



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
UNEMPLOYMENT INSURANCE AGENCY

JEFF DONOFRIO
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 may file your new, additional, or reopened claim on the Unemployment Insurance Agency (UIA) website at www.michigan.gov/uia. Sign in with MILogin to register or access your Michigan Web Account Manager (MiWAM).

Once your claim is filed, you must do the following:

1. Register for work by creating your profile at www.mitalent.org. Visit a Michigan Works! **IN-PERSON**. You must complete both the online profile and go in-person to a Michigan Works! or your benefits will not be paid.
2. Certify/Report for benefits biweekly online through your MiWAM account or by calling Michigan Automated Response Voice Interactive Network (MARVIN) at 1-866-638-3993.
3. You must be able, available and seeking work to be eligible for benefit payment.
4. Each week, document and send UIA your work search activity for that week. You must look for work in each week you certify for benefits.

Waiver: If the box has been checked, the employer requested you receive a waiver from the registration for and seeking work (RSW) requirements based on the information below:

Last day worked: _____ Anticipated return to work date: _____
Layoff reason: Lack of Work

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

To Be Completed by the Employer

Complete the following information in the spaces below. Each employee, when separated from your employment should receive a completed copy of this form or an equivalent written notice. A \$10.00 penalty for non-compliance may be imposed by UIA.

Your **10-digit** UIA Employer Account Number (EAN): _____

Your **9-digit** Federal Identification Number: _____

Employer's Name with **Doing Business As (DBA)** Name and complete mailing address of where wage and separation information is available.

Name

DBA

Employer's Address

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 or call 1-855-484-2636. TTY service is available at 1-866-366-0004.