Checklist ✓ ✓ ✓

When your job has ended or your employer has cut back work hours, apply immediately for Unemployment Insurance benefits.

- The start date or effective date of an Unemployment Insurance claim is NOT based on when the job ended or when the employer cut back hours.
- Claims start on the Sunday of the week an Unemployment Insurance application is submitted.

Gather information. Have the following items ready before applying.

→ Your Information:
  ✓ Social Security Number
  ✓ Name (including prior names [e.g., married or maiden names]), mailing address, and telephone number
  ✓ Driver’s license or ID card number
  ✓ Alien registration number and expiration date, if a non-citizen
  ✓ DD Form 214 if you served in the military in the last 18 months

→ Last Employer Information:
  ✓ The last employer is the business or company you last physically worked for or could still be working for part-time
  ✓ Name of company as it appears on your pay check stub or W-2 form
    (This could be a payroll agency or staffing agency)
  ✓ Complete mailing address including zip code and physical location
  ✓ Company’s phone number and supervisor’s name
  ✓ The reason for working reduced hours or no longer working with the employer

→ Employment History (ALL employers in the last 18 months including the last employer):
  ✓ Name of ALL employers as they appear on your pay check stub or W-2 form
  ✓ Period of employment (start date and end date)
  ✓ Wages earned and how you were paid (hourly, weekly, monthly)

www.edd.ca.gov