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# This form is to be used by the person to whom it was issued. Do not give it to anyone else for the purpose of claiming benefits.

## Instructions For Completion of Your Weekly Claim Form

Following are instructions on how to fill out your claim form. After reading these instructions, if you have questions on the completion of the form, ask your local office for assistance.

The week ending date you will be claiming is to be entered in the space provided. Answer the questions on each weekly claim with respect to the week you are claiming.

Question #1: Darken the circle under the no if you did not work during the week ending date on the claim or receive holiday pay, vacation pay, or pay for military drill or self-employment for the week you are claiming. Darken the circle under the yes if you worked or received or will receive holiday pay, vacation pay, or pay for military drill or self-employment for the week you are claiming.

Draw a circle around the appropriate word(s). If you worked during the week being claimed, draw a circle around the word "work". If you received or will receive holiday pay for the week being claimed, draw a circle around the words "holiday pay". If you received or will receive vacation pay for the week being claimed, draw a circle around the words "vacation pay". If you had military drill during the week being claimed, draw a circle around the words, "military drill". If you worked in self-employment during the week being claimed, draw a circle around the words, "self-employment".

If your answer is yes to question #1, you must also answer questions (a), (b) and (c) on the right hand side of the claim form in accordance with the following instructions:

#### (A) Last Day Worked

If you worked for an employer, performed self-employment, or had military drill during the week claimed, enter the last day you worked, performed self-employment, or had military drill during the week.

### Earnings

Enter the gross amount before deductions that you were paid or will be paid for the week for work, holiday pay, vacation pay, military drill or self-employment in the boxes marked "dollars" and "cents".

### Hours Worked

Enter the number of hours that you worked. Use whole number of hours only. For example, if you worked 14 1/2 hours, enter 14 hours.

### (B) Reason For Separation

If you worked during the week being claimed and you are separated from work during that week, darken the circle that applies (lack of work, quit, discharged or other). If you worked during the week and you are still working for that employer, darken the circle in the "still employed" box.

## (C) Employer Name and Address

If you worked during the week you are claiming, enter the name and address of the employer for whom you worked.

Question #2: Darken the circle under the yes if you were able and available to work each day of the week you are claiming. Darken the circle under the no if you were not able and available to work each day of the week you are claiming. If you answered no to question #2, you will need to give your local office a statement. Contact your local office before mailing your claim form and provide the local office with detailed information as to why you were not able and available to work each day of the week.

Question #3: Darken the circle under the yes if during the week you are claiming, you refused work or a referral to a job, refused recall to a former employer, quit a job, were fired, suspended from a job, or began school or a training program.

Draw a circle around the appropriate word(s). If you refused any kind of work during the week being claimed, draw a circle around the words "refuse work". If you refused a referral to work during the week being claimed, draw a circle around the words "refuse recall to a former employer". If you quit a job during the week being claimed, draw a circle around the words "refuse recall to a former employer". If you quit a job during the week being claimed, draw a circle around the words "quit a job". If you were fired (discharged) from your job during the week being claimed, draw a circle around the words "get fired". If you got suspended from your job during the week being claimed, draw a circle around the words "suspended from a job". If you started attending school or a training program during the week being claimed, draw a circle around the words "began attending school or a training program".

If your answer is yes to question #3, you will need to give your local office a statement. Contact your local office before mailing your claim form to provide them with a detailed statement as to why you answered yes to this question. Darken the circle under no if during the week being claimed, you did not refuse work, quit a job, get fired or suspended from a job or begin school or a training program.

Question #4: Darken the circle under the yes if during the week being claimed, you applied for or began receiving vacation, separation, bonus, or retirement pay. Draw a circle around the appropriate word(s). If you received or will receive separation pay for the week being claimed, draw a circle around the word "separation". If you received a bonus payment (including profit sharing) during the week being claimed, draw a circle around the word "bonus". If you applied for or began receiving retirement pay (excluding social security) during the week being claimed, draw a circle around the words "retirement pay".

If your answer is **yes** to question #4, you will need to give your local office a statement. Contact your local office before mailing your claim form to provide them with detailed information as to why you answered **yes** to this question. Darken the circle under the **no** if during the week you are claiming, you did not apply for or begin receiving vacation, separation, bonus or retirement pay.

Question #5: Enter the number of job contacts you made during the week in the box beside this question. If you are not required to make job contacts, enter 0.

## Reporting Job Contacts

If you are required to record your job contacts each week, you need to enter all the required information on your job contacts for the week you are claiming on the form provided in the back of your information handbook.

## Address and Telephone Number Changes

If you have changed your address since last claiming, enter your new address and/or telephone number in the space provided.

# Signature

Please be sure to sign your name in the space provided on the claim form.

## Mailing Your Weekly Claim Form

Once you have completed your weekly claim form, check it for accuracy. The appropriate mailing address will be on the claim form. If you have returned to full-time work, please enter the employer information in the "return to work information" section. You will need to mail your weekly claim after the week ending date being claimed. You have seven (7) days from the week ending date you are claiming to submit your weekly claim form in a timely manner. If you need assistance in completing your weekly claim form, contact your local employment office.