

Unemployment Claims Kit

Important information about filing for unemployment and finding a job

If you are filing a claim for unemployment, it is important that you read the information in this kit and keep it for future reference.



**Employment
Security
Department**
WASHINGTON STATE

Important Training Information

Commissioner Approved Training

Commissioner Approved Training (CAT) does not extend your benefits, but allows you to collect your **regular** Unemployment Insurance (UI) benefits (or general extended benefits) while you are attending an approved full-time training program. CAT does not pay for books, tuition or school related fees, it only waives the job search requirements. You do not have to look for work if you are approved for CAT. To learn more about CAT, go to that section in this booklet or at: faq.go2ui.com.

Training Benefits

Training Benefits are additional UI benefits paid to eligible dislocated workers enrolled in and making satisfactory progress in an approved full-time vocational training program. Training Benefits are paid after you have received all regular benefits payable to you. To be eligible for Training Benefits, you must file an application within **60 days** from the date you applied for or reopened your UI claim **and** be enrolled in your training program within **90 days** from the date you applied for or reopened your UI claim. If you fail to meet these deadlines, your application for Training Benefits will be denied. To learn more about Training Benefits, go to that section in this booklet or at: tbfaq.go2ui.com.

Trade Readjustment Allowance

Trade Readjustment Allowance (TRA) benefits are payable to individuals who have become unemployed as a result of a job loss from an employer who has been certified by the Trade Adjustment Assistance (TAA) Reform Act of 2002. TRA benefits are equal to an individual's UI weekly benefit amount but are payable only after the individual has exhausted all UI benefits. To learn more about TRA, visit your nearest WorkSource Office or go to: www.doleta.gov/tradeact.

Table of Contents

Important Training Information	1
Introduction	
Unemployment Insurance Benefits – The Easy Way	3
We Are Here To Help.....	4
If You Have a Disability.....	4
Training Information	
Commissioner Approved Training	5
Training Benefits	6
Contact Information	
Internet / Unemployment Claims TeleCenter / Weekly Claims Line.....	7
Telephone Numbers, Fax Numbers, and Addresses.....	8
What's Next - After I Have Applied For Benefits?	
How Do I Collect My Benefits?	9
How Do I Reopen My Existing Claim?	13
How Do I Change My Address, Telephone Number, and/or E-Mail Address?	16
What If I Have Not Applied For Benefits Yet?	
Am I Eligible for Unemployment Benefits?	17
Shared Work Program	17
How Do I Apply for Benefits?.....	18
How Do You Figure My Weekly Benefit Amount?.....	21
What Can Be Deducted From My Benefits?.....	22
Other Deductions.....	23
Definitions and Detailed Explanations	24
General Information	
What Do I Need to Know About My Rights and Responsibilities?	26
What Could Disqualify Me From Receiving Benefits?.....	27
How Can I Appeal a Decision?	29
What If I Receive More Than I am Entitled To?	30
We Share Limited Information About You	32
Are My Unemployment Benefits Taxable Income?	33
Job Search Guide	
What Must I Do To Find Another Job?.....	34
What Job Search Assistance is Available?.....	35
What Unemployment Insurance Resources Are Available on the Internet?	36
How Can I Expand My Job Search on the Internet?	37
What Special Services Are Available?.....	37
Listing of WorkSource Offices, Affiliates, and Job Service Centers	39
Forms	
Benefit Tracking Calendars.....	41
Earnings Deduction Chart	43
How To Complete Your Claim Form.....	44
Unemployment Insurance Claim Form	46
Job Search Log.....	50
Miscellaneous Information	
Equal Employment Opportunity Is the Law	52

Unemployment Insurance Benefits The Easy Way...

This is your Unemployment Claims Kit, which provides information regarding unemployment insurance claims. If you cannot read English and need assistance understanding the information in this booklet, contact your Unemployment Claims TeleCenter. They have interpretive services available free of charge. See the list of telephone numbers in this booklet.

Este es su paquete para Reclamos por Desempleo con información acerca de los reclamos por desempleo. Si no entiende el Inglés y necesita ayuda para entender la información es este manual, llame a su Tele Centro para Reclamos por Desempleo. Ellos tienen servicios de interpretación sin cargo alguno. Busque en este manual la lista con los números de teléfono.

現為您提供「失業補助資訊集」，其中含有關於失業保險福利申請的資訊。如果您不懂英文並需要人幫助您理解此說明冊中的資訊內容，可與您當地的失業補助申請電話服務中心 (Unemployment Claims TeleCenter) 聯絡。他們免費提供口譯服務。請參閱此說明冊中所列的電話號碼。

이 것은 실직보험금배상 청구자료(Unemployment Claims Kit)입니다. 이 자료에는 실직 보험금 배상 청구에 관한 정보가 들어 있습니다. 영어를 읽을 줄 모르거나 본 자료물의 정보를 이해하는 데 도움이 필요하실 경우 실직보험금 청구 텔레센터(Unemployment Claims TeleCenter)로 연락하십시오. 무료로 통역 서비스를 제공해 드릴 수 있습니다. 본 자료물에 기재된 전화번호를 참조하십시오.

ນີ້ແມ່ນເອກະສານການຂໍເງິນຫວ່າງງານຂອງທ່ານ, ຮວມທັງລາຍຮະອງດ່ຽວກັບການຂໍປະກັນພັຍຫວ່າງງານ. ຖ້າຫາກທ່ານອ່ານພາສາອັງກິດບໍ່ໄດ້ ແລະຕ້ອງການຊ່ວຍເຫຼືອເຂົ້າໃຈຂໍ້ມູນໃນປຶ້ມຫນ້ານີ້, ໃຫ້ຕິດຕໍ່ຫາແມກຂໍເງິນຫວ່າງງານທາງໂທຣະສັບ. ເຂົາເຈົ້າມີການບໍລິການແປພາສາໃຫ້ແກ່ທ່ານໂດຍບໍ່ເສັຍຄ່າ. ໃຫ້ເບິ່ງເລກໂທຣະສັບຢູ່ໃນປຶ້ມຫນ້ານີ້.

W załączeniu zestaw informacji o tym, jak uzyskać zapomogę z tytułu bezrobocia. Osoby, które nie czytają po angielsku i potrzebują pomocy, aby zrozumieć zawarte w broszurze informacje, powinny zwrócić się do swojego telefonicznego ośrodka zapomóg dla bezrobotnych, Unemployment Claims TeleCenter. Ośrodek udostępnia bezpłatnie usługi tłumacza. Spis telefonów znajduje się w broszurze.

Это ваш справочник по подаче заявлений на получение пособий по безработице, в нем вы найдете информацию, касающуюся страховых требований в связи с безработицей. Если вы не можете читать по-английски и вам нужна помощь в понимании сведений, приведенных в данной брошюре, обратитесь в ваш телекоммуникационный центр по страховым требованиям в связи с безработицей (Unemployment Claims TeleCenter). В данном центре предлагаются бесплатные услуги по переводу. Смотрите список телефонов в данной брошюре.

Đây là Bộ Đơn Xin Tiền Thất Nghiệp của quý vị, bộ này cung cấp thông tin liên quan đến việc xin tiền bảo hiểm thất nghiệp. Nếu quý vị không đọc được Anh ngữ và cần giúp đỡ để hiểu những thông tin trong tập sách này, hãy liên lạc Trung Tâm Xin Tiền Thất Nghiệp Qua Điện Thoại. Họ có các dịch vụ thông dịch miễn phí. Xin xem danh sách các số điện thoại trong tập sách này.

We Are Here to Help!

Here are a few basic facts:

- Unemployment insurance (UI) benefits are not based on financial need. The benefits partially replace your regular earnings and help you meet expenses while you are looking for another job.
- In Washington State, employers pay all the costs of the Unemployment Insurance program through payroll taxes. Workers do not pay any of the costs. For more information about the effect benefit payments have on employers, go to our website at www.wa.gov/esd/tax/taxinfo.htm.

While receiving unemployment benefits, **your first responsibility is to get back to work as quickly as you can.** We have included information about free resources found at your WorkSource Office or Affiliate. The Job Search section in this booklet explains the various services we offer to help you return to work. If you are out of state, check with your local employment center for available resources.

The Employment Security Department

has made all unemployment insurance information and services available by telephone. We have also made some information and services available through the Internet. Using the telephone or the Internet saves you time and gives you access to the information you need.

Call the Unemployment Claims TeleCenter to apply for benefits or reopen an existing claim.

Call the automated Weekly Claims Line to file your weekly claim, learn the status of your check, reopen your claim, change your address or phone number, or get general information. Information about these processes is included in this booklet.

You can also apply for benefits, file a weekly claim, or get general information about unemployment insurance over the Internet at www.go2ui.com and home.go2ui.com. This booklet contains more information about these options.

Employment Security has staff in offices throughout the state who are available to help you find work and to explain training opportunities. These offices may be called WorkSource Offices, WorkSource Affiliates, or Job Service Centers. A directory of these offices is included in this booklet.

For claimants living out of state, you can locate your nearest local employment center by calling 1-877-872-JOBS (5627), or on the Internet at www.servicelocator.org.

If You Have a Disability

that prevents you from using the telephone, visit your nearest WorkSource Office or local employment center for assistance. All sites are accessible to people with disabilities. Their staff can help you file your application for unemployment benefits and assist you in looking for work. A list of offices is included in this booklet.

“The Employment Security Department is an equal opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to persons with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices for hearing or speech impaired (TTY) individuals. Individuals with limited English proficiency may request interpretive services free of charge to the customer in order to conduct business with the department.”

Commissioner Approved Training (CAT)

To be potentially eligible for CAT, you must:

- Be otherwise eligible for UI benefits;
- Be unlikely to return to work because there is a diminishing demand for your skills or there is a surplus of workers with your skills in your local labor market area; or
- Have been laid off due to technological advances; or
- Show that you are unlikely to return to work in which you have experience or skills because of illness, injury or other unique individual circumstances.

An approved training program is a course of education which:

- Is full time, as determined by the school or training facility;
- Provides you with skills that will enable you to get a job in an occupation which is in reasonable demand in your labor market;
- Is not primarily intended to meet the requirements of a baccalaureate or higher degree; and
- Is generally of short duration, as CAT does NOT extend your benefits. If you will run out of UI benefits before completing your training, you must provide assurance to us that you have the resources to successfully complete your training.

To apply for CAT, you should:

- Contact your Unemployment Claims TeleCenter or go to the nearest WorkSource Office or Affiliate and request a Student Eligibility Questionnaire/CAT Application; or
- Download and complete an application from the department's website at **cat.go2ui.com**; and
- Mail your completed application to your Unemployment Claims TeleCenter or mail or drop off your completed application at the nearest WorkSource Office or Affiliate. (See the list of offices in this booklet.)

Training Benefits

If you have been laid off from your job and need job-related training to find work, you may be eligible for Training Benefits. If you are enrolled in an approved training program, Training Benefits allow you to collect **additional** weeks of unemployment benefits once you have received all of your **regular** benefits. If approved for Training Benefits, you will not be required to look for work while enrolled in school on a full-time basis, as long as you are making satisfactory progress in your training program as verified by the school. Like Commissioner Approved Training (CAT), Training Benefits do not pay for books, tuition, or school-related fees.

You have 60 days (plus 5 days mailing) to submit a *Training Benefits Application* and **90 days** to be enrolled in training after being notified of Training Benefits by the Employment Security Department. Enrolled in training means you have preregistered for classes or are on a waiting list, have a starting date of training, and that starting date is not more than one quarter or term away. You are considered notified of Training Benefits when you receive your *Unemployment Claims Kit* (this booklet) after you file a new claim for benefits. If you later reopen your claim after working, the 60 and 90 day time frames start again.

You will be denied Training Benefits if you fail to apply for Training Benefits within the 60 and 90 day time frames shown above.

You are not eligible for Training Benefits if you received Training Benefits or Timber Retraining Benefits within the past five years.

To be potentially eligible for Training Benefits, you must:

- Have a current unemployment claim (applied for within the past 12 months);
- Submit a Training Benefits Application Packet within 60 days (plus 5 days mailing) of filing your new claim or reopening a claim after returning to work and then becoming unemployed;
- Be eligible for or have exhausted your regular unemployment benefits;
- Have a long-term history of working in an occupation or using a particular skill; and
- Be unlikely to return to work because your skills are no longer in demand in your local labor market, as determined by the Workforce Development Council in your area (www.wilma.org/wdclists/).

An approved training program is a course of education which:

- Is full time, as determined by the school or training facility;
- Is at a school or training facility, and in a training program on the Eligible Training Provider List approved by the Workforce Training and Education Coordinating Board (www.wtb.wa.gov/etp/);

- Provides you with skills that will allow you to get a job in an occupation which is in **high** demand in your labor market, as determined by the Workforce Development Council in your area (www.wilma.org/wdclists/); and
- Is not primarily intended to meet the requirements of a baccalaureate or higher degree.

To apply for Training Benefits:

- Contact your nearest WorkSource Office or Affiliate and request a *Training Benefits Application Packet*; or
- If you are out of state, contact your Unemployment Claims TeleCenter to request a packet; or
- Download a *Training Benefits Application Packet* from the department's website at tbapp.go2ui.com; and
- Mail your completed application to:
**King County TeleCenter
Training Benefits Unit
PO Box 47076
Seattle, WA 98146-7076**
or drop off the completed application at the nearest WorkSource Office or Affiliate. (A list of offices is provided in this booklet.)

IMPORTANT INFORMATION About Training Benefits

The *Unemployment Claims Kit* (this booklet) that is mailed to you after you open your claim for benefits, is your notification of the potential availability of Training Benefits.

You will be denied Training Benefits, if you:

- *Fail to submit your Training Benefits Application to the Employment Security Department within 60 days from the date you receive this booklet.*
- *Are not enrolled in an approved training program within 90 days (or as soon as the training is available) from the date you receive this booklet.*

If you have any questions about the above time frames, call your Unemployment Claims TeleCenter.

Failure to meet the above requirements will result in a written denial of Training Benefits. Please refer to the section in this booklet regarding appeals to learn how to appeal a written denial of benefits.

Training benefits are subject to the availability of training funds at the time you apply.

Contact Information

There are several ways you can contact us regarding your claim for unemployment benefits:

1. Internet
2. Unemployment Claims TeleCenter
3. Weekly Claims Line

Internet

Access our web site (www.go2ui.com) to:

- File a new claim;
- Reopen an existing claim (if it has been four or more weeks since you last filed);
- File your weekly claim for benefits;
- Change your mailing address, telephone number, and/or e-mail address; and
- Get information about the status of your check.

To find answers to many of your unemployment questions, research information, and access the Unemployment Insurance Laws and Regulations, you can use the following web site: home.go2ui.com.

Unemployment Claims TeleCenter

Call the TeleCenter to speak to a Claims Specialist who can assist you to:

- File a new claim;
- Reopen an existing claim; and
- Get specific information about your claim.

Weekly Claims Line

Call the Weekly Claims Line to:

- File your weekly claim for benefits;
- Reopen an existing claim (if it has been four or more weeks since you last filed);
- Get information about the status of your check; and
- Change your mailing address or telephone number.

Please note that services available through the Internet and Weekly Claims Line are limited to certain days of the week. Depending on the status of your claim, you may not have access to all the services you are seeking. The following chart outlines the availability of certain services.

This chart tells you when the automated Weekly Claims Line or the Internet can be used.

