



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT  
UNEMPLOYMENT INSURANCE

STEPHANIE BECKHORN  
ACTING DIRECTOR

## UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE

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

You must:

- ▶ File a Claim online, by phone or in person
- ▶ Register at a Michigan Works! Service Center in person and complete a profile
- ▶ Actively look for work and complete a work search
- ▶ Be available for work
- ▶ Be able to work
- ▶ Certify/Report for benefits as directed by Unemployment Insurance

You may file your new, additional, or reopened claim on the Unemployment Insurance website at [www.michigan.gov/uia](http://www.michigan.gov/uia) and sign in with MILogin to register or access your MiWAM account.

MiWAM is available 24 hours a day, 7 days a week, and makes it easier for you to certify, contact us and change your contact information, if necessary. You must certify your eligibility every two weeks to receive payment.

If you have questions, you may contact us through your MiWAM account or by calling, 1-866-500-0017. For telephone or Local Office hours of operation, visit [www.michigan.gov/uia](http://www.michigan.gov/uia). TTY service is available at 1-866-366-0004.

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### To Be Completed by the Employer

Each employee, when separated from your employment should have a completed copy of this form or an equivalent written notice, as required by Administrative Rule 21.204. A \$10.00 penalty for non-compliance with this rule may be imposed by Unemployment Insurance. Complete the following information in the spaces below.

Your **10-digit UI 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, direct any questions to the Office of Employer Ombudsman (OEO) through your MiWAM account at [www.michigan.gov/uia](http://www.michigan.gov/uia) or call 1-855-484-2636. TTY service is available at 1-866-366-0004.