al trabajador “seguridad razonable” que el trabajador regresa ha trabajar en la proxima temporada. “Seguridad Razonable” no es una garantia de trabajo, es solamente una creencia honesta del empleador que si habrá trabajo para la próxima temporada. El trabajo tiene que ser aproximadamente (mas o menos) igual al trabajo que el trabajador estaba haciendo antes, asi como la habilidad que se necesita, y localizacion, y tambien pagar al menos lo que el pago era antes.

Si resulta que al trabajador le dieron “Seguridad Razonable” para la siguiente temporada, y realmente no le dan el trabajo en la próxima temporada, es posible que el trabajador pueda recibir beneficios que se le negaron antes. Como sea, para recibir estos beneficios el trabajador tiene que aplicar para desempleo, al fin de la temporada que termino, y tiene que continuar reportando por correo o por teléfono entre medio de las temporadas, depende como lo dirija la Agencia de Desempleo

- **Cuando le persona trabaja solamente durante del “período de temporada normal de trabajo del empleador”.**

Si un trabajador comienza a trabajar antes del período de la temporada normal de trabajo del empleador o continua trabajando después de que se termine el período, ha ese trabajador no se le negarán los beneficios cuando termine la temporada.

Si Usted Tiene Mas Preguntas, Llame Ha La Agencia de Desempleo Relaciones Del Cliente

La Agencia de Desempleo le contesta mas preguntas, llame ha la Agencia de Desempleo

del Reclamante Cliente, Le llamada Es Gratis 1-800-638-3995

Denial of Unemployment Benefits for Seasonal Workers



• Information for Employers •



A NEW LAW GIVES OPTIONS TO SEASONAL EMPLOYEES

The *Michigan Employment Security Act* now denies unemployment benefits under Michigan law between seasons, to some seasonal workers (other than those in construction) if the employer has given those workers a reasonable assurance of returning to work next season. (The employer must still pay unemployment taxes on the wages paid to seasonal workers, though.)

An employer wishing to take advantage of the new law must **apply to the Unemployment Insurance Agency (UIA) for designation as a seasonal employer and must also give certain notices to their seasonal workers.**

THE EMPLOYER MUST APPLY TO THE UIA FOR DESIGNATION AS SEASONAL

To receive an application form call **1-800-638-3994** or go on-line to our website at: www.michigan.gov/uiia. The application must be returned to the UIA not less than 20 days before the expected beginning of the season.

UIA MUST DETERMINE WHETHER AN EMPLOYER IS DESIGNATED SEASONAL

The UIA will review the employer's application and will issue a **Determination** notifying the employer of its decision. If the Determination grants the employer seasonal designation, the Determination will also indicate the employer's **normal seasonal work period**, based on information supplied by the employer on the application.

To be designated by the UIA as a *seasonal employer*, the employer must offer work in *seasonal employment*.

To be seasonal employment, the work must be in an *industry* that does either of the following:

- Customarily operates during regular seasons of not more than 26 weeks within a period of 52 consecutive weeks, or
- Customarily employs at least 50% of its employees during regular seasons of not more than 20 weeks within a period of 52 consecutive weeks.

In addition, the employer's business must, itself, operate seasonally, as described above.

THE EMPLOYER MUST PROVIDE CERTAIN NOTICES TO SEASONAL WORKERS

For a denial period to be applicable to an employer's seasonal workers, the employer must have provided workers with certain "notices" required by law. The employer must have:

- Posted notice to workers, at the time of the employer's **application** for seasonal designation, the the application has been made;
- Posted notice to workers, once the UIA has **determined** the employer to be seasonal, of:
 - the designation, and
 - the beginning and ending dates of the **normal seasonal work period**, and
 - the fact that **retroactive benefits** may be payable to a worker for the period between seasons if the work assured for the next season does not materialize and if the worker timely applies for the benefits;
- Written notice to each worker at the time of the worker's status as a **seasonal worker**, and written notice to the worker of any later changes in that status;
- **Reasonable assurance** to the worker that work will be available in the next season.