Services	This service is available	This service is NOT available
Weekly Claim	24 hours a day beginning Sunday at 12:01 a.m. through 5:00 p.m. of the last business day of each week (usually Friday, unless a state holiday).	<ul style="list-style-type: none"> • When you have already filed your weekly claim for last week; or • When you missed claiming one or more of your weekly claims. You must stay current by filing your claims each week.
Address Change	24 hours a day beginning Sunday at 12:01 a.m. through 11:59 p.m. of the next to the last business day of each week (usually Thursday, unless a state holiday).	<ul style="list-style-type: none"> • When you have already filed an address change this week. You can only submit one address change per week using this system.
Reopen Your Claim	24 hours a day beginning Sunday at 12:01 a.m. through 11:59 p.m. of the next to the last business day of each week (usually Thursday, unless a state holiday).	<ul style="list-style-type: none"> • When you have already filed a weekly claim, reopened an existing claim, or filed a new claim within the last four weeks.

If you need assistance or are not able to access the service(s) you need, please call the Unemployment Claims TeleCenter Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., Pacific time zone.

Unemployment Claims TeleCenter Telephone Numbers, Fax Numbers, and Addresses

King County TeleCenter

Local calls

English: 206-766-6000

Spanish: 206-766-6063

Outside local area

English: 1-800-362-4636

Spanish: 1-800-360-2271

TTY: 1-800-365-8969

Fax Numbers

Fax Local: 206-766-6178

Fax Toll Free: 1-877-766-6178

Mailing Address

King County TeleCenter

PO Box 47076

Seattle, WA 98146-7076

Pierce County TeleCenter

Local calls

English: 253-396-3500

Spanish: 253-396-3563

Outside local area

English: 1-800-362-4636

Spanish: 1-800-360-2271

TTY: 1-800-365-8969

Fax Numbers

Fax Local: 253-396-3677

Fax Toll Free: 1-877-396-3677

Mailing Address

Pierce County TeleCenter

PO Box 112601

Tacoma WA 98411-2601

Spokane TeleCenter

Local calls

English: 509-893-7000

Spanish: 509-893-7063

Outside local area

English: 1-800-362-4636

Spanish: 1-800-360-2271

TTY: 1-800-365-8969

Fax Numbers

Fax Local: 509-893-7077

Fax Toll Free: 1-877-893-7077

Mailing Address

Spokane TeleCenter

PO Box 14857

Spokane WA 99214-0857

Automated Weekly Claims Line Numbers

Seattle local area

(206) 340-0300

Tacoma local area

(253) 305-0300

Spokane local area

(509) 892-6888

All Other Areas

1-800-318-6022

Español/Spanish

1-800-318-1664

Hearing or Speech Impaired (TTY)

1-800-318-1665

Internet Addresses

www.go2ui.com

home.go2ui.com

Centralized Claims Processing Unit (CCPU)

PO Box 9555, Olympia, WA 98507-9555

Local Fax: 360-902-9558

Toll Free Fax: 1-877-280-6224

Shared Work Administrative Unit

PO Box 9046

Olympia, WA 98507-9046

Local Fax: 360-902-9260

Toll Free: 1-800-752-2500

What's Next - After I Have Applied For Benefits?

While claiming benefits you are required to be:

- Able to work;
- Available to work;
- Actively seeking suitable work; and
- Register for work with a WorkSource office or local employment center.

If required, you must maintain a log of your job search activities. For detailed information regarding job search, see the Job Search Guide section in this book.

For claims with an effective date on or after January 4, 2004:

For each week that you claim benefits, you must make at least three employer contacts or participate in three in-person job search activities (or a combination of both for a total of three) at your WorkSource Office or local employment center.

If you are a member of a full referral union, you must comply with your union's dispatch rules.

For claims with an effective date prior to January 4, 2004:

For each week that you claim benefits, you must make at least three employer contacts or participate in one in-person job search activity at your WorkSource Office or local employment center.

How do I collect my benefits?

After you file your application for unemployment benefits, you must file weekly claims to receive your benefit payments. You need to continue filing each week even if you are waiting for a decision about benefits or appealing a denial of benefits.

The State of Washington provides two ways for you to file for your benefit payment each week. You may use a ***touch-tone telephone or the Internet***.

Unless you have been told specifically to file your weekly claims another way, you may use either method.

The Weekly Claims Line telephone system and the on-line Internet system are available for you to file your weekly claim from 12:01 a.m. every Sunday morning to 5:00 p.m. of the last business day of the week (usually Friday, unless there is a State holiday).

If you fail to file your weekly claim by 5:00 p.m. the last working day of the week, and it has been less than four weeks since you last claimed, you must contact the TeleCenter to reopen your claim.

NOTE: You can apply for benefits at any time. However, if you already have a valid claim in one state, you must continue with that claim as long as benefits are available before you can establish a new claim against another state. A "valid" claim is one that has not been denied, terminated, or had the benefits fully paid out.

NOTE: You can only file your weekly claims from one of the 50 U.S. states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, or Canada. This is because you must be available to report in person to a local employment office for reemployment services when asked to do so.

Requirements for Filing Your Weekly Claim

1. Whether you use a touch tone telephone, OR
2. A computer with Internet access:

You must select your own PIN (Personal Identification Number) which you will use each time you file your weekly claim. **Use a 4-digit number that you can remember, but one that is not easy for anyone else to guess.** Your same PIN may be used with either the telephone or the Internet filing method. Please do not use your birthday, repeating numbers (such as 5555) or numbers in sequence (1234) for your PIN.

On your first call, you will be asked to enter your two-digit birth month and four-digit birth year using the keypad on your phone, e.g., 07 1956. You will then be asked to establish a PIN. Select and enter the 4 numbers you have chosen for your PIN. When asked to do so, re-enter the 4 numbers to verify. When you have successfully entered your PIN you may go to the next step to file your weekly claim.

The Employment Security Department does not have access to your PIN number. It is confidential. Only you can claim benefits using your PIN as it is the electronic equivalent of your written signature. If it is discovered that anyone, even with your permission, claims benefits for you using your PIN, you may be determined ineligible for those benefits and you may have to pay them back.

What if I Forget My PIN Number

If you forget your PIN number, call the TeleCenter and they will reset it.

When Do I Make My First Weekly Claim?

You call in your weekly claim for week one during week two between 12:01 a.m. Sunday and 5:00 p.m. the last working day of the week (usually Friday, unless there is a state holiday). Call each week that you want to claim benefits and continue to call until you go back to work, run out of benefits, or stop looking for work. Call in even if we are still deciding whether you are eligible for benefits. **You must claim at least one week** before we can make a decision on your eligibility.

You should **also file your weekly claims if you are waiting** for your claim to become valid or if an appeal is pending.

You must always claim a week after it has ended. All weeks end at midnight on Saturday night. Sunday is the first day you can file for the week that has just ended. Failure to file your weekly claims on time may result in a denial of benefits.

Example:

	S	M	T	W	T	F	S
			1	2	3	4	5
You applied for unemployment benefits during this week. ▶	6	7	8	9	10	11	12
You make your first weekly claim this week. ▶	13	14	15	16	17	18	19
You make your second weekly claim this week, etc. ▶	20	21	22	23	24	25	26
	27	28	29	30	31		

Waiting Week

The first week you are eligible for benefits is your waiting week. You will not be paid for your waiting week. You must file a weekly claim to receive credit for your waiting week, even though you will not receive a check.

What if I don't make my claim on time?

Our Internet and Weekly Claims Line systems do not accept late claims. Your claim is late if it is not filed by 5:00 p.m. on the Friday after the week being claimed. If you try to claim late, or you miss a week, you will not be able to file. You will need to call the Unemployment Claims TeleCenter during regular business hours to reopen your claim. Failure to file your weekly claims on time may result in a denial of benefits.

How do I stop claiming UI benefits?

The way to stop your claim is simple: Do not file your weekly claims. If you do not claim a week, this will stop your claim.

You may stop claiming at any time during your benefit year and resume

claiming the balance of your benefits until your benefit year ends, as long as all eligibility requirements are met. For example, you may take a vacation, have full-time temporary work, or you may become ill. There may also be other reasons you are not available for work or looking for work.

However, if you stop claiming, even for one week, you must call your TeleCenter to reopen your claim during the first week you are eligible and want to begin claiming again.

File Your Weekly Claims by Telephone

1. Call one of the phone numbers listed below:

Seattle: 206-340-0300

Spokane: 509-892-6888

Tacoma: 253-305-0300

All other areas: 1-800-318-6022

Español: 1-800-319-1664

TTY: 1-800-318-1665 (requires a TTY device for hearing or speech impaired and a touch tone phone)

2. After you call, **select Option 1** to file your weekly claim.
3. Enter your Social Security Number.

4. Enter your PIN.
5. **Again**, select Option 1 to file your weekly claim.

For a list of specific questions, see Claim Questions.

File Your Weekly Claims on the Internet

1. Go to the Washington Employment Security Department Unemployment Insurance web site: www.go2ui.com.
2. If you have **not filed** a weekly claim before, **you are strongly encouraged** to read the Weekly Claim [Instructions](#), which are linked from the web site. Read the instructions, click on the “Close” button to close the new window and return to go2ui.com
3. Select “[File Your Weekly Claims](#)”.
4. You will arrive at “Welcome to the Washington Unemployment Information and Weekly Claims Line Web Page”, and click “[Continue](#)”.
5. You will arrive at “Social Security Number” web page. Enter your social security number and click “[Continue](#)”.
6. You will arrive at a request for your “4-digit PIN”. Enter your [4-digit PIN](#). This is a 4-digit number you have created.
7. You will arrive at the “Services currently available for your claim” page. Select an option. Read the page and click “[Continue](#)”.

8. The next several pages will provide you with important information about the claiming process. Read each page carefully, answer any questions and click “[Continue](#)”.

For both the telephone and Internet, you will be asked a series of questions. You are responsible for the answers you give. False answers may result in overpaid benefits, which you must pay back. If you provide information that you know is false or misleading, it is considered fraud and is punishable by law.

Claim Questions

The questions are as follows:

- a. Were you physically able and available for work each day?
- b. Did you make an active search for work as directed during the week you are now claiming? If you answer “yes” to the active search for work question, and you are not excused from the job search requirements, you will be asked an additional question. You must certify that you made the appropriate number of employer contacts or in-person activities each week and that you recorded this information on your job search log. Out-of-state claimants must also be prepared to record job search contacts for each week claimed.
 - ☉ For employer contacts, you will be required to provide the following items from your Job Search Log for each contact made: the date, the business name and complete address, business phone number or email, how the contact was made, the person you contacted, the type of work, and the result.
 - ☉ For in-person activities, you will be required to provide the following from your Job Search Log for each activity: the date, the office, a description of the activity, and the result.
- c. Did you refuse any offer of work or fail to go for a scheduled job interview?
- d. Have you applied for or received worker’s or crime victim’s compensation?*
- e. Have you applied for or did you have a change in pension?*
- f. Did you or will you receive holiday pay from your regular employer for any day of the week you are now claiming?*
- g. Did you or will you receive vacation pay for any day of the week you are now claiming?*
- h. Did you or will you receive pay in lieu of notice or termination pay for any day of the week you are now claiming?*
- i. Did you serve on a jury?*
- j. Did you perform duty in the Military Reserve or National Guard for more than 72 consecutive hours?*
- k. Did you work in self-employment?*
- l. Did you work for any employer last week?*

If you worked during the week, be ready to provide:

 - ☉ The amount of remuneration you earned.

(Remuneration MUST be reported the week it is earned, even if you have not actually been paid.)
(Remuneration is all compensation payable to an individual for personal services including wages, commissions and bonuses, the cash value of compensation paid in any medium other than cash, and the reasonable value of tips.)

- How many hours you worked in the week.
- Your employer's business name.
- Your employer's complete business address.
- The date you started work this week.

* Report earnings in the week you earned them, not in the week you received them. Report the total amount before deductions. For self-employment, report your net earnings. You will also be asked for the total hours or days for which you had earnings.

After entering your earnings, you will be asked, "Do you expect to be working for the same employer next week?" If you answer no, was your separation from employment due to:

1. Lack of work?
2. Reduced hours due to a lack of work?
3. Being fired?
4. Quitting?
5. Some other reason?

m. Did you have any other reportable earnings?
If you are not sure these earnings are reportable, see the section in this booklet that explains how to claim benefits while earning other income.

9. When you have completed your answers, the message: ***"Your claim has now been accepted"***, will be spoken or displayed.

If you make a mistake while filing your weekly claim, you may start over anytime before you hear the message or reach the page which states "YOUR CLAIM HAS NOW BEEN ACCEPTED". In most cases, you will have the opportunity to correct mistakes while filing your claim.

If you discover you made a mistake after you filed your weekly claim, contact your TeleCenter to correct the error.

Failure to file your weekly claims on time may result in a denial of benefits.

More Information About Filing Your Claim

- You must wait until the week is over (midnight, Saturday) before you file your weekly claim for that week. You may only file your weekly claim for the most recently completed week.
- If you are instructed to call your Unemployment Claims TeleCenter during the filing of your weekly claim, you will be given a specific number to call during normal business hours. You must make this call before your weekly claim can be released for payment.
- If you are entitled to a benefit payment for the week that you claimed, your check will generally arrive within seven (7) postal delivery days after you complete your weekly claim. If you have not received your check, **DO NOT** call before the end of seven (7) postal delivery days.
- You must endorse your benefit check before it can be cashed or deposited. Before you sign the check, please read the statement on the back above the signature line. It reads as follows: I certify that I have correctly reported everything that affects my claim, including my work and earnings. I know that if I do not, I may be denied benefits and possibly be charged with an overpayment. I also certify that I have been able, available and actively seeking work for the week(s) claimed.

How Do I Reopen My Existing Claim?

When you open a claim for unemployment benefits, you must file your weekly claims each and every week. If at anytime you stop filing your weekly claims (even for one week), your unemployment claim will become inactive. If you want to start claiming again, you must first “reopen” your claim. You can reopen your claim anytime during your 52 week benefit year. If your benefit year has ended, you must apply for a new claim.

When should I reopen my claim?

A reopened claim is effective the week that you contact your Unemployment Claims TeleCenter or reopen using the Weekly Claims Line or the Internet. You must reopen your claim **during the week** you want to claim benefits.

If you want to reopen your claim for a previous week, you must call the **Unemployment Claims TeleCenter** and speak with a Claims Specialist. When a reopen request is filed late, you must establish good cause for failing to reopen on time or you may be denied benefits.

How do I reopen my claim?

The method you use depends on how long it has been since you last filed a weekly claim:

- If it has been **four weeks or less** since you last filed a weekly claim, you must call the **Unemployment Claims TeleCenter** and speak with a Claims Specialist.
- If it has been **more than four weeks** since you last filed a weekly claim, you can use the **Weekly Claims Line or Internet** to reopen your claim. You may also call the **Unemployment Claims TeleCenter** if you prefer speaking with a Claims Specialist.

How do I use the Weekly Claims Line or Internet to reopen my claim?

Both the Weekly Claims Line and Internet methods follow the same steps and ask the same questions.

The Weekly Claims Line and Internet reopen options are available 24 hours a day beginning Sunday at 12:01 a.m. through 11:59 p.m. of the **next to the last** business day of the week (usually Thursday, unless it is a state holiday). These options are **not** available on the last business day of the week (usually Friday).

If it is the last business day of the week, you will need to call the Unemployment Claims TeleCenter to reopen your claim.

Before you reopen your claim, be sure to have the following information ready:

- Your Social Security Number; and
- Your PIN (same as when you were previously filing your weekly claims).

If you worked since last filing, you will also need:

- The business name, complete mailing address, and the start and end dates of **all** employer(s) you worked for **since last claiming benefits**.

