

HOW TO FILE FOR UNEMPLOYMENT INSURANCE IN NEW YORK

› THINGS YOU NEED TO FILE YOUR CLAIM:

- Social Security number
- Driver license or Motor Vehicle ID card number
- Complete mailing address and zip code
- A phone number where we can reach you from 8 am-5 pm, Monday – Friday
- Your Alien Registration card number or work authorization card (if you are not a U.S. Citizen and have a card)
- Names and addresses of all your employers for the last 18 months, including those in other states
- Employer Registration number or Federal Employer Identification Number (FEIN) of your most recent employer (FEIN is on your W-2 forms)
- Your copies of forms SF8 and SF50, if you were a federal employee
- Your most recent separation form (DD 214), for military service

People can file for unemployment insurance either online or by telephone through the NYS Department of Labor. All information provided should be accurate.

TO FILE A CLAIM ONLINE, visit <https://www.labor.ny.gov/> and click on the step-by-step process to file a claim. It's best to apply between 7:30 am and 7:30 pm.

TO FILE A CLAIM BY PHONE, call **1-888-209-8124**. Telephone hours are Monday – Friday from 8 am to 7:30 pm.

WHEN TO FILE: The day you should file is based on the first letter of your last name. If your last name starts with A – F, file your claim on Monday, G - N on Tuesday, and O – Z on Wednesday. If you miss your filing day, you can also file your claim from Thursday to Sunday. Translation services are available. Expect delays in getting through.

ADDITIONAL ASSISTANCE: The federal CARES Act, passed on March 27, 2020 and extended by the American Rescue Plan on March 16, 2021, expands eligibility for unemployment insurance and provides additional benefits for eligible workers. Pandemic Unemployment Assistance (PUA) provides unemployment insurance to workers impacted by COVID-19 who are traditionally ineligible for NYS unemployment insurance. Benefits are potentially extended through September 5, 2021. Apply through <https://www.labor.ny.gov>.

REMINDERS:

- After your application is processed, you will receive a notice telling you what your weekly benefit rate will be; the rate is based on your prior earnings and it can be from \$104 to \$504.
- Any claim you file will be backdated to the date you became unemployed. If you are eligible, you will be paid for all benefits due.
- If you cannot print web pages, have a pen and paper to copy information.
- If you choose direct deposit of your weekly benefits, you need a check that has your bank routing and checking account numbers.
- NYS is waiving the 7-Day waiting period for Unemployment Insurance benefits for people who are out of work due to Coronavirus (COVID-19) closures or quarantines. See <https://www.labor.ny.gov/home/individuals.php>
- If you are denied NYS UI benefits, you can contact Legal Services NYC's legal assistance hotline at 917-661-4500.