WHAT IS REASONABLE ASSURANCE?

Reasonable assurance is not a guarantee of employment; it is an employer's "good faith" statement of intent that work will be available for the seasonal worker for the next season. The work should be comparable to the previous work in skills required and location, and in rate of pay and benefits.

BENEFITS ARE DENIED TO WORKERS UNEMPLOYED OUTSIDE THE NORMAL SEASONAL WORK PERIOD

In the application form for seasonal designation, the employer is asked to give the beginning and ending dates for the last 5 completed seasons. The employer may then specify a *normal seasonal work period* of up to 20 weeks. The normal seasonal work period must fall within the period from the earliest beginning to the latest ending dates of the last 5 seasons. If the employer does not specify a period, the UIA will assign a period within the 5-year beginning and ending dates.

A *seasonal worker* is the one who is paid wages by a seasonal employer for work performed only during the normal seasonal work period. If the worker either begins working before the start of an employer's normal season work period, or finishes working after the end of the employer's normal seasonal work period, the worker does not satisfy the definition of *seasonal worker* and would not be subject to the seasonal denial period for that year.

If a worker was offered reasonable assurance of returning to work the next season, but then the work does not materialize, the unemployed worker can collect unemployment benefits during the new season. Also, if the employer never makes work available in the new season and the worker applied for unemployment benefits and certified for benefits during the period between seasons, the worker can collect retroactive benefits for the period between seasons.

Left Blank Intentionally



Discontinuance or Transfer of Payroll or Assets in Whole or Part

NOTICE: Information furnished on this report is used to determine termination of liability under Section 24 of the Michigan Employment Security Act (MCL 421.24). Completion of this report is required even though you may not be employing any workers at present. Failure to provide this information may result in a determination being made on the basis of the best information available. Penalties may be imposed under Section 54(a) or 54(b) of the MES Act for willful failure to comply with the requirements of the law.

If you are a leasing company you must complete a separate Form UIA 1772 for each client entity terminating its contract.

1. Name and address **used prior** to discontinuance or transfer of payroll or assets in whole or part.

a. Name: _____ UIA Employer Account No.: _____
b. Business Address: _____
c. Telephone: () _____ Federal Employer ID (FEIN): _____

2. Current name and address **used since** discontinuance or transfer of payroll or assets in whole or part.

a. Name: _____
b. Business Address: _____
c. Telephone: () _____

3. Name and address of person having custody of books and records.

a. Name: _____
b. Business Address: _____
c. Telephone: () _____

4. Type of Organization (check one): Individual Partnership Limited Liability Partnership
 Limited Liability Company Corporation Other (explain): _____

5. Provide the following information concerning owner(s), partners, corporate officers, LLC members, etc., of the organization identified in item 4.:

NAME	HOME ADDRESS	TELEPHONE	SOCIAL SECURITY NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Reason(s) for discontinuance or transfer of payroll or assets in whole or part (check one or more).

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Sale | <input type="checkbox"/> Reorganization | <input type="checkbox"/> New Partnership |
| <input type="checkbox"/> Lease | <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Incorporation |
| <input type="checkbox"/> Foreclosure | <input type="checkbox"/> Dissolution/
Discontinuance | <input type="checkbox"/> No Employees |
| <input type="checkbox"/> Merger | <input type="checkbox"/> Death | <input type="checkbox"/> Employee Leasing Company or
PEO (attach copy of agreement) |
- Client Entity has terminated its contract with an employee leasing company or PEO.
- Other (explain): _____

7. Provide the following information:

a. Date of discontinuance or transfer of payroll or assets in whole or part _____ b. Date of last payroll _____

c. Was your business discontinued prior to disposition? Yes No If Yes, when? _____

8. Employee leasing companies and/or PEO's provide the following information:

a. Was the client entity's business discontinued? Yes No
If yes, business name and FEIN of client entity: _____

b. Business/mailling address of client entity: _____

c. Number of employees leased to client entity immediately before the discontinuance or transfer: _____

d. Gross payroll of client entity immediately before the discontinuance or transfer: \$ _____