Weekly Claims Line

To access by phone, call the appropriate phone number as listed near the front of this booklet.

Press the numbers on the phone keypad to respond as follows: **If yes, PRESS 1; If no, PRESS 9.**

Internet

To access by Internet, log on to www.go2ui.com. Select the “Reopen your Claim” option.

Select the following to respond: **If yes, SELECT “yes”; If no, SELECT “no”.**

For both systems, follow the steps below. You may be asked additional questions when the information you provide needs to be verified. “PRESS” refers to using your phone. “SELECT” refers to using the Internet:

1. PRESS 1 or SELECT “Continue” to start the reopen process;
2. Enter your Social Security Number;
3. Enter your 4-digit PIN;
4. PRESS 1 or SELECT the reopen option:
 - If you are not given the reopen option, please call your Unemployment Claims TeleCenter to reopen your claim.
 - If the only option is to file your weekly claim, you do not need to reopen your claim. Continue through the instructions to file your weekly claim.
5. Answer the question, “Have you worked for any employer since last claiming?”
6. Enter the number of employers you have worked for since last claiming benefits. You may enter up to 9 employers using this system.

If you have worked for more than 9 employers since last filing a weekly claim, you must disconnect and call your Unemployment Claims TeleCenter.

7. In order to complete the reopen process, you must provide detailed information for each employer.

You will be prompted to speak and spell, or type if using the Internet, each employer’s business name and complete mailing address.

After you give this information, you will be asked to enter (by using your phone keypad or computer keyboard):

- The start and end dates you worked for that employer; and
- The reason you are no longer working for that employer.

The information you provide must equal the number of employers you reported at the beginning.

8. The system will confirm that your claim is reopened effective the Sunday of the week.

If your address has changed since you last claimed, you can PRESS 6 or SELECT the option to change your address. Otherwise, you may hang up or exit the computer now.

- Once you reopen your claim, you can start filing your weekly claims the following week.
- Starting Sunday at 12:01 a.m. you can use the Weekly Claims Line (by phone or Internet) to file your weekly claim for the week that just ended. This will allow you to claim the previous week.
- Thereafter, continue to file your weekly claims every week.

When will the reopen option through the Weekly Claims Line or Internet not work for me?

If it has been over a year since you initially filed your unemployment claim, you must apply for a new claim. You can only reopen a claim and draw any remaining benefits from the claim during the 52 week benefit year.

If you are late in filing your weekly claim, or you missed a week and want to get “caught-up”, you must call the Unemployment Claims TeleCenter. If a weekly claim is filed late, you may be denied benefits for the late week(s) or for failure to reopen your claim.

The reopen option is not available through the Weekly Claims Line or Internet on the last business day of the week (usually Friday). You must call the Unemployment Claims TeleCenter to reopen your claim on Fridays.

You will not be given the option to reopen if you have already filed a weekly claim, reopened your claim, or filed for a new claim within the last four weeks. **For further information, call your Unemployment Claims TeleCenter.**

How Do I Change My Address, Telephone Number, and/or E-Mail Address

Most communication between you and the Employment Security Department will occur by mail.

It is important that you keep your mailing address current in our files even if you have stopped claiming benefits. Your IRS tax information or other benefit eligibility notices are mailed to the address we have on file.

How do I change my address or phone number?

You can change your address and phone number by using the automated Weekly Claims Line or the Internet.

To avoid errors please speak slowly and clearly when recording your new address or phone number.

The Weekly Claims Line and Internet address/telephone number change option is available 24 hours a day beginning Sunday at 12:01 a.m. through 11:59 p.m. of the next to the last business day of each week (usually Thursday, unless a state holiday). Whether you use the Weekly Claims Line or the Internet, you will follow similar steps.

The address change option will not be given if you have already filed an address change for the week. You can only submit one address change per week using the Weekly Claims Line or Internet. If you need to make a second address change during the same week, call the Unemployment Claims TeleCenter for assistance.

To access by phone, call the appropriate phone number as listed under the “Contact Information” section earlier in this booklet.

If you use the phone, you will leave a voice mail.

To access by Internet, log on to www.go2ui.com. Select the “Change your Address” button to the left of the screen or select the highlighted “change” in the second paragraph of the Internet Weekly Claims column.

For both systems, follow the steps below. You may be asked additional questions when the information you provide needs to be verified. “PRESS” refers to using the keypad on your phone. “SELECT” refers to using the keyboard on your computer

1. PRESS 1 or SELECT “Continue” to start the address/telephone change process.
2. Enter your Social Security Number.
3. Enter your 4-digit PIN.
4. PRESS 6 or SELECT the address change option. (If you are not given the address change option, please call your Unemployment Claims TeleCenter.)
5. You will then be prompted to give your new address and/or telephone number. If you are using the phone, you will leave a voice mail. If you are using the Internet, you will type the information into the fields that are provided.

When will my address change be effective?

Address changes will usually be made on the day the change is submitted. However, the change could take up to 48 hours to process. **If you submit an address change, please wait until later in the week to file your weekly claim.** Otherwise, all correspondence, including your check, may be mailed to your old address. **The Post Office does not forward unemployment benefit checks.**

How do I change my e-mail address?

E-mail addresses can only be added or updated through the Internet or by calling the Unemployment Claims TeleCenter, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., Pacific time zone.

What if I have Not Applied For Benefits Yet?

Am I Eligible for Unemployment Benefits?

You may be eligible for benefits if:

- you worked at least 680 hours in your base year in a job or jobs covered by Unemployment Insurance (for a definition of base year, refer to the section in this booklet that explains how to figure your benefit amount); and
- you are fully or partially unemployed;
- you are unemployed through no fault of your own;
- you are able to work;
- you are available for work;
- you are actively seeking suitable work;
- you are legally authorized to work in the US (if you are not a US Citizen or National) and were legally authorized to work during your base year;
- your weekly earnings are not too high; or
- you do not have other income that would disqualify you.

For claims with an effective date on or after January 4, 2004:

For each week that you claim benefits, you must make at least three employer contacts or participate in three in-person job search activities (or a combination of both for a total of three) at your WorkSource Office or local employment center.

If you are a member of a full referral union, you must comply with your union's dispatch rules.

For claims with an effective date prior to January 4, 2004:

For each week that you claim benefits, you must make at least three employer contacts or participate in one in-person

job search activity at your WorkSource Office or local employment center.

If you are collecting additional or extended benefits under a state or federal program, you may be required to make more job search contacts each week.

You may not be required to make any job search contacts if you:

- have been granted Commissioner Approved Training (CAT);
- are approved for training benefits;
- are a member of a full referral union that is recognized by the department; or
- are on department approved standby.

We will notify you of your job search requirements.

We monitor job search efforts on a random basis for both in-state and out-of-state claims.

NOTE: If you are selected for an interview to review your job search activities you are required to bring proof of your identity.

See the section regarding Job Search for details on the job search requirements. There are copies of Job Search Logs near the back of this Claims Kit or on the Internet at log.go2ui.com to help you keep track of these contacts.

If you are not sure if you are eligible to file a claim, call the Unemployment Claims Tele-Center to find out.

Shared Work Claimants

If you are an approved Shared Work participant, direct any questions to your employer representative, unless instructed to contact the Shared Work Administrative Unit. Claimants participating in the Shared Work program must follow most of the requirements outlined in this booklet, with a few exceptions. Shared Work participants are not required to look for work, keep a weekly job search log, and must report all paid time, including sick, vacation and holiday hours and earnings, as regular work hours and earnings. Shared Work participants also are not allowed to use the automated phone or Internet services to file their initial claims and reopen claims.

If you need additional assistance, contact the Shared Work Administrative Unit at 1-800-752-2500. **DO NOT** call the TeleCenter for assistance. See the *Contact Information* section for additional information.

Temporary Total Disability

A Temporary Total Disability (TTD) claim may be available to individuals who have been released as able to work by a doctor within the last 12 months, and:

- Received time loss pay for 13 or more consecutive weeks because of a work-related injury.
- Were off work for 13 or more consecutive weeks because of a non-work related injury or illness.
- Received crime victims compensation for 13 or more consecutive weeks.

Because a TTD claim uses work before your injury or illness to establish your claim, it could result in a better claim. Call your TeleCenter if you need more information.

How Do I Apply for Benefits?

When to apply

You should apply for benefits as soon as you lose your job or your full-time hours are reduced to part-time. Your claim is effective on Sunday of the week you file your application.

NOTE: You can apply for benefits at any time, even if you are working. However, if you already have a valid claim in one state, you must continue with that claim as long as benefits are available. When benefits are no longer available, you can establish a new claim against another state. A “valid” claim is one that is monetarily eligible, has not been denied, terminated, or had the benefits fully paid out.

Do you have limited English skills or are you helping someone who does? Unemployment Claims TeleCenter services are available in any language. If you have difficulty speaking English or Spanish, call the TeleCenter and press 3, and we will connect you with an interpreter who can help you with your application for benefits.

What you will need when you apply

To apply for benefits you need:

- Your Social Security Number.
- The date of your LAST day of work. If you are still working, use the last actual day you worked for your employer. If you worked today, use today's date.

NOTE: Because of limitations in the Unemployment Insurance computer system, the application will *not* accept future dates.

- The names, complete business mailing addresses, and telephone numbers of ALL your employers for the last two years. If you apply using the Internet, there are some links provided to help you find those addresses and telephone numbers. If you worked for the Federal government, you need your Federal payroll address from Form SF-8 or Leave and Earnings Statement(LES).
- The approximate dates you worked for each employer. If you do not recall the exact dates, it is okay to make a guess.
- The approximate gross monthly pay from each employer. To help you figure your monthly pay, we have provided a salary calculator if you file your claim on the Internet.
- The name and local number of your labor union, if you are a member of a full referral union that is recognized by this department, through whom you normally obtain work. (We will tell you if your union is recognized when you apply for benefits.)
- Your Alien Registration Number issued by the U.S. Citizenship and Immigration Services (USCIS) (formerly INS), if you are not a U.S. citizen.
- Your DD214, any member copy 2 through 8, if you were in the military within the last two years.
- Your Labor and Industries' claim number if you have been injured and received time loss payments due to an on-the-job injury or crime victims compensation for 13 consecutive weeks. **This type of claim must be filed by calling the Unemployment Claims TeleCenter.**

If your on-the-job injury was covered by private insurance, you need to provide your claim number, the name of the insurance carrier, and the name and phone number of the insurance claims manager.

If you were unable to work for at least 13 consecutive weeks due to an injury or illness, you need to provide the date you were released by your doctor to return to full time work.

If you have a court order for your protection, call your Unemployment Claims TeleCenter and be prepared to provide the start and end dates of the order.

If you are a victim of domestic violence or stalking, tell your Claims Specialist who will explain the Address Confidentiality Program (ACP) to you. This program is offered through the Washington State Secretary of State's Office and helps participants keep their home address confidential by providing a substitute mailing address. You will then have the option of either filing your claim immediately or researching the ACP further and filing a backdated claim if you enroll in the ACP.

Where to apply

1. You can call the Unemployment Claims TeleCenter at the numbers listed below:

Seattle Local: 206-766-6000

Español Seattle: 206-766-6063

Tacoma Local: 253-396-3500

Español Tacoma: 253-396-3563

Spokane Local: 509-893-7000

Español Spokane: 509-893-7063

All Other Areas: 1-800-362-4636

**Español de toda otra región:
1-800-360-2271**

**Hearing or Speech Impaired
(TDD): 1-800-365-8969**

You can reach the Unemployment Claims TeleCenter Monday through Friday from 8:00 a.m. to 5:00 p.m., Pacific time zone, except on state holidays.

To reduce the time on hold for customers and to increase efficiency by spreading calls evenly over the week, we are scheduling calls for new applications. If your Social Security Number ends with 0 through 3, call on Monday; 4 through 7, call on Tuesday; and 8 or 9, call on Wednesday. If you miss your designated day, you may call on Wednesday, Thursday or Friday of the same week without any delay in payment.

Customers with active claims may call any day of the week.

2. You can also apply for benefits using the Internet **unless**:
 - You worked in two or more states in the last 24 months; or
 - You worked in only one state other than Washington in the last 24 months; or

- You were totally disabled for at least 13 consecutive weeks due to a work related injury or a non-work related injury or illness, AND you were released to work by your doctor within the last 12 months.

Other times you need to call us:

Call the Unemployment Claims TeleCenter if:

- You have a question about a notice or letter we sent you;
- You need to change your name;
- A court order is issued for your protection;
- You need help using the automated Weekly Claims Line or Internet;
- Your job separation was due to domestic violence or stalking (no court order needed); or
- You have any other questions about unemployment insurance services or benefits.

What happens when you call?

When you call us, you will hear a pre-recorded greeting:
“Welcome to the Washington Unemployment Claims TeleCenter.”

We will ask questions or answer your questions to get the information needed to route your call correctly. Please answer the questions carefully so we can connect you to a claims specialist with the appropriate skills to assist you. If the lines are busy, try your call later.

It is your responsibility to apply for a new claim or reopen your claim during the week in which you wish to have your benefit payments start.

Note: To prevent unauthorized use, the Social Security number that you provide to establish your unemployment claim will be verified with the Federal Social Security Administration through a crossmatch process.

Waiting Week

The first week you are eligible for benefits is your waiting week. You will not be paid for your waiting week. You must file a weekly claim to receive credit for your waiting week, even though you will not receive a check.

When will I receive my check?

The first check will be sent to you after you claim your second week assuming you meet all eligibility requirements. You must continue to file weekly claims and look for work every week that you want to receive unemployment benefits, unless otherwise instructed.

We usually mail your check the day after you file your weekly claim; however, if you file your claim after 5:00 p.m., we usually mail your check two days later. **Do not expect your check the same day every week. Mail delivery may vary.**

If it has been seven mail delivery days since you filed or called in your claim and you have not received your check, **call the Weekly Claims Line to see if it has been mailed.** If the check was mailed, and it has been seven postal mail delivery days and you have not received it, call your Unemployment Claims TeleCenter. To replace lost or stolen checks will take time. In the meantime, continue to file your weekly claims. Direct deposit of unemployment benefit checks is not available.

Can I file a new claim after my current claim ends?

In order to qualify for a new claim when your current benefit year ends, you must meet certain eligibility requirements. To qualify, you still need 680 hours of work in your new base year (or alternate base year) and, if part of the wages in your new base year were earned before you filed your previous claim, you must also meet one of two other requirements:

1. If you were unemployed when you filed your previous claim, you must have returned to work and earned wages of at least six times your new Weekly Benefit Amount *after* filing your previous claim; or
2. If you filed your previous claim before you became unemployed, you must have returned to work and earned wages of at least six times your new Weekly Benefit Amount since you first became unemployed.

We are on the Lookout for False Claims

We have many ways to find out if someone is receiving unemployment benefits by making false claims or not giving us information as required. Some of these are:

- Comparing the earnings you report with those reported on employer's records.
- Randomly auditing claims.
- Checking earnings reported in other states.
- Checking records of people hired in new jobs.
- Checking job search contacts.
- Investigating tips from others about possible fraud.
- Crosschecking social security numbers against the Social Security Administration data base.

Misrepresenting or knowingly withholding information about your claim is considered fraud. It will result in a denial of benefits for up to two years and the money will have to be repaid. You might also face criminal prosecution.

How Do You Figure My Weekly Benefit Amount?

Within a few days after you apply for unemployment benefits, you will receive a Statement of Wages and Hours. It will show:

- The wages and hours for your base year reported by your former employer(s).

