

Record of Employment
FOR UNEMPLOYMENT INSURANCE PURPOSES ONLY

To Be Filled in By Employee										TO EMPLOYEE:	
Social Security Account Number										KEEP THIS CERTIFICATE	
Name of Employee										Have it with you if you apply for Unemployment Insurance. This certificate shows your job was insured. It does not necessarily mean you are qualified to receive benefits. The Claims Center will make that determination if you apply for benefits.	

To Be Filled in By Employer										OPTIONAL IF NEEDED BY EMPLOYER TO LOCATE EMPLOYEE RECORD Payroll or Clock No. Location of Employment or Code			
N.Y. State Employer Registration Number												THIS MAY NOT BE USED AS AN IDENTIFICATION CARD	
Federal Employer Identification Number													
Firm Name:													
Mailing Address Where Payroll Records Are Kept:													
Date issued to employee:													

HOW TO APPLY FOR UNEMPLOYMENT INSURANCE

Unemployment insurance is protection for people who are out of work through no fault of their own. It provides them a weekly benefit to keep them and their families going while they look for new jobs. If you become unemployed and want to apply for unemployment insurance benefits you may file your claim on the web by going to the Department of Labor's web site. www.labor.state.ny.us and clicking on "Unemployment Insurance Web Services" and following the prompts to 'file a new claim'. You may also call the Telephone Claim Center at 888-209-8124. This is a toll free call. Hearing impaired individuals who have Telephone Device for the Deaf (TTY/TDD) equipment may file a claim by calling a relay operator at 1-800-662-1220 and requesting the operator to call 1-888-783-1370. Service at this number will only be provided to callers using TDD equipment. Callers who have difficulty using the telephone for any reason may request that a friend or relative assist in the telephone claims process. Translation services are also available.

Have the following information available when you call:

1. Your Social Security Account Number
2. Your NYS Driver's License or Motor Vehicle ID card, if you have one
3. Your alien registration card, if you have one
4. Any Record of Employment form or other form given to you by an employer in the past 18 months which shows:
 - a. the name of your employer
 - b. the employer's NYS Employer Registration Number
 - c. the mailing address where your employer keeps payroll records
 - d. your payroll or clock number
 - e. the address at which you worked
5. Former federal employees should have all federal separation forms and "Notification of Personnel Action" forms issued in the past 18 months
6. Ex-servicemembers should have Separation Form DD 214 and any DD 215 forms received