9. Provide the following information:

a. Number of business locations in Michigan _____ b. Number of business locations in Michigan discontinued _____

c. Did you discontinue all employment in Michigan? Yes No
If not, how many employees were retained? _____

d. Have you continued or resumed business in Michigan? Yes No
If Yes, complete below if different from question 1. _____

LEGAL NAME OF BUSINESS

ADDRESS

NATURE OF BUSINESS

DATE(S) RESUMED BUSINESS

As prescribed in Rule 115, all documents, agreement or records describing the transactions indicated in Items 6 and 10 above, should be kept available for examination by this Agency for six years.

CERTIFICATION

I certify that the information contained in this report is accurate and complete to the best of my knowledge and belief. I understand that if I fail to provide accurate and complete information concerning the discontinuance of a business or the transfer of payroll or assets of a business, I may be subject to penalties of up to 4 times the amount of resulting unpaid unemployment taxes and imprisonment for up to 5 years.

Date: _____

Name: _____
(Signature)

(Phone Number w/Area Code of Person Signing This Report)

(Title)

Return this form to the address on the front or fax to 313/456-2130

Notice To All Employees:

Information about Unemployment Benefits

This employer is covered by the . . .

MICHIGAN EMPLOYMENT SECURITY ACT

Unemployment benefits are payable to qualified and eligible workers of this employer through Michigan's Unemployment Insurance Agency (UIA).

How to file an unemployment claim:

If you become unemployed, you can file your new unemployment claim or reopen an established claim by:

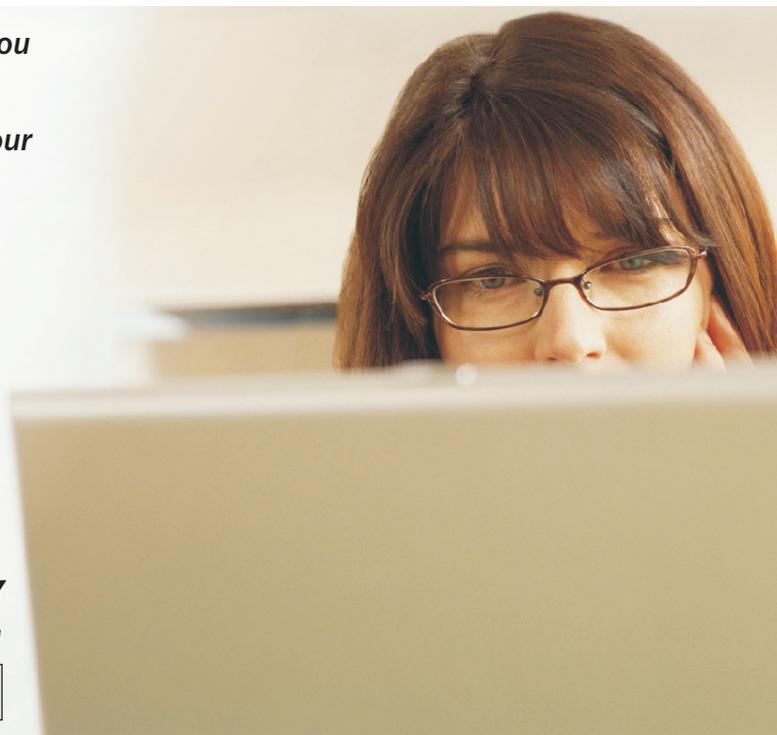
Internet - file online at UIA's website:

www.michigan.gov/uia

Telephone - call UIA's toll free claims line:

1-866-500-0017

New Payment Options: *When you file for unemployment benefits, you will choose how you want to receive your benefit payments. You can select a **debit card or direct deposit** into your checking or savings account. For more information about these payment options, visit UIA's website at www.michigan.gov/uia.*



LARA
LICENSING AND REGULATORY AFFAIRS
CUSTOMER DRIVEN. BUSINESS MINDED.