NOTE: Your base year is the first four of the last five completed calendar quarters prior to filing your claim for unemployment benefits. If you do not qualify using that period, you may qualify for an Alternate Base Year (ABY) using the last four completed calendar quarters as your base year.

- Whether you worked enough hours to receive benefits.
- The total amount of benefits you can receive on this claim.

If you are requesting to have wages combined from two or more states, the first Statement of Wages and Hours will not be complete. As wages are received, you will receive a new statement. When all states have reported wages, a final statement will be mailed.

If you do not get your Statement of Wages and Hours within two weeks of filing your claim, call your Unemployment Claims TeleCenter for assistance.

Weekly Benefit Amount

For new claims filed with an effective date of April 24, 2005 or later, the WBA equals 3.85% of the average of the **two** highest quarter's earnings in your base year or \$496, whichever is less.

For new claims filed between January 2, 2005 and April 23, 2005, the WBA is 1% of your **total** base year earnings or \$496, whichever is less.

If you have a claim effective between January 4, 2004 and January 1, 2005, the weekly benefit amount (WBA) equals 4% of the average of the **three** highest quarter's earnings in your base year or \$496, whichever is less.

The maximum WBA is \$496. The minimum WBA is based on 15% of the average weekly wage for the same period.

Maximum Benefits Payable (MBP)

The total amount of regular benefits that you can draw during your benefit year is one-third of your base year wages or 26 times your weekly benefit amount, whichever is less.

Benefit Year

Your benefit year is 52 weeks (occasionally 53 weeks), beginning on Sunday of the week in which you apply for benefits. During your benefit year, you can collect no more than your total benefits as described above, unless additional benefits such as state extended benefits or federal benefit extensions are available.

If you go back to work during your benefit year and lose your job again, you must reopen your claim before you can begin receiving benefits again.

What if I think my Statement of Wages and Hours is wrong?

If you think the amount of wages or hours are not correct, call the Unemployment Claims TeleCenter for assistance. If we have to add or remove wages and/or hours from your claim, we will mail you a corrected Statement of Wages and Hours. If you still think the information is wrong, you can file an appeal.

Your Statement of Wages and Hours may be or appear to be incorrect if:

- You worked in one quarter and were paid in the next quarter. Employers report wages in the quarter that they pay you. If you think moving these wages to the quarter you earned them would give you a better claim, call your Unemployment Claims TeleCenter for assistance.
- Your employer incorrectly reported your Social Security number, wages or hours, or failed to submit a report.
- You were in the military, worked for the federal government, or worked in another state. (In this case your wages will not show on your first Statement of Wages and Hours.)
- Errors were made while entering your wages and hours into our computer system.

What Can Be Deducted From My Benefits?

Remuneration/ Deductible Income

You can claim benefits, but you must report all work and income earned each week, including income that is:

- Earned from part-time work, including your current employer;
- Earned from self-employment;
- Received in lieu of money, such as room, board, bonuses, tips, or other forms of value;
- Received for Chore Service, COPES, or day care; and
- Earnings for performing work or services on an exchange basis, such as trading work for rent.

You must report your earnings before deductions, not your net pay. **You must report income for the week you earn it, regardless of when you receive it.** If you do not, you may lose your right to future benefits and have to pay back the benefits you received.

If you are uncertain whether something is considered remuneration, contact your TeleCenter for assistance.

The following are a few examples of what might be considered remuneration.

Part-time Employment

Part-time employment is work that is less than the customary hours worked by most individuals in an occupation in a given labor market. Generally, suitable work is full time work. Claimants working part-time are not always attached to one employer, and may not work each week.

If you are working part-time, you are required to meet all of the eligibility requirements. You must be:

- Able to work full-time;
- Available for full-time work;
- Actively seeking full time work; and
- Registered for work with a WorkSource Office or local employment center.

New law affects some part-time workers

If you are a part-time worker and file a new claim effective on or after January 2, 2005, a change in the law may affect you. You are a part-time worker for the purposes of this law (RCW 50.20.119) if you are otherwise eligible for benefits and:

- Earned wages in at least 40 weeks in your *base year* (see page 21).
- Did not work more than 17 hours in any week of your base year.

If you meet this definition of a part-time worker, you do not have to look for full-time work to be eligible for unemployment benefits. You are required to be able, available and seeking suitable work that is 17 or fewer hours each week.

For more information, call your TeleCenter or see our Frequently Asked Questions at ptfaq.go2ui.com.

Bonuses

A bonus connected with work which you performed during a specific week is considered remuneration for that week and is deductible. Bonuses which are over and above any contractual agreement are usually not assigned to any one week and are not deductible.

Tips

You must report all tips received as earnings for each week benefits are claimed. If total tips received for a calendar month are less than twenty dollars, you may request that benefits for the week be adjusted to show no tip earnings.

Pay instead of notice, sick leave, holiday, and vacation pay

If you are fired and your employer pays you instead of giving you advance notice, we must deduct that amount from your benefits. If your employer pays you for sick leave, holiday pay, or vacation pay, we must also deduct these payments if they are assigned to a specific week. For example: (1) If you are working part-time and you are sick one day, the sick leave earnings are assigned to the week you were sick; (2) payment for July 4th is assigned to the week of the holiday; (3) payment for vacation when the company is closed for two weeks is assigned to those weeks.

If you receive a lump sum cash-out of your vacation pay, it is not deductible from your unemployment benefits because it is not assigned to a specific time period.

Self-employment

When you are self-employed and claiming benefits, you must estimate how much you expect to receive and report the net amount on your weekly claim (net earnings is gross earnings minus expenses). At the end of the year, you must contact your Unemployment Claims TeleCenter and provide the actual amount of your net earnings. Your estimated net earn

ings will be adjusted to reflect your actual earnings. You may be eligible for more benefits or you may have an overpayment.

Remember that you must be actively seeking work and be able and available to accept full time work while self-employed.

Military reserve pay

You must report your pay if you are in the Military Reserve or National Guard and you worked more than 72 consecutive hours. State law requires us to deduct payments for more than 72 consecutive hours of work.

If you are a reservist, your weekend duty is based on 24 hour days.

Jury Duty

If you receive compensation for being on-call or reporting as a prospective juror or serving on a jury, this is considered remuneration and must be reported and deducted from unemployment benefits.

If the compensation received is reimbursement for travel, meals or other expenses, it is not considered remuneration and is not deductible from unemployment benefits.

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Back pay and Worker's Compensation

If you are seeking back pay from an employer, you must let us know when you apply for benefits. If you receive any back pay or lump sum settlement of worker's compensation of any kind, you must let us know. You may have to repay the unemployment benefits you received for the period covered by the back pay award.

Other Deductions

Pensions

If you are receiving or applying for a pension, the employer-paid portion is deductible from your benefits if your base period employer (listed on your Statement of Wages and Hours) paid into the pension plan. Deductible pensions include:

- Private employer pensions;
- Union pensions;
- State and local government pensions;
- Federal civil service pensions (including disability);
- Military retirement pensions (including disability); and
- Annuities.

Social Security pensions are not deductible from unemployment insurance benefits.

Disability pensions are not deductible if they are based only on the degree of disability or injury, rather than length of service.

Survivors and widows pensions are not deductible because they are not based on your work.

If you receive a lump sum payment for a pension instead of monthly payments, the employer-paid portion is deductible from unemployment benefits. The entire lump sum payment is prorated over your life expectancy (based on IRS life expectancy charts) to determine the amount deducted on a monthly basis.

If the lump sum amount (or a portion of it) is reinvested within 60 days to another long-term retirement plan, such as an IRA (WAC 192-16-025), the reinvested amount is **not** deductible from unemployment benefits. The long-term plan must be a plan that you do not intend to draw any income from while drawing unemployment benefits. You must report to the department if you later apply for and/or receive any income from the plan while drawing unemployment benefits.

After you leave work, you may choose to draw out any funds you paid into a retirement plan. These funds will not be deducted from your benefits.

Child support

If you owe child support, federal law requires us to deduct up to 50% of each of your unemployment checks until your debt is paid. If you have any questions about the amount of your deduction, contact your local Division of Child Support.

Income Tax

The federal income tax law does not require us to withhold taxes from your weekly unemployment benefits. However, you may choose to have 10% of your weekly benefits deducted for income tax. See the "Are My Unemployment Benefits Taxable Income" section in this booklet.

Definitions and Detailed Explanations

Fully unemployed means you have lost your job and you have performed no services during the week or have no remuneration payable for the week. You cannot receive benefits if you work full-time for an employer or if you are fully self-employed.

Partially unemployed means you were originally hired to work full time and your employer has temporarily reduced your work hours because of lack of work. (If you are partially unemployed and filed your claim using the Internet, you must call the Unemployment Claims TeleCenter to learn whether you need to look for work.)

Part-time employment means that you routinely work less than full-time. If you work part-time, you may be eligible to receive a reduced amount of unemployment benefits. You may receive some benefits over a longer term than someone who is fully unemployed. Part-time earnings may help you qualify for a new claim when your current claim ends. In order to receive partial benefits while working part-time, you must still look for full time work each week.

New law affects some part-time workers

If you are a part-time worker and file a new claim effective on or after January 2, 2005, a change in the law may affect you. You are a part-time worker for the purposes of this law (RCW 50.20.119) if you are otherwise eligible for benefits and:

- Earned wages in at least 40 weeks in your *base year* (see page 21).
- Did not work more than 17 hours in any week of your base year.

If you meet this definition of a part-time worker, you do not have to look for full-time work to be eligible for unemployment benefits. You are required to be able, available and seeking suitable work that is 17 or fewer hours each week.

For more information, call your TeleCenter or see our Frequently Asked Questions at ptfaq.go2ui.com.

Suitable work is employment in an occupation in keeping with your prior work experience, education, training, and that you have the physical and mental ability to perform. Generally, suitable work is full time work. Self-employment is not included in the definition of suitable work.

The definition of suitable work is different when you are collecting state funded extended benefits. It is defined as any work that is within your capabilities and that pays a gross wage that is at least equal to the higher of:

- Your Weekly Benefit Amount (plus any supplemental unemployment benefits); or
- The state or federal minimum wage (whichever is higher).

Unemployed through no fault of your own means you were laid off, you quit your job with good cause as defined by state law, or you were fired but not for misconduct/gross misconduct. If you voluntarily quit without good cause, or were fired for misconduct/gross misconduct from any former job, you may be disqualified.

Able to work means you are physically able to work. If you cannot perform any type of work because you are injured or disabled, you may not be eligible for unemployment benefits. You must inform us whenever you are not able to work, if you apply for or receive any retirement or disability pension, or if you receive “time loss” income or crime victims compensation.

Available for work means you must be ready, able, and willing to immediately accept any suitable work that fits your training, experience, and ability. You cannot place unreasonable limits on such things as hours, shifts, wages, location, and types of work you will accept. It also means you must have a way to get to work and have childcare available if you need it. You must be legally entitled to work in the United States.

If there is ever a reason you are not available for work, including going to school, you must let us know. Otherwise, you may lose your right to receive benefits. You may also have to pay back the benefits you have already received. In addition, this department may assess fraud when necessary.

Actively seeking work means you are looking for suitable work every week in the way that is common for your occupation and labor market. State law requires that people receiving unemployment benefits be actively looking for work.

For claims with an effective date on or after January 4, 2004:

For each week that you claim benefits, you must make at least three employer contacts or participate in three in-person job search activities (or a combination of both for a total of three) at your WorkSource Office or local employment center.

If you are a member of a full referral union, you must comply with your union's dispatch rules.

For claims with an effective date prior to January 4, 2004:

For each week that you claim benefits, you must make at least three employer contacts or participate in one in-person job search activity at your WorkSource Office or local employment center.

If you are collecting additional or extended benefits under a state or federal program, you may be required to make more job search contacts.

You may not be required to make any job search contacts if you:

- have been granted Commissioner Approved Training (CAT);
- are approved for training benefits;
- are a member of a full referral union that is recognized by the department; or
- are on department approved standby.

We will notify you of your job search requirements.

You may not have to register for work with us if you:

- Are a member of a **full referral union** that is recognized by this department. Your membership meets the job search requirements of the law as long as you are a member in good standing and are available for dispatch according to your union rules. You must be immediately available for work and do whatever your union requires of you to be referred to work. If you are not available when called for dispatch, or if you refuse a dispatch or referral, you must report this information when you make your weekly claim;
- Are partially unemployed (your full-time job has been reduced to part-time work) or "on standby" requested by your regular employer and approved by the department;
- Are enrolled in an approved training program; or
- Have an anti-harassment order issued by the court for your protection.

If you are a student, you must let us know if you are attending school, registered for school, or planning to start school. Like anyone who is being paid unemployment benefits, you must still meet the other requirements listed without unreasonable limits on the hours you will work. If the department agrees that the only way you can return to work is by going to school for training, you may be able to receive benefits without looking for work. See the section on Important Training Information in the front of this booklet to learn more about receiving unemployment benefits while going to school.

Covered employment means a job in which the employer is required by law to report to our department and pay a payroll tax. This tax is used to pay unemployment benefits. A few jobs, such as outside commission sales, real estate sales, certain non-profit organizations, and churches are not covered by unemployment insurance. Covered employment can also include work for local, state, tribal, federal government, military service, or work in another state.

For more information about these terms, go to our website at **home.go2ui.com**. If you do not have a computer, you can usually find one in the local library, or you can use one in your WorkSource Office or local employment center.

General Information

What Do I Need to Know About My Rights and Responsibilities?

What are my rights?

If we have a question about your eligibility for benefits:

- You are entitled to know what the problem is;
- You may ask for a copy of any or all department records or documents about the problem;
- You have the right to an interview before a decision is made;
- You may have anyone, including an attorney, help you at the interview;
- You may present evidence, documents, or witnesses, including co-workers, at the interview;
- You may question witnesses or anyone present at the interview;
- You may appeal any decision you disagree with.

Any time we make a decision about your claim, we will send you a written notice.

No decision can be made until you have claimed at least one week.

What are my responsibilities?

You are responsible for understanding the information in this booklet and doing what the law requires. If you have any questions, call your Unemployment Claims TeleCenter. If you do not call, we will assume you understand!

Continuing Eligibility

After you begin receiving benefits, a question may arise about your eligibility. If you are using the Weekly Claims Line or Internet, you will be directed to call us or we will send you a request for written information. We will review the facts and send you a letter with our decision. If you have already received benefits for which you do not qualify, your decision letter will include an Overpayment Assessment that tells you how much you owe. (See the section that contains overpayment information later in this booklet.) Unless you have returned to work, continue to file your weekly claims.

Decision Letter

If you understand the decision but do not agree with it, you have 30 days to appeal. Continue to file your weekly claims during the appeal process.

Conditional Payment

When you are actively drawing unemployment benefits and there is a question about your eligibility for benefits, we will pay you conditionally. This means that we will continue to pay you while we determine your eligibility for benefits. We will not pay you conditionally if you have had a break in claiming of at least four weeks because:

- You returned to work;
- You stopped filing a claim; or
- We denied your benefits.

If you are later found ineligible for benefits, you will have an overpayment that you will have to repay.

Job Search Log

You must complete and keep a Job Search Log for each week that you claim unemployment benefits. Your Log must show that you looked for work by contacting the required number of employers or participated in the required in-person job search activity(s) each week. We may ask you to produce your Job Search Log(s) anytime up to 30 days past the end of your benefit year; or 30 days past the receipt of any benefits. You could be asked to provide evidence of job search activities for all weeks claimed. **DO NOT send them to us unless we ask you to do so.** The employers that you list on your Log(s) may be called to verify that you looked for work with them. Falsifying job search information is fraud and can result in a denial of your unemployment benefits for up to two years. Job Search Logs are provided in the back of this booklet. You can get additional Logs at your local WorkSource Office or Affiliate or you can download a copy from the Internet at log.go2ui.com.

