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GOVERNOR

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

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## 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 Unemployment Insurance (UI).
- Register for work each time a new, additional or re-opened claim is filed as directed by UI.
- Have sufficient earnings in the past 18 months.
- Be able to work.
- Be available for work. You must immediately inform UI of any changes to your contact information (mailing address and telephone number).
- If directed by UI, appear at a specified location provided in a mailed notice for an evaluation of your eligibility for unemployment benefits.
- If requested by UI, 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 UI.

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#### **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 on the Internet

You may file your new, additional, or reopened claim on UI website at [www.michigan.gov/uia](http://www.michigan.gov/uia). Select “Michigan Web Account Manager (MiWAM)” logo to sign up for a web account with UI. 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 “Michigan Web Account Manager for Claimants and Employers” link 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, a pen or pencil, and paper to make notes of information you will receive from UI. 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 question about your claim, you can call UI at 1-866-500-0017 (TTY customers use 1-866-366-0004). UI staff is available to assist you from 8:00 a.m. to 4:30 p.m., ET, Monday through Friday.

## File Claims by Telephone

Call MARVIN at 1-866-638-3993 anytime Monday through Saturday, 8:00 a.m. to 7:00 p.m.

### 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 UI. 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

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 customers call 1-866-366-0004.