**STATE OF MICHIGAN
UNEMPLOYMENT
INSURANCE AGENCY**

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

State of Michigan, Department of Licensing and Regulatory Affairs, Unemployment Insurance Agency; Authority: Michigan Administrative Code, Section R 421.105; Quantity: 20,000; Cost: \$600 (3¢ per copy); Paid for with federal funds.

UIA 1710
(Rev. 6-11)

Left Blank Intentionally

■ **How do I know if my case is worth pursuing?**

After your consultation, your Advocate may determine your case does not have merit under the law. Your Advocate will explain the reason(s) your case does not have merit prior to your hearing date and will also provide you a written explanation. If your Advocate determines your case does not have merit, he/she cannot represent you. However, you may continue on to the hearing without Advocacy assistance.

■ **What can I do if I have a complaint about my Advocate?**

You may call Program staff and provide information regarding your complaint or submit your complaint in writing to the Program manager.

■ **How do I request Advocacy Assistance?**

Contact the Advocacy Program by telephone at (800) 638-3994 or (313) 456-2314 between 8:00 a.m. and 5:00 p.m. Monday through Friday.


Program Statement

The Advocacy Program is a customer friendly program. It prepares unemployed workers and employers to better understand the appeals or decision-making processes. Services are provided to assist in presenting facts properly, to simplify the process and to help reduce the fear and intimidation felt at the appeals hearing level.