You are not required to maintain a Job Search Log if you:

- Have been approved by the department for Commissioner Approved Training or Training Benefits;
- Are a member of a full referral union, recognized by the department;
- Are on standby status.

If you were allowed benefits because you quit your job due to domestic violence or stalking, you are encouraged to keep a log but it is not required. However, you are still required to make an active search for work.

What Could Disqualify Me From Receiving Benefits?

You may be denied unemployment benefits even though you have enough earnings and hours for a valid claim. You may be disqualified indefinitely, or for a certain number of weeks, or until you fulfill a requirement. However, you should apply for benefits because there are exceptions in the law.

You may be disqualified if you lost your job because you:

Voluntarily Quit

You can establish good cause for voluntarily quitting work for 10 specific reasons. You may have left work for good cause:

1. To accept a bona fide offer of work.
2. Due to your illness or disability, or the death, illness or disability of a member of your immediate family, as long as you pursued all reasonable alternatives to preserve your employment.
3. To relocate for your spouse's mandatory military transfer. The relocation must be in Washington or to another state that allows quit to follow your spouse as good cause and you remained employed as long as was reasonable prior to the move.
4. To protect yourself or your immediate family members from domestic violence or stalking.
5. Because your employer reduced your usual compensation by 25% or more.
6. Because your employer reduced your usual hours of work by 25% or more.

NOTE: If the reduction in hours or pay is less than 25%, you may still qualify for benefits if the working conditions are less favorable than similar work in your area.

7. Because your employer changed your work site, causing a material increase in distance or difficulty of travel.
8. Because your work site safety deteriorated, you reported the safety deterioration to your employer and your employer failed to correct the hazard(s) within a reasonable period of time.
9. If you reported illegal activities at your work site to your employer and your employer failed to end such activities within a reasonable period of time. You are not required to report illegal activities to your employer if your employer is responsible for these activities and notifying your employer could jeopardize your safety.
10. If your employer caused your usual work to change to work that would now violate your religious convictions or sincere moral beliefs.

If you quit work without good cause, you will be disqualified for at least seven weeks and until you earn wages equal to seven times your weekly benefit amount in covered employment.

Discharged for misconduct or gross misconduct

Two types of misconduct are defined—misconduct and gross misconduct.

Misconduct includes, but is not limited to the following:

1. Willful or wanton disregard of the employer or fellow employee;
2. Deliberate violations or disregard of standards of behavior which the employer has the right to expect;
3. Carelessness or negligence that causes or would likely cause serious bodily harm to the employer or fellow employee; or
4. Carelessness or negligence of such degree or recurrence to show an intentional or substantial disregard of the employer.

The following acts are considered willful or wanton disregard:

1. Insubordination;
2. Repeated inexcusable tardiness following warnings;
3. Dishonesty related to employment;
4. Repeated and inexcusable absences;
5. Deliberate acts that are illegal, provoke violence or violation of laws, or violate the collective bargaining agreement;
6. Violation of a company rule; and
7. Violations of law.

If you are discharged or suspended for **misconduct** connected with the work, you will be disqualified for at least ten weeks and until you earn wages equal to ten times your weekly benefit amount in covered employment.

Gross misconduct is defined as:

1. A criminal act in connection with your work for which you have been convicted in a criminal court, or have admitted committing; or
2. Conduct connected with your work that demonstrates a flagrant and wanton disregard for the employer or a fellow employee.

If you are disqualified for **gross misconduct**, in addition to the ten weeks and ten times your weekly benefit amount, all of your hourly wage credits based on that employment or 680 hours of wage credits, whichever is greater, will be removed from your record. Removing these hourly wage credits could mean you no longer have a valid claim, or your benefits could be reduced.

Were affected by a strike

If you are not working because of your participation in a strike, you may not be eligible for benefits. If you do qualify, you must report any payments from your union while you are not working. If the law defines these payments as “earnings,” we will deduct these earnings from your benefits if you are eligible.

Were affected by a lockout

If you are not working because of a lockout, you may be eligible for benefits and we recommend that you apply. If you do qualify, you must report any payments from your union while you are not working. If the law defines these payments as “earnings”, we will deduct them from your benefits if you are eligible.

You may also be disqualified from benefits if you:

- Are not able to work, are not available for work, or are not actively seeking suitable work. This also applies to students in training that is not approved by the department.
- Fail to accept or apply for a suitable job as directed by the department. If denied, you will be disqualified for seven weeks and until you earn at least seven times your weekly benefit amount in covered employment.
- Fail to attend a Job Search Monitoring Interview when scheduled.
- Fail to report for an Orientation and Job Preparation class if directed.
- Fail to provide copies of your Job Search Log when requested.
- File your claim late.

- Fail to reopen your claim if you stop claiming.
- Do not follow directions given by a department representative.
- Refuse the department’s help in finding a job.
- Do not follow union rules (if you are a member).
- Are employed full time.
- Report work, vacation, holiday and self-employment hours consistent with full time employment.
- Are a school employee between terms or a professional athlete between seasons.
- Are not legally entitled to work in the U.S.
- Misrepresent the facts while claiming benefits.

Misrepresenting or knowingly withholding information about your claim is considered fraud. It will result in a denial of benefits for up to two years and any money paid for those weeks will have to be repaid. You may also face criminal prosecution.

How Can I Appeal a Decision?

You, your last employer, and any base period employer(s), have the right to appeal any decision we make about your claim, including:

- Approval or denial of benefits;
- Approval or disapproval of training;
- Reason for an overpayment;
- Amount of an overpayment;
- Whether or not you are responsible for an overpayment; and
- Reason for denying or allowing a waiver. A waiver means that you do not have to repay the amount you were overpaid.

You will know that we have made a decision when you receive one of the following notices:

- **Revised Statement of Wages and Hours (redetermination).** Tells you whether we recalculated your benefits based on new information about your earnings and/or hours worked.
- **Decision Letter.** Tells you if you have been allowed or disqualified from receiving benefits and the reason(s) why. If disqualified, the **Overpayment Assessment** is the part of the decision that tells you if you have been paid too much, and how much you must pay back.

When to file your appeal

An appeal should be filed within 30 days of the date your decision was mailed. If you do not file your appeal request within 30 days, you will have to demonstrate *good cause* for filing a late appeal. Unless good cause is established, your case may be dismissed as untimely.

Submitting your appeal in writing

If you disagree with any decision, you can appeal the decision by writing to

the Unemployment Claims TeleCenter.

Your request should include:

- Your name and Social Security number;
- What you are appealing (the reason you were denied/disqualified);
- The date of the decision;
- Why you disagree with the decision;
- Any records that you think should be considered in making the decision;
- Any witnesses you would like to have present for your hearing;
- If you need an interpreter, which language you use (this includes American Sign Language interpreters); and
- If your appeal is late, explain why it is late.

We can not accept an appeal by email.

If you move while your appeal is pending, remember to notify the Unemployment Claims TeleCenter and Office of Administrative Hearings of your new address.

When we receive your request for an appeal, you will receive information explaining your rights and responsibilities in the appeal process. We will send your appeal to the Office of Administrative Hearings (OAH), which is not a part of the Employment Security Department. OAH will then assign an administrative law judge to hear your case. Copies of your file will be sent to all parties involved in your appeal. This includes you, your witnesses, and any interested employer(s). OAH will tell you when the hearing will be held and whether it will be done by telephone or in person. Most hearings are held by telephone.

Getting help with an appeal

You have the right to have anyone represent you at the hearing. This includes your attorney and free or low-cost legal aid. The person that represents you does not need to be an attorney.

At the hearing you will be asked to give testimony under oath. You will also have the right to question any witnesses and present evidence or testimony to show that our decision was wrong. Your availability for work and work search may be examined during the hearing. Have your Job Search Logs with you for your hearing. If you do not attend the hearing, the judge may rule against you.

Filing while the appeal is being considered

To protect your right to receive benefits, file your weekly claim as usual for each week you are unemployed. Even if the appeal is decided in your favor, you will not be paid for any week you did not claim as required. If your employer appeals your right to benefits and the appeal is decided against you, you will have to repay any benefits received.

If you have questions about filing an appeal or the process, call the Unemployment Claims TeleCenter and request the “Know Your Rights” brochure, which explains the appeal process. A copy of the brochure can also be downloaded from our website at appeal.go2ui.com.

If a hearing decision goes against you, you have the right to appeal by filing a Petition for Review with the Commissioner of the Employment Security Department. The instructions for filing the Petition for Review are included in the hearing decision.

What If I Receive More Than I am Entitled To?

It is possible that you will receive more benefits than you are entitled to. If you do, your decision letter will include an Overpayment Assessment. You will have to pay back the amount of the overpayment. Some reasons you may be paid too much are:

- **Mistake.** You keyed your earnings incorrectly or reported your net earnings (the amount after deductions) instead of your gross earnings (the amount before deductions).
- **Misrepresentation.** You willfully reported an incorrect earnings amount, intentionally gave the wrong reason for your job separation, or you deliberately failed to report all earnings or other information that we require.
- **Back pay.** You are given back pay or awarded a back pay settlement. When you apply for benefits, you must tell us that you are trying to get back pay. When you receive back pay you must tell us, even if you are no longer claiming benefits.
- **Improper payment.** You are paid benefits, but are later disqualified because we have learned new facts.
- **Employer appeals.** You are paid benefits, but are later disqualified because a former employer successfully appealed the payment.
- **Agency error.** We accidentally paid you for a week or weeks for which you were not eligible.

In determining whether you are liable for repayment of an overpayment, we will look at whether you are at fault in causing the overpayment. Fault implies a degree of responsibility, but at a lesser level than fraud or willful nondisclosure.

Repaying overpayments

Explanation of payments, penalties, and waivers

If you receive more benefits than you are entitled to, we will send you an Overpayment Assessment (in your decision letter) which will say how much you owe. If we overpay you, and the payment includes an Internal Revenue Service (IRS) deduction, you will have to repay the benefits you received, along with the amount we have withheld and sent to the IRS. You can repay by check or money order. Please make your check or money order payable to “Employment Security Department”. Include your name and Social Security number on your payment. Mail your payment to: Employment Security Department, Treasurer’s Office, PO Box 9046, Olympia, WA 98507-9046. We no longer accept payments at our local offices.

Because an overpayment is a legal debt, we encourage you to promptly repay the money you owe. We recommend that you repay the full amount in a lump sum if you can. If you cannot afford this, you can arrange to make monthly payments. We will tell you the minimum amount that you must pay each month. If you have questions about the repayment process, you should contact the Benefit Payment Control Unit at their toll free number, 1-866-697-4831, or in the Olympia area at (360) 902-9770. In

addition, you can use the following numbers or e-mail address: FAX 360-902-9270, TTY local 360-486-3032, TTY toll free 800-207-0882, e-mail: bpcunit@esd.wa.gov.

Minimum monthly payment

The amount of your minimum monthly payment is calculated as follows:

- For overpayments due to misrepresentation or suppression of information (fraud) - the weekly benefit amount you were receiving at the time you were overpaid or 3% of the overpayment balance, whichever is greater.
- For all other overpayments - one third of the weekly benefit amount, 3% of the overpayment balance, or \$25, whichever is greater.

Deducting money from your benefits for your overpayment

If you are making your full monthly payment, we will not deduct your overpayment from future benefits unless:

- You request it to pay off your overpayment more quickly;
- Your overpayment occurred because you asked us to cancel your claim; or
- You owe more than the balance on your claim.

We will not deduct any interest or court costs from your benefits. You must pay these yourself.

If you stop making your full monthly payment for any reason, we may deduct the overpayment from your benefits. We can do this if you are eligible for benefits and claim benefits.

We will deduct 100% of your weekly benefit amount if:

- Your overpayment was caused by misrepresentation or suppression of information (fraud), and you miss at least two monthly payments; or
- The money left in your benefit claim is equal to or less than the amount you owe; or
- You ask us to cancel your old claim in order to file a new claim; or
- You called and requested we deduct the overpayment from your benefits.

We will deduct 50% of your weekly benefit amount if:

- Your overpayment was not caused by misrepresentation or suppression of information (fraud), and you miss at least two monthly payments; or
- You are being paid on a federal extension.

Interest on overpayments is charged at 1% per month. Interest begins immediately on fraud overpayments. For other overpayments, interest begins when two or more payments have been missed.

Waivers

Under certain conditions we can waive an overpayment. If your overpayment is “waived” you do not have to repay it. We cannot waive an overpayment if:

- You were at fault in causing the overpayment; or
- Your benefits were denied because of misconduct/gross misconduct; or
- The overpayment is the result of a conditional payment.

Your determination notice will tell you whether you were at fault in causing your overpayment. The decision to waive or not waive your overpayment is made in accordance with regulation and is based primarily on your financial circumstances. If you are eligible to have waiver of your overpayment considered, you will be asked to submit a Certification of Financial Condition and Request for Waiver.

If the overpayment is because of a conditional payment, we cannot waive repayment.

Information about conditional payments can be found in the section in this booklet on “Rights and Responsibilities”.

Failure to repay an overpayment

If you do not repay the overpayment, we may place a lien on your property, garnish your bank account, or garnish your wages or your spouse’s wages. Filing for protection under bankruptcy may not remove your responsibility to repay the debt.

We Share Limited Information About You

We must give information about your claim to any of your base year employers or employer representatives if they request it. We can give them:

- Your home address and telephone number;
- Amount of benefits paid; and
- Copies of your file including statements made and documents collected regarding issues on your claim.

NOTE: *This does not apply to individuals who are victims of domestic violence or stalking and are a participant in the Washington State Address Confidentiality Program (ACP).*

We cannot give information about you or discuss your claim with anyone else unless we have a signed release of information on file giving us permission or are ordered to do so by a Hearings Tribunal.

Privacy Act

The Privacy Act of 1974 requires this department to provide the following information because you are being asked to furnish your Social Security Number (SSN) under the authority of the Internal Revenue Code of 1954 (26 U.S.C. 85, 6011(a), 6050B, and 6109(a)):

Furnishing your SSN is mandatory under federal law.

Your SSN is used:

- For processing your unemployment claim;
- To match with Social Security Administration records to verify your identity;

- To report unemployment benefit payments to the Internal Revenue Service (IRS) as taxable income;
- For statistical purposes;
- To detect fraud in federal and state programs;
- For child support enforcement purposes;
- To verify eligibility for unemployment benefits and public assistance;
- To verify eligibility for Housing and Urban Development (HUD) programs; and
- To assist in tracking people who have not paid back their student loans.

Wage, income, and other information under your SSN may be exchanged with other agencies that administer federally assisted programs.

Data Sharing Notice

We will share information about you with our WorkSource partners for the purpose of providing you with employment and training-related services. Examples of WorkSource partners are community colleges; community service organizations such as Community Action Councils and Career Pathways; the Department of Social and Health Services (DSHS); and the Division of Vocational Rehabilitation within DSHS. WorkSource partners differ in each region.

The information we will share includes:

- Your name;
- Address;
- SSN;
- Wage;
- Other relevant identifying information; and

- Your employment & educational history.

Sharing the information among WorkSource partners allows you to receive services from them without having to give the same information to each of the partners.

WorkSource partners may not share this information with anyone else.

