



UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE

Keep This Form

Please ensure that you read both sides of this form prior to filing a claim for unemployment benefits. If you become unemployed, this information may help to determine your unemployment benefit entitlement.

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 both be eligible and qualified. You must:

- File a claim, and report for benefits as directed by the Unemployment Insurance Agency (UIA).
- Register for work each time a new, additional or re-opened claim is filed as directed by the UIA.
- Have sufficient earnings in the past 18 months.
- Be able to work.
- Be available for work. You must immediately inform the UIA and all base period employers of any changes to your contact information (mailing address and telephone number) and respond to all UIA requests to update your contact information.
- If directed by the UIA, appear at a specified location provided in a mailed notice for an evaluation of your eligibility for unemployment benefits.
- If requested by the UIA, provide a statement of wages (wage affidavit) for purposes of calculating your unemployment benefits as state law requires that you produce evidence of those wages (pay stubs, W-2, employer payroll records, etc.).
- Be actively engaged in seeking work.
- Conduct a systematic and sustained work search effort and provide proof of those efforts by submitting your work search efforts as directed by the UIA.

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

1. This form and any similar forms you received from any employer in the past 18 months, or pay stubs with employer name, employer payroll record, or W-2 Form.
2. Your Social Security number, complete mailing address (zip code), telephone number, and county of residence.
3. Your driver's license or state identification card.
4. Your Alien Registration Number and the expiration date of your work authorization if you are not a citizen or national of the United States.
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. Information from your financial institution if you choose to have your benefits directly deposited into your checking or savings account.

Filing Claims by Telephone

Day and Time to File Claims by Telephone

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

| | | |
|---------------|-----------|----------------------------|
| 00 through 15 | Monday | 8:00 a.m. - 12:30 p.m., ET |
| 16 through 33 | Monday | 12:30 p.m. - 4:30 p.m., ET |
| 34 through 48 | Tuesday | 8:00 a.m. - 12:30 p.m., ET |
| 49 through 66 | Tuesday | 12:30 p.m. - 4:30 p.m., ET |
| 67 through 81 | Wednesday | 8:00 a.m. - 12:30 p.m., ET |
| 82 through 99 | Wednesday | 12:30 p.m. - 4:30 p.m., ET |

If you miss your assigned day and time, claims are accepted on Thursday or Friday from 8:00 a.m. - 4:30 p.m. ET.

Filing Claims on the Internet

You may file your new, additional, or reopened claim on the UIA website at www.michigan.gov/uia. Select "*Michigan Web Account Manager (MiWAM)*" logo to sign up for a web account with UIA. You do not have to have a MiWAM account to file a claim. However, if you do have a MiWAM account, first login, click on the "Claimant Services" tab and select the "File a claim" link under the filing options. You may file your claim through the Internet if ALL of the following requirements are met:

- You have worked under only one Social Security number.
- You have not filed a claim for unemployment benefits against another state during the past 12 months.

Before filing online, ensure you have the information from Items 1 through 6 (listed above), a pen or pencil, and paper to make notes of information you will receive from the 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 24 hours a day, 7 days a week, regardless of the last two digits of your Social Security number.

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 to assist you from 8:00 a.m. to 4:30 p.m., ET, Monday through Friday.

To Be Completed by the Employer

Rule R 421.204 of the Michigan Administrative Rules 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. Please complete the following information in the spaces below.

Your 10-digit UIA Account Number:

Your 9-digit Federal Identification Number:

Employer's Name with Doing Business As (DBA), and complete mailing address where wage and separation information is available for the worker listed on this form.

Name

DBA

Address for Employment

City, State, Zip Code

Name of Contact Person

Telephone Number

Reason for Separation

Employers with questions may contact the Office of Employer Ombudsman (OEO) at 1-855-484-2636, or OEO@michigan.gov.