Rick Snyder, Governor
State of Michigan



Steven H. Hilffinger, Director

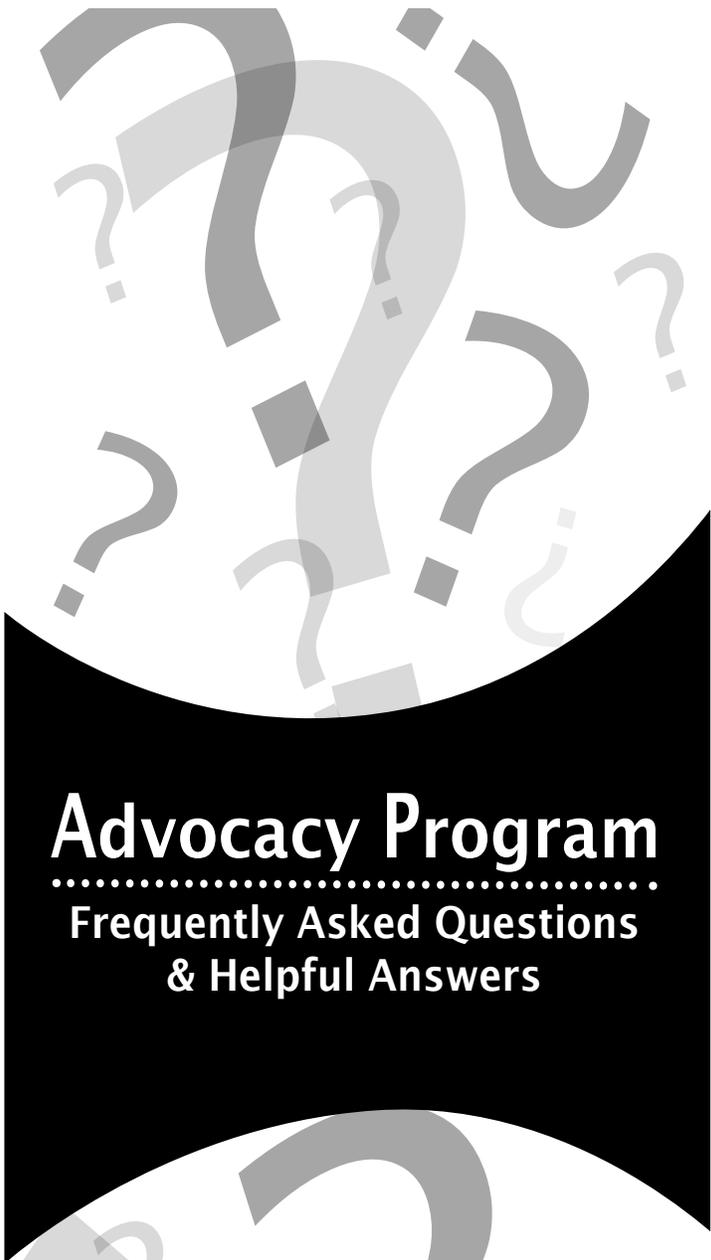


Steven Arwood, Director

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. Visit our website at www.michigan.gov.

State of Michigan, Department of Licensing and Regulatory Affairs, Unemployment Insurance Agency, Authority: UIA Director; Quantity: 2,000; Cost: \$100 (5¢ per copy); Paid for with Federal funds.

UIA 1998
(Rev. 5-11)



Advocacy Program
.....
**Frequently Asked Questions
& Helpful Answers**



Advocacy Program

■ What is the Advocacy Program?

The Program provides information, upon request, and subject to certain restrictions, consultation and representation services to unemployed workers and employers, at the Michigan Administrative Hearing System (MAHS) and/or Board of Review levels of appeal. Advocates, who are independent contractors and have signed a contract with the Program, provide the consultation and representation services.

■ What type of service can the Program provide for me?

The Advocacy Program provides information, consultation and representation services to you. Program staff will provide information about the appeal process, fact sheets about most common issues and a listing of Advocates. The Advocates will provide the consultation and representation services. In some cases, service is limited to information or consultation only.

■ What are the qualifications of an Advocate?

An Advocate must pass a written examination. After attending an orientation, the Advocate signs a contract with the Program as an independent contractor. An Advocate cannot be a current state employee. The Advocate may or may not be an attorney.

■ How much will this service cost me?

The Advocacy Program services are available at no cost to you. The Advocate must not solicit or accept any payment from you for providing services covered under the Advocacy Program.

■ What cases are limited to information or consultation only?

Cases involving Labor Disputes, Trade Readjustment Allowance (TRA), Interstate Filed Claims, SUTA (State Unemployment Tax Act)

Dumping, Monetary Determinations including Redetermination of Charges, Employer Specific Issues Related to Unemployed Worker and Agency Only and Intentional Misrepresentation (Fraud) may receive information only. Cases involving Admitted Disqualifying Act, Benefit and Liability cases without merit, as determined by the Advocate, Reasonable Assurance (Denial Period), Interest and Penalty Calculation, Wilful Neglect and Multi-Claimant cases are limited to consultation only. During your consultation, the Advocate will discuss the facts and the theory of the case to prepare you for the hearing.

■ How soon should I contact the Advocacy Program?

Contact the Advocacy Program **after** you have filed an appeal to your Notice of Redetermination requesting a hearing to the MAHS or after you have filed an appeal to the Board of Review or if you have received a Notice of Hearing. Assistance may be provided no later than one (1) business day prior to the scheduled hearing date. Failure to secure an Advocate timely is not sufficient reason to be granted an adjournment request for your hearing.

■ Who determines if I am eligible for Advocacy services?

The Program staff will verify that your appeal has been processed or if your hearing is scheduled and will determine what services you may be eligible to receive under Program guidelines.

■ How Do I Select My Advocate?

You will receive a packet of information that contains a list of Advocates in your area. Review the list, which includes a short biography about the Advocate's background and/or experience. You may then select your Advocate. Verify if the Advocate is available for your scheduled hearing date and is willing to appear for your in-person or telephone hearing.



Left Blank Intentionally



Unemployment Insurance Agency, P.O. Box 8068 ✉ Royal Oak, MI 48068-8068 ✉ 1 800-638-3664, TTY 1 866 366•0004 ✉ www.michigan.gov/uia

LARA IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM. AUXILLARY AIDS, SERVICES AND OTHER REASONABLE ACCOMMODATIONS ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.