You may ask us not to share your information with WorkSource partners and we will honor that request. If you ask us not to share your information, you are still eligible for services from these partners.

We will not share this information if you have a court order issued for your protection or you are a victim of domestic violence and are a participant in the Washington State Address Confidentiality Program (ACP).

We will strictly obey the laws that protect your private information.

We will send you a copy of the Data Sharing Notice when we mail the Statement of Wages and Hours to you. We send this to you when you file your claim for benefits. If you do not want us to share your information with these partners, please complete the form and mail it to us with your signature. This form is also available in Spanish, Russian and Vietnamese from your local WorkSource Office or Affiliate. If you have any questions about data sharing with WorkSource partners, please contact your local WorkSource Office or Affiliate.

We will never share information about you for commercial purposes.

Are My Unemployment Benefits Taxable Income?

Yes. Your tax payment options are described in this section.

To withhold or not to withhold?

The federal income tax law does not require us to withhold taxes from your weekly unemployment benefits. However, you may choose to have 10% of your weekly benefits deducted for income tax.

Should you choose to have income taxes taken from your benefits, this may help you avoid a large tax bill.

We cannot refund any money we withhold for income tax purposes. If we overpay you, and the payment includes an Internal Revenue Service (IRS) deduction, you will have to repay the benefits you received, along with the amount we have withheld and sent to the IRS.

If you choose to have taxes taken from your benefits, and did not tell the Unemployment Claims TeleCenter when

you filed your claim, complete the Voluntary Withholding Form below and send it to the address listed or call your Unemployment Claims TeleCenter.

Statement of taxes paid

After January 15th of each year, the Department will mail an IRS 1099-G form showing the total benefits paid and the amount of income taxes withheld in the prior calendar year. This form is mailed to the last address we have for you. **If you have stopped claiming benefits and moved, it is important that you give us your new address before the end of the year so we can send the 1099-G form to your correct address.** This information is also provided to the IRS.

The amount on the 1099-G form does not include any adjustments, such as overpayments, nor does it include any amount you returned or refunded to us. If these adjustments for overpayments have been made, you must resolve the

differences with the IRS using receipts or other records to support your tax return. If you have questions about reporting adjustments on your income tax, contact the IRS for assistance.

The IRS does not require a copy of the 1099-G to file your income tax.

Between January 30th and April 30th, you can obtain the prior year's tax information by calling the Unemployment Information and Weekly Claims Line. If you were issued more than one 1099-G, you will hear a total amount that includes all 1099-Gs. This information is also available on the Internet from the Weekly Claims option at www.go2ui.com.

If you file your tax return electronically, you will also need to identify the agency which paid you the benefits. In this state it is:
Employment Security Department
State of Washington
PO Box 9046
Olympia, WA 98507-9046
Federal ID 91-6001099
1-800-362-4636

You may discontinue withholding taxes from your weekly benefits at any time by calling the Unemployment Claims TeleCenter, but only the IRS can refund your withholdings for income tax. The IRS can only refund your money if you qualify for a refund on your annual federal income tax return.

Yes,
I want 10% of my weekly unemployment benefit payment withheld for income tax.

Your name: _____

Your signature: _____

Your Social Security Number: _____

Today's Date: _____

Return this form to:

Employment Security Department
Centralized Claims Processing Unit
P.O. Box 9555
Olympia, WA 98507-9555

OR FAX:
(360) 902-9558
(877) 280-6224

Job Search Guide

What Must I Do To Find Another Job?

While claiming benefits, you are required to be:

- Able to work;
- Available to work;
- Actively seeking suitable work; and
- Registered for work with a WorkSource Office or local employment center.

If required, you must maintain a log of your job search activities.

For claims with an effective date on or after January 4, 2004:

For each week that you claim benefits, you must make at least three employer contacts or participate in three in-person job search activities (or a combination of both for a total of three) at your WorkSource Office or local employment center.

If you are a member of a full referral union, you must comply with your union's dispatch rules.

For claims with an effective date prior to January 4, 2004:

For each week that you claim benefits, you must make at least three employer contacts or participate in one in-person job search activity at your WorkSource Office or local employment center.

A valid job search contact is a contact with an employer to inquire about or apply for a job.

The following are NOT considered valid job search contacts:

- Posting to a dot com employment agency without an application submitted to a specific employer

- Job search contacts with employers that you know are not hiring
- Submitting a state application without a specific announcement number
- When it is determined the job search contact is designed in whole or in part to avoid meeting the job search requirements.

You must also:

- Keep a log of your job search contacts.
NOTE: Copies of the Job Search Log are included in the back of this booklet. When your logs are completed, save them in case we ask you for them. Do not mail them to us unless we ask you to do so. Employer contacts listed on the log will be verified on a random basis. Keep these logs a minimum of 30 days past the end of your benefit year or 30 days past the receipt of any benefits.

Out-of-state claimants must also be prepared to record job search contacts for each week claimed.

- For employer contacts, you will be required to provide the following items from your Job Search Log for each contact made: the date, the business name and complete address, business phone number or email, how the contact was made, the person you contacted, the type of work, and the result.
- For in-person activities, you will be required to provide the following from your Job Search Log for each activity: the date, the office, a description of the activity, and the result.

- When scheduled, attend a Job Search Monitoring Interview at your WorkSource Office or local employment center to discuss your job search activities. Bring your Job Search Logs with you. If you fail to report for the one week review of your job search, you will be scheduled for a job search review of all weeks claimed.

NOTE: If you are selected for an interview to review your job search activities, you are required to bring proof of your identity.

- Accept any reasonable offer of suitable work.
- Correctly report all hours worked, earnings, and any other income.
- Report in person to your WorkSource Office or local employment center when we ask you to do so.

If we have a question about your job search activities, you will be scheduled for a review of all of your job search activities from the beginning of your claim. If you do not report for this interview or your job search is incomplete, your availability for work will be in question and benefits may be denied. A denial of benefits will result in an overpayment that must be repaid.

NOTE: Your job search activities may include looking for self-employment, but this cannot substitute for your three job search contacts each week. You must be looking for work as an employee in your regular occupation. If your primary goal is self-employment, your eligibility will be in question.

Most claimants are automatically registered for work at the WorkSource Office or local employment center.

However, if you are notified you need to register you must do so within one week. The WorkSource Offices and Affiliates are listed in this booklet. If you are an Interstate claimant, call 1-877-872-5627 to find the local employment center closest to you.

You do not need to register if:

- You are partially unemployed because your hours were cut, or if you are “on standby” requested by your regular employer.

NOTE: You may request standby

for up to four weeks as long as there is a definite return to work date. Standby is subject to verification with the employer. Any request to extend standby beyond four weeks (limit eight weeks total per benefit year) must come from your employer and be approved by the department.

- You are a member in good standing with a department-recognized full referral union.
- You are enrolled in a department approved training program.
- You have an anti-harassment order issued by the court for your protection.

Do I have to accept any job that is offered?

You do not have to look for or accept work that is not suitable. Work is not suitable if:

- The work is not in line with your training and experience. (After a period of time, any job you are qualified to do may become suitable work.)
- You would be forced to join or resign from a labor union.
- The hours or working conditions are not as favorable as most other jobs in your occupation in your area.
- The work is farther than the usual commuting distance for people in your occupation in your area.
- The wages offered are lower than the wages common for that occupation in your area.
- The work is unreasonably dangerous.
- You cannot physically do the work.
- The work would offend your religious beliefs or moral conscience.

What Job Search Assistance Is Available?

The Employment Security Department is Washington’s largest employment agency. Each year our local WorkSource Offices and Affiliates refer thousands of applicants to jobs. Nearly 75,000 of them get these jobs - one every 90 seconds! Each year we help another 25,000 people find work by teaching them how to search for a job or by linking them with specialized training at community and technical colleges or on-the-job training programs. You can find your next job this way too. We are here to help you!

Interstate claimants can locate the nearest local employment center by calling 1-877-872-5627 or on the Internet at www.servicelocator.org.

For claims with an effective date on or after January 4, 2004:

For each week that you claim benefits, you must make at least three employer contacts or participate in three in-person job search activities (or a combination of both for a total of three) at your WorkSource Office or local employment center.

If you are a member of a full referral union, you must comply with your union’s dispatch rules.

For claims with an effective date prior to January 4, 2004:

For each week that you claim benefits, you must make at least three employer contacts or participate in one in-person job search activity at your WorkSource Office or local employment center.

Local resources

At the WorkSource Office or local employment center, you will find a wealth of resources to help you find your next job. We will refer you to available jobs, training opportunities, and community services and help you use the on-site resources.

Free photocopiers and computer printers to give you a professional looking resume and make extra copies of your work search material.

Videotapes and books with helpful information about such things as job search strategies, writing resumes, interviewing skills, and finding the hidden job market.

Personal computers for preparing resumes and researching labor market information. You can also use the computer to write letters to potential employers, run tutorial programs on how to look for a job, download application forms for state jobs, or assess your aptitudes and interests to find clues to the right job for you.

Internet access including the Department's site, (go2worksource.com), and national job listings on America's Job Bank. You can also use the computer to access information about unemployment benefits.

Newspapers and other publications for searching job listings and researching the labor market.

Job announcements for state, federal, and local government agencies; colleges and universities; and large businesses.

"Job Line" phone numbers for major employers.

Local phone directories.

We can also provide consultation for those who request it. We can help identify your unique assets, your skills and experiences that an employer will value. We can help you learn skills (such as computer skills) to improve your chances of finding a good job.

What Unemployment Insurance Resources Are Available on the Internet?

The Employment Security Department's home page has a link to information about Unemployment Insurance (UI). The site address is home.go2ui.com. This site provides information and services related to unemployment benefits.

Services Offered

You can use this site to:

- Apply for unemployment benefits, file your weekly claim, or reopen your claim;
- Get information about unemployment insurance tax, including information about filing tax reports and laws related to UI tax;
- Read a copy of the Laws and Regulations related to the Employment Security Department;
- Read a copy of our Frequently Asked Questions;

- Read the **Resource Manual**, which contains the policy that is used to rule on issues in the UI program;
- Get statistical information about a wide range of topics related to the UI program;
- Read "Just the Facts" which contains the mission statement for the department and provides a brief history of the UI program;
- Download forms and brochures used for unemployment benefits and tax;
- Read the glossary of terms used in the UI program;
- Read information about the services available to specific layoff populations, such as dislocated Boeing workers; and
- Find links to other resources for information about other State of Washington sites and related federal agency sites.

You can also send e-mail messages to the department and ask questions about unemployment issues if you can not find the answer on the web site.

You can apply for unemployment benefits through the Internet unless:

- You worked in two or more states in the last 24 months.
- You worked in only one state other than Washington in the last 24 months.
- You were totally disabled for at least 13 consecutive weeks due to a work related injury or a non-work related injury or illness, AND you were released by your doctor within the last 12 months.

How Can I Expand My Job Search on the Internet?

Use the power of the World Wide Web to find:

- Job and resume databases. You can browse thousands of jobs and post your resume to help an employer find you.
NOTE: Browsing job listings or posting your resume on the Internet (HotJobs.com, CareerBuilder.com, etc.) does not count as a job search contact unless an application is submitted to a specific employer.
- Employer information. You can find out where a company is located and who to talk to about available jobs. You can even check out financial information about the company before you apply.

General Information

Find labor market information, such as the latest wage information on jobs in your field before you negotiate your salary. Use Employment Security's Workforce Explorer at www.workforceexplorer.com.

Employment Security's Home Page

Access helpful information about the Washington Employment Security Department on our home page at <http://fortress.wa.gov/esd/portal/>.

Some of the best sources on the World Wide Web are listed here.

Job and Resume Databases

Explore and apply for job openings via Employment Security's job-finding web page, WorkSource, at: go2worksource.com.

WorkSource is Washington's official site for career and employment resources for job seekers and employers. As a service to you, the following can be accessed from the WorkSource web site:

Classified Job Ads - Find job listings in on-line newspapers.

Company Sites - Many employers list job opportunities on their company web sites.

Government Jobs - Federal, state, city, county, and regional are listed here.

Find Washington State jobs listed by the Washington Department of Personnel at <http://hr.dop.wa.gov>.

What Special Services Are Available?

We are here to help you get back to work quickly. We give extra attention to people with special needs or those having a hard time finding a job.

Veteran Services

If you are a veteran, you are eligible for veteran's assistance if you:

- Served on active duty for more than 180 days;
- Were discharged or released (except for dishonorable discharge); or
- Were discharged or released for a service-connected disability.

At the WorkSource Office or local employment center, you will work with a fellow veteran to identify skills you may not know you have, and learn new

ways of marketing yourself. We will also help link you to employers who want to hire veterans. We will show you how to use the services at the WorkSource Office or local employment center and other sources aimed at helping veterans compete in the civilian job market. For example:

- **Veteran work study**
- **Federal contractor job listings**

- **Veterans Readjustment Act**
- **Montgomery GI Bill**

We will also show you how to take advantage of incentives for employers to hire veterans such as tax credits and reimbursement for wages.

Trade Act

If you lost your job or your hours were cut due to foreign imports or shifts of U.S. production, you may be eligible for assistance under the Trade Act. A petition must be filed with the U.S. Department of Labor to certify that the loss of employment or hours qualifies for this program. For more information, call your nearest WorkSource Office or local employment center. You may also go online at www.doleta.gov/tradeact.

Trade adjustment assistance may include:

- Employment and vocational counseling to help you prepare for a job search;
- Training in skills for a new occupation, basic or remedial education, literacy, or English as a second language;
- A job search allowance to cover your expenses in finding a job outside your normal commuting area;
- A relocation allowance to cover expenses for moving to a new area for a job; and
- Additional financial support after your unemployment benefits run out, as long as you are enrolled in an approved full-time training program.

Dislocated worker

If you are a dislocated worker, you may be eligible for additional services. The services are available if you lost your job and are unlikely to return to your usual occupation due to:

- Plant closure;
- Mass layoff;
- Foreign competition; or
- Lack of demand for your skills.

Displaced homemakers and self-employed people affected by market changes are among those who may qualify. Dislocated workers can use the resources of a WorkSource Office or local employment center and other services to prepare for a new occupation. Services include:

- Training in skills needed for jobs in your area;
- Basic literacy;
- English as a second language;
- On-the-job training;
- Starting your own business;
- Finding a job in another area; and
- Helping your family cope with job loss.

If you have a disability . . .

specialists are available at our WorkSource Offices and local employment centers to help you find work.

If you are a community college student . . .

you may be able to obtain job readiness and job search assistance by contacting the student employment office on campus. We cooperate with college placement services to offer job placement, resume assistance, job clubs, individual counseling, and labor market information - for example, wages and jobs in your field.

Community Resources

Your WorkSource Office or local employment center can refer you to food banks, free credit counseling, and a wide range of other community resources to help you cope with unemployment.

The Washington Basic Health Plan

If you have no health insurance, or are having difficulty paying for your health insurance, the state-sponsored Washington Basic Health Plan may be what you need. This insurance is available to Washington residents at a much lower cost than most private health insurance plans. You may be able to insure your children at no cost to you. To find out if you are eligible, or to request an application, call 1-800-826-2444. You may also visit their web site at www.basicealth.hca.wa.gov.

If you think you qualify for any of the special services listed, call or visit your WorkSource Office or local employment center for assistance.

WorkSource Offices, Affiliates and Job Service Centers

Alphabetical Listing

Aberdeen (Grays Harbor)

Main Number 360-533-9318
Toll Free 1-800-783-0657
TTY 360-538-2349
511 W Heron St, PO Box 1747
Aberdeen - 98520

American Lake VA Hospital

Main Number 253-582-8440, ext 6889
Couns & Pys Services Office, Bldg 148
Tacoma - 98433

Auburn

Main Number 253-833-0102
TTY 253-804-5357
2707 "I" St NE
Auburn - 98002-2411

Bellingham (Whatcom)

Main Number 360-676-1521
101 Prospect St
Bellingham - 98225

Bremerton

Main Number 360-337-4810
1300 Sylvan Way, 1st Floor, PO Box 2149
Bremerton - 98310

Chehalis (Lewis County)

Main Number 360-748-2360
TTY 360-748-6889
Lewis County Mall
151 NE Hampe Way
Chehalis - 98532

Colville

Main Number 509-685-6158
956 S Main, Suite B
Colville - 99114

Ellensburg (Kittitas County)

Main Number 509-925-5311
401 E Mountain View
Ellensburg - 98926

Everett

Main Number 425-258-6300
TTY 425-257-1216
3201 Smith Ave, Suite 114
Everett - 98201

Forks

Main Number 360-374-7753
71 S Forks Ave, Room 15-B
Forks - 98331

Goldendale

Main Number 509-773-5503
116 E Main
Goldendale - 98620

Grandview (Apr-Oct)

Main Number 509-882-3200
601 E Main St
Grandview - 98930

Kelso (Cowlitz/Wahkiakum East)

Main Number 360-577-2250
TTY 360-578-4249
711 Vine St, PO Box 29
Kelso - 98626

Kennewick (Columbia Basin)

Main Number 509-734-5900
TTY 509-734-5956
815 N Kellogg, Suite D
Kennewick - 99336

Lakewood

Main Number 253-589-7119
10107 S Tacoma Way, Suite A-2
Lakewood - 98499

Long Beach

Main Number 360-642-6213
2601 N Pacific Hwy
Long Beach - 98631

Longview (Cowlitz/Wahkiakum West)

Main Number 360-425-3430
1526 Commerce Ave
Longview - 98632

Lynnwood

Main Number 425-673-3300
TTY 425-712-3047
20311 52nd Ave W, Suite 300
Lynnwood - 98036

Mattawa (Mar-Oct)

Main Number 509-932-4045
403 Boundary St.
Mattawa - 99349

McChord Outstation

Main Number 253-982-2009
62 MSS/WSES 552 A St
McChord - 98438

Monroe

Main Number 360-794-1343
19705 State Route 2
Monroe - 98272

Moses Lake

Main Number 509-766-2559
TTY 509-766-6509
1616 S Pioneer Way, PO Box 1249
Moses Lake - 98837

Mount Vernon

Main Number 360-416-3500
TTY 360-416-3582
301 Valley Mall Way, Ste 110, PO Box 160
Mount Vernon - 98273

Oak Harbor (Whidbey Island)

Main Number 360-675-5966
31975 SR 20, Ste 3
Oak Harbor - 98277

Olympia

Main Number 360-407-5100
3738 Pacific Ave SE, PO Box 9765
Olympia - 98507

Omak (Okanogan County)

Main Number 509-826-7310
Toll Free 1-800-887-8057
TTY 509-826-7578
126 S Main, PO Box 3759
Omak - 98841

Othello

Main Number 509-488-6993
1025 1st St
Othello - 99344

Port Angeles (Clallam County)

Main Number 360-457-9407
TTY 360-457-2106
228 West 1st St., Suite A
Port Angeles - 98362

Port Hadlock

Main Number 360-379-5036
207 W Paison
Port Hadlock - 98339

Pullman

Main Number 509-332-6549
350 SE Fairmont Rd, Suite 2
Pullman - 99163-5500

Redmond

Main Number 425-861-3700
TTY 425-861-3808
7735 178th Pl NE
Redmond - 98052

Renton

Main Number 206-205-3500
919 SW Grady Way, Suite 125
Renton - 98055

Seattle (North)

Main Number 206-440-2500
TTY 206-440-2464
12550 Aurora Ave N, PO Box 33820
Seattle - 98133

Seattle (Rainier)

Main Number 206-721-6000
TTY 206-721-4335
2531 Rainier Ave S, PO Box 22510
Seattle - 98144-5328

Shelton (Mason County)

Main Number 360-427-2174
2505 Olympic Hwy N, #420
Shelton - 98584

South Bend

Main Number 360-875-4090
307 E Robert Bush Dr, PO Box 188
South Bend - 98586

Spokane

Main Number 509-532-3000
TTY 509-532-3028
130 S Arthur St
Spokane - 99202-2291

Stevenson

Main Number 509-427-4464
704 SW Rock Creek Dr, PO Box 847
Stevenson - 98648

Sunnyside

Main Number 509-836-5405
TTY 509-836-1130
1925 Morgan Rd
Sunnyside - 98944

Tacoma (Pierce)

Main Number 253-593-7300
1305 Tacoma Ave S, Suite 201
Tacoma - 98402

Tieton (Aug-Oct)

Main Number 509-673-5380
704 Wisconsin Ave
Tieton - 98947

Vancouver (Town Plaza)

Main Number 360-735-5000
TTY 360-735-5094
5411 E Mill Plain Blvd, Suite 15
Vancouver - 98661

Walla Walla

Main Number 509-527-4393
TTY 509-527-1834
1530 Stevens, PO Drawer H
Walla Walla - 99362

Wapato (May-Oct)

Main Number 509-877-3166
1283 S Camas Rd
Wapato - 98951

Wenatchee

Main Number 509-665-6605
TTY 509-665-3744
215 Bridge St, PO Box 1927
Wenatchee - 98801

White Salmon

Main Number 509-493-1210
Toll Free 1-800-511-7388
TTY 509-493-5025
107 W Jewett Blvd, PO Box 2169
White Salmon - 98672

Yakima

Main Number 509-574-0105
TTY 509-574-0117
306 Division St
Yakima - 98902

Zillah (Apr-Oct)

Main Number 509-829-5554
1002 1st Ave
Zillah - 98953

Internet: www.go2worksource.com

Benefit Tracking Calendar

Enter the date week is claimed in column C
Enter the date benefit received in column D

STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT

2004
CLAIMANT CALENDAR

First Quarter ~ 2004

Third Quarter ~ 2004

A		B							C	D
WK NO	MO	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED
1	JANUARY	4	5	6	7	8	9	10		
2		11	12	13	14	15	16	17		
3		18	19	20	21	22	23	24		
4		25	26	27	28	29	30	31		
5	FEBRUARY	1	2	3	4	5	6	7		
6		8	9	10	11	12	13	14		
7		15	16	17	18	19	20	21		
8		22	23	24	25	26	27	28		
9	29	Mar 1	2	3	4	5	6			
10	MARCH	7	8	9	10	11	12	13		
11		14	15	16	17	18	19	20		
12		21	22	23	24	25	26	27		
13		28	29	30	31	Apr 1	2	3		

Base Year: Oct 1, 2002 thru Sep 30, 2003
Base Year Quarters: 4 of 2002; 1, 2, & 3 of 2003

Alternate Base Year: Jan 1, 2003 thru Dec 31, 2003
Alternate Base Year Qtrs: 1, 2, 3, & 4 of 2003

A		B							C	D
WK NO	MO	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED
27	JULY	4	5	6	7	8	9	10		
28		11	12	13	14	15	16	17		
29		18	19	20	21	22	23	24		
30		25	26	27	28	29	30	31		
31	AUGUST	1	2	3	4	5	6	7		
32		8	9	10	11	12	13	14		
33		15	16	17	18	19	20	21		
34		22	23	24	25	26	27	28		
35	29	30	31	Sep 1	2	3	4			
36	SEPTEMBER	5	6	7	8	9	10	11		
37		12	13	14	15	16	17	18		
38		19	20	21	22	23	24	25		
39		26	27	28	29	30	Oct 1	2		

Base Year: Apr 1, 2003 thru Mar 31, 2004
Base Year Quarters: 2, 3, & 4 of 2003; 1 of 2004

Alternate Base Year: Jul 1, 2003 thru June 30, 2004
Alternate Base Year Qtrs: 3 & 4 of 2003; 1 & 2 of 2004

Second Quarter ~ 2004

Fourth Quarter ~ 2004

A		B							C	D
WK NO	MO	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED
14	APRIL	4	5	6	7	8	9	10		
15		11	12	13	14	15	16	17		
16		18	19	20	21	22	23	24		
17		25	26	27	28	29	30	May 1		
18	MAY	2	3	4	5	6	7	8		
19		9	10	11	12	13	14	15		
20		16	17	18	19	20	21	22		
21		23	24	25	26	27	28	29		
22	30	31	Jun 1	2	3	4	5			
23	JUNE	6	7	8	9	10	11	12		
24		13	14	15	16	17	18	19		
25		20	21	22	23	24	25	26		
26		27	28	29	30	Jul 1	2	3		

Base Year: Jan 1, 2003 thru Dec 31, 2003
Base Year Quarters: 1, 2, 3, & 4 of 2003

Alternate Base Year: Apr 1, 2003 thru Mar 31, 2004
Alternate Base Year Qtrs: 2, 3, & 4 of 2003; 1 of 2004

A		B							C	D
WK NO	MO	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED
40	OCTOBER	3	4	5	6	7	8	9		
41		10	11	12	13	14	15	16		
42		17	18	19	20	21	22	23		
43		24	25	26	27	28	29	30		
44	31	Nov 1	2	3	4	5	6			
45	NOVEMBER	7	8	9	10	11	12	13		
46		14	15	16	17	18	19	20		
47		21	22	23	24	25	26	27		
48		28	29	30	Dec 1	2	3	4		
49	DECEMBER	5	6	7	8	9	10	11		
50		12	13	14	15	16	17	18		
51		19	20	21	22	23	24	25		
52		26	27	28	29	30	31	Jan 1		

Base Year: Jul 1, 2003 thru Jun 30, 2004
Base Year Quarters: 3 & 4 of 2003; 1 & 2 of 2004

Alternate Base Year: Oct 1, 2003 thru Sep 30, 2004
Alternate Base Year Qtrs: 4 of 2003; 1, 2, & 3 of 2004

Dates circled are state holidays.

Benefit Tracking Calendar

Enter the date week is claimed in column C
Enter the date benefit received in column D

STATE OF WASHINGTON EMPLOYMENT SECURITY DEPARTMENT

First Quarter ~ 2005

A								B	C	D
WK NO	MO	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED
1	JANUARY	2	3	4	5	6	7	8		
2		9	10	11	12	13	14	15		
3		16	17	18	19	20	21	22		
4		23	24	25	26	27	28	29		
5		30	31	Feb 1	2	3	4	5		
6	FEBRUARY	6	7	8	9	10	11	12		
7		13	14	15	16	17	18	19		
8		20	21	22	23	24	25	26		
9	27	28	Mar 1	2	3	4	5			
10	MARCH	6	7	8	9	10	11	12		
11		13	14	15	16	17	18	19		
12		20	21	22	23	24	25	26		
13		27	28	29	30	31	Apr 1	2		
Base Year: Oct 1, 2003 thru Sep 30, 2004 Base Year Quarters: 4 of 2003; 1, 2, & 3 of 2004								Alternate Base Year: Jan 1, 2004 thru Dec 31, 2004 Alternate Base Year Qtrs: 1, 2, 3, & 4 of 2004		

2005 CLAIMANT CALENDAR

Third Quarter ~ 2005

A								B	C	D
WK NO	MO	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED
27	JULY	3	4	5	6	7	8	9		
28		10	11	12	13	14	15	16		
29		17	18	19	20	21	22	23		
30		24	25	26	27	28	29	30		
31		31	Aug 1	2	3	4	5	6		
32	AUGUST	7	8	9	10	11	12	13		
33		14	15	16	17	18	19	20		
34		21	22	23	24	25	26	27		
35	28	29	30	31	Sep 1	2	3			
36	SEPTEMBER	4	5	6	7	8	9	10		
37		11	12	13	14	15	16	17		
38		18	19	20	21	22	23	24		
39		25	26	27	28	29	30	Oct 1		
Base Year: Apr 1, 2004 thru Mar 31, 2005 Base Year Quarters: 2, 3, & 4 of 2004; 1 of 2005								Alternate Base Year: Jul 1, 2004 thru June 30, 2005 Alternate Base Year Qtrs: 3 & 4 of 2004; 1 & 2 of 2005		

Second Quarter ~ 2005

A								B	C	D
WK NO	MO	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED
14	APRIL	3	4	5	6	7	8	9		
15		10	11	12	13	14	15	16		
16		17	18	19	20	21	22	23		
17		24	25	26	27	28	29	30		
18	MAY	1	2	3	4	5	6	7		
19		8	9	10	11	12	13	14		
20		15	16	17	18	19	20	21		
21		22	23	24	25	26	27	28		
22		29	30	31	Jun 1	2	3	4		
23	JUNE	5	6	7	8	9	10	11		
24		12	13	14	15	16	17	18		
25		19	20	21	22	23	24	25		
26		26	27	28	29	30	Jul 1	2		
Base Year: Jan 1, 2004 thru Dec 31, 2004 Base Year Quarters: 1, 2, 3, & 4 of 2004								Alternate Base Year: Apr 1, 2004 thru Mar 31, 2005 Alternate Base Year Qtrs: 2, 3, & 4 of 2004; 1 of 2005		

Fourth Quarter ~ 2005

A								B	C	D
WK NO	MO	S	M	T	W	T	F	S	DATE WEEK IS CLAIMED	DATE PAYMENT IS RECEIVED
40	OCTOBER	2	3	4	5	6	7	8		
41		9	10	11	12	13	14	15		
42		16	17	18	19	20	21	22		
43		23	24	25	26	27	28	29		
44		30	31	Nov 1	2	3	4	5		
45	NOVEMBER	6	7	8	9	10	11	12		
46		13	14	15	16	17	18	19		
47		20	21	22	23	24	25	26		
48		27	28	29	30	Dec 1	2	3		
49	DECEMBER	4	5	6	7	8	9	10		
50		11	12	13	14	15	16	17		
51		18	19	20	21	22	23	24		
52		25	26	27	28	29	30	31		
Base Year: Jul 1, 2004 thru Jun 30, 2005 Base Year Quarters: 3 & 4 of 2004; 1 & 2 of 2005								Alternate Base Year: Oct 1, 2004 thru Sep 30, 2005 Alternate Base Year Qtrs: 4 of 2004; 1, 2, & 3 of 2005		

Dates circled are state holidays.

HOW TO COMPLETE YOUR CLAIM FORM **SIDE ONE**

IMPORTANT: DO NOT MAIL A PAPER CLAIM FORM IF YOU ARE CLAIMING BENEFITS BY TELEPHONE

The instructions below apply only if you are filing for your weekly benefits by telephone, refer to your Washington Unemployment Information and Weekly Claims Line instruction sheet.

This form will help you complete your paper claim form. **Slide One** shows how to complete the top section of the claim form. **Slide Two** shows how to complete the bottom section of the claim form. If you have any questions or need assistance, please call your TeleCenter representative during regular business hours which are normally 8:00 a.m. - 5:00 p.m., Monday through Friday.

- Complete and accurate information is needed if your benefits are to be paid. To help us determine if payments should be made, we may need an interview with you. If you give us enough details on your claim form, many times we can make a decision from the information you provide. Answer all questions on your claim form completely and follow all directions. If necessary, explain in as much detail as possible. If you have paperwork that will help explain the situation, please attach a copy. Be sure you write your name and Social Security Number on all paperwork.
- Mail your completed claim during the week immediately following the week(s) you are claiming to: Centralized Claims Processing Unit, PO Box 9555, Olympia, WA 98507-9555 or fax it to (360) 902-9558 or 1-877-280-6224. Do not mail it to the address shown on the envelope that comes with your check.
- Do not file your claim early — We cannot accept claims before the claimed week(s) end. If you file early, your claim will be returned to you.
- Do not file your claim late — Claiming late will delay the payment of your benefits. If late, you must tell us why. Depending on the reasons, you could be denied and may have to repay benefits received for late claims.
- Before we can accept your claim form, it must have SATURDAY week ending dates, all questions must be answered, and it must be signed. If not, the form will be returned for you to complete.
- If you stop claiming benefits for a week or more and want to start again, you must reopen your claim by telephone.

This area shows the last week processed on your claim.

If not already shown, enter your name and your Social Security Number in this area.

For each week you claim, you must answer questions 1 through 9 by checking the "YES" or "NO" box. Depending on your answers to each question, you may have to complete items A through F on your claim form (see Slide Two).

- There are no right or wrong answers. By answering the questions, you are telling us what happened during the week(s) you are claiming. Make sure that all questions are answered and that, when necessary, you have explained your answers in detail.
- At times we may ask you to tell us where you looked for work during the week(s) you claim benefits. Be prepared to give us a list of the places where you looked. If asked, we will need the names, dates and telephone numbers of the employers you contacted.
- If your answer to question 6, 7 or 8 is "Yes," don't forget to show the amount of the pay before deductions.

CONTINUED CLAIM FORM — TOP SECTION

State of Washington - Employment Security Department
UNEMPLOYMENT INSURANCE CLAIM FORM

CLAIMANT NAME JOHN DOE	PROCESS DATE 02-14-04	EMPLOYER LWP	BALANCE 2700	WIA 210	EXT BATCH	START M
123-45-6789	123-45-6789					
OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY
4000 CHAMBER	PHO	OUT-OF-STATE	LATE			

PERSONAL INFORMATION

Name: John Doe

Address: Apt. 16

Address: 237 Apple St.

City: Clatsop State: Wa. Zip: 98533

Phone No. Area Code: 1 360 655-1621

ANSWER ALL QUESTIONS BELOW	FIRST WEEK		SECOND WEEK	
	YES	NO	YES	NO
1. Were you physically able and available for work each day? (If "No," specify "X" below.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Did you make an active search for work as directed and record your contacts on a Job Search Log? (Also, complete "X" below.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Did you refuse any offer of work or fail to go for a scheduled job interview? (If "Yes," complete "X" below.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Have you applied for or did you receive workers' or crime victim's compensation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Have you applied for or did you have a change in payment? (If "Yes," complete "X" below.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Did you receive holiday pay? (If "Yes," enter gross amount of pay before deductions and company "X" below.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Did you receive vacation pay? (If "Yes," enter gross amount of pay before deductions and company "X" below.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Did you receive pay in lieu of notice or termination pay? (If "Yes," enter gross amount of pay before deductions and company "X" below.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Did you work? (If "Yes," complete "X" below.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This area shows the money left after the last week processed.

This area shows the amount you can be paid each week (the amount may be reduced by earnings or other deductions).

Use this area ONLY when your name, address or telephone number needs to be changed or corrected.

You must report any address change in writing. The Post Office will not forward your checks.

The SATURDAY week ending dates for the weeks you normally claim are printed here. If these are not the weeks you wish to claim, write in the correct dates.

If there are no preprinted dates, enter the SATURDAY week ending date(s) you are claiming. Remember, your claim form will be returned if there are no week ending dates shown or if the week ending date(s) you enter is other than Saturday. If you have any questions or need help, call the TeleCenter.

PRINT ALL ENTRIES CLEARLY

HOW TO COMPLETE YOUR CLAIM FORM

SIDE TWO

IMPORTANT: DO NOT MAIL A PAPER CLAIM FORM IF YOU ARE CLAIMING BENEFITS BY TELEPHONE

The instructions below apply only if you are filing for your weekly benefits by mailing a paper claim form. If you are filing for your weekly benefits by telephone, refer to your Washington Unemployment Information and Weekly Claims Line instruction sheet.

A If you answered "NO" to questions 1 or 2, or "YES" to questions 3, complete A.

- If your answer to question 1 was "No," tell us why you were not physically able or available for work and for what day(s).
- If your answer to question 2 was "No," tell us why you were not able to make an active search for work and for what day(s).
- If your answer to question 3 was "Yes," tell us the employer's name, the date you refused the offer of work or failed to go to an interview and the reason why. Give us as much information as you can about the situation. If more space is needed for your explanation, use the back of your claim form.

B If you answered "YES" to question 5, complete B. Some retirement pensions are deductible, some are not. To make a correct decision, we need details about your pension or retirement pay. Attaching copies of paperwork (for example, your letter of award) regarding your pension will help.

We need this information only if there has been a change from what you have already told us.

C If you answered "YES" to question 6, complete C. Your holiday pay may be deductible for the week(s) claimed. We need to know how much you received (before deductions), for what holiday and who paid you. We also need to know how many hours the pay was for.

D If you answered "YES" to question 7, complete D. Your vacation pay may be deductible from the week(s) claimed. We need to know if the pay was for a cash-out of vacation time you had already earned or if it was payment for specific day(s). If for specific day(s), we need to know for what day(s) and how many hours were paid. We also need to know the amount you received (before deductions) and who paid you.

E If you answered "YES" to question 8, complete E. Depending on the type of pay and reason, it may be deductible for the week(s) claimed. We need to know the type of pay you received. Was it "pay in lieu of notice" or "termination pay?"

We also need to know how much you received, reason you received the pay, what day(s) the pay was for and who paid you.

F If you answered "YES" to question 9, complete F. For each week you worked, we need to know the employer's name and address, the type of work you performed, the number of hours you worked each day during the week and your gross earnings (earnings before deductions).

If you were not scheduled to work after this week, we need to know why.

YOUR SIGNATURE: Sign your name here. We cannot accept your claim if it is not signed.

CONTINUED CLAIM FORM — BOTTOM SECTION

A If you answered "NO" to questions 1 or 2, or "YES" to question 3, tell us why. Give detail as to vacation, but you returned to work, was the job too far away? GIVE EXACT DATES. Explain WHERE (such as job location or location of school). WHO was involved (name of person who interviewed you, name of doctor, name of school). If you have other information you believe important, please explain or attach documentation.

Explanation: I was home with the flu on February 19 and 20.

B If you answered "YES" to question 5, please provide the following information about your pension.

Pension source? IRA: a new pens out a change in an existing pension?

How or changed monthly amount before deductions is 5 Effective date of the new or changed pension is _____

C If you answered "YES" to question 6, be sure you have shown the gross amount of the holiday pay before deductions. For what holiday(s) were you paid? ML King Day-Feb 16 Payment source? Smith Brothers, Inc. Hours paid for? 8 hours

D If you answered "YES" to question 7, be sure you have shown the gross amount of pay before deductions. The vacation pay was for a cash-out of prior time earned, or certain specified dates (if for specified dates, what date and hours? _____). Payment source? _____

E If you answered "YES" to question 8, be sure you have shown the gross amount of pay before deductions. What type of pay? _____ For what reason? _____ Reason for pay? _____ Payment source? _____

F If you answered "YES" to question 9, please provide the HOURS and EARNINGS information for each employer you worked for.

1. Employer's Name: Smith Brothers, Inc Address: 121 South Maple Street
 City: Olympia State: WA Zip: 98555 Type of Work: Laborer

FIRST WEEK		SECOND WEEK	
TOTAL HOURS	GROSS EARNINGS	TOTAL HOURS	GROSS EARNINGS
24	150.00	8	8

If not applicable to both after week(s) claimed, check reason why:
 out of work lack of work hours reported other

2. Employer's Name: _____ State: _____ Zip: _____ Type of Work: _____

FIRST WEEK		SECOND WEEK	
TOTAL HOURS	GROSS EARNINGS	TOTAL HOURS	GROSS EARNINGS

If not applicable to both after week(s) claimed, check reason why:
 out of work lack of work hours reported other

PLEASE READ CERTIFICATION STATEMENT AND BENEFITS BEFORE SIGNING IN YOUR CLAIM FORM.

I certify that all information I provided on this form is correct. I understand the law imposes penalties for false statements made on this claim.

Signature: John Doe CLAIMANT'S SIGNATURE

DATE: _____

IF YOU DISAGREE WITH ANY DECISION THE DEPARTMENT MAKES ON YOUR CLAIM, YOU HAVE THE RIGHT TO APPEAL WITHIN 30 DAYS OF THE MAILING DATE SHOWN ON THE DECISION.

PRINT ALL ENTRIES CLEARLY

CLAIMANT'S NAME				SOCIAL SECURITY NUMBER				
BYE	PROCESS DATE	LWP	BALANCE	WBA	EXT	BATCH	PR	

State of Washington - Employment Security Department
UNEMPLOYMENT INSURANCE CLAIM FORM

OFFICE USE ONLY
 ADDR CHANGE? ___ IP? ___ OUT-OF-AREA? ___ LATE? ___

Please print your name and social security number above. We cannot process your claim without it.

If your name, address or telephone number has changed since your last contact with this office, show the correction in the box to the right.



IMPORTANT: If your name, address and/or telephone number is incorrect, please show corrections here.

Name _____
 Address _____
 Address _____
 City _____ State _____ Zip _____
 Phone No. Area Code (____) _____

ANSWER ALL QUESTIONS BELOW	I am claiming unemployment benefits for the calendar week(s) ending midnight Saturday. THE DATES ARE:	FIRST WEEK		SECOND WEEK	
		YES	NO	YES	NO
1. Were you physically able and available for work each day? (If No, complete "A" below.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you make an active search for work as directed and record your contacts on a Job Search Log? (If No, complete "A" below.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did you refuse any offer of work or fail to go for a scheduled job interview? (If Yes, complete "A" below.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you applied for or did you receive workers or crime victim's compensation?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you applied for or did you have a change in pension? (If Yes, complete "B" below.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Did you receive holiday pay? (If Yes, enter gross amount of pay before deductions and complete "C" below.)		<input type="checkbox"/> \$ _____	<input type="checkbox"/>	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
7. Did you receive vacation pay? (If Yes, enter gross amount of pay before deductions and complete "D" below.)		<input type="checkbox"/> \$ _____	<input type="checkbox"/>	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
8. Did you receive pay in lieu of notice or termination pay? (If Yes, enter gross amount of pay before deductions and complete "E" below.)		<input type="checkbox"/> \$ _____	<input type="checkbox"/>	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
9. Did you work? (If Yes, complete "F" below.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A If you answered "NO" to questions 1 or 2, or "YES" to question 3, tell us why. Give details. (Were you sick, on vacation, had you returned to work, was the job too far away?) GIVE EXACT DATES. Explain WHERE (such as job location or location of school); WHO was involved (name of person who interviewed you, name of doctor, name of school). If you have other information you believe important, please explain or attach documentation.
 Explanation: _____

B If you answered "YES" to question 5, please provide the following information about your pension.
 Pension source? _____; Is it: a new pension? or a change in an existing pension?
 New or changed monthly amount before deductions is \$ _____; Effective date of this new or changed pension is _____

C If you answered "YES" to question 6, be sure you have shown the gross amount of the holiday pay before deductions. For what holiday(s) were you paid? _____; Payment source? _____; Hours paid for? _____

D If you answered "YES" to question 7, be sure you have shown the gross amount of pay before deductions. The vacation pay was for: a cash-out of prior time earned, or certain specified dates (If for specified dates, what dates and hours? _____); Payment source? _____

E If you answered "YES" to question 8, be sure you have shown the gross amount of pay before deductions. What type of pay? _____
 For what date(s)? _____; Reason for pay? _____; Payment source? _____

F If you answered "YES" to question 9, please provide the HOURS and EARNINGS information for each employer you worked for.
 1. Employer's Name: _____ Address: _____
 City: _____ State: _____ Zip: _____ Type of Work: _____

NUMBER OF HOURS WORKED EACH DAY

FIRST WEEK							SECOND WEEK										
SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	GROSS EARNINGS	SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	GROSS EARNINGS

If not scheduled to work after week(s) claimed, check reason why:
 1 QUIT; 2 FIRED; 5 LACK OF WORK;
 9 LACK OF WORK, HOURS REDUCED;
 OTHER _____

1. Employer's Name: _____ Address: _____
 City: _____ State: _____ Zip: _____ Type of Work: _____

NUMBER OF HOURS WORKED EACH DAY

FIRST WEEK							SECOND WEEK										
SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	GROSS EARNINGS	SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	GROSS EARNINGS

If not scheduled to work after week(s) claimed, check reason why:
 1 QUIT; 2 FIRED; 5 LACK OF WORK;
 9 LACK OF WORK, HOURS REDUCED;
 OTHER _____

– PLEASE READ CERTIFICATION STATEMENT AND SIGN HERE BEFORE TURNING IN YOUR CLAIM FORM –

I certify that all information I provided on this form is correct. I know the law imposes penalties for false statements made on this claim.



CLAIMANT'S SIGNATURE

EMS 5325 (Rev. 11/03) CC 7540-032-167

WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT JOB SEARCH LOG

For Department Use Only

Benefit Week Ending _____
Being Verified

WorkSource Office No. _____
Adjudication Center No. _____

NAME: _____ SSN: _____ Reschedule

INSTRUCTIONS:

USE BLACK OR BLUE INK ONLY. Please DO NOT SEND your Job Search Log to us unless we ask for it. You must complete a Job Search Log for each week you claim unemployment benefits. Your Job Search Log must show that you made the required number of employer contacts or participated in the in-person job search activities each week. We may ask you for a copy of your Job Search Log anytime up to 60 days past the end of your benefit year or 60 days past the receipt of any benefits.

Employers may be called to verify that you looked for work with them. Falsifying job search information is fraud and can result in a denial of your UI benefits for up to two years. You can get more Job Search Logs at your WorkSource Office or Affiliate or you can download a copy from the Internet at <http://www.wa.gov/esd/ui/forms/log.pdf>.

DATE MO-DA-YR	BUSINESS NAME & COMPLETE ADDRESS, OR WORKSOURCE OFFICE	CONTACT INFORMATION (Include phone number for all contacts)	PERSON CONTACTED	TYPE OF WORK/ DESCRIPTION OF ACTIVITY	STATUS/RESULTS
CONTACT 1	BUSINESS NAME/WORKSOURCE OFFICE NAME STREET ADDRESS OR PO BOX CITY, STATE, AND ZIP CODE	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person _____ <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>
CONTACT 2	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person _____ <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>
CONTACT 3	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person _____ <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>
CONTACT 4	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person _____ <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>
CONTACT 5	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person _____ <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>
CONTACT 6	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person _____ <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>

Keep this document for your records.

CLAIMANT'S NAME				SOCIAL SECURITY NUMBER				
	BYE	PROCESS DATE	LWP	BALANCE	WBA	EXT	BATCH	PR

State of Washington - Employment Security Department
UNEMPLOYMENT INSURANCE CLAIM FORM

OFFICE USE ONLY
ADDR CHANGE? ___ IPR? ___ OUT-OF-AREA? ___ LATE? ___

Please print your name and social security number above. We cannot process your claim without it.

If your name, address or telephone number has changed since your last contact with this office, show the correction in the box to the right.

IMPORTANT: If your name, address and/or telephone number is incorrect, please show corrections here.	
Name _____	
Address _____	
Address _____	
City _____	State _____
Phone No. Area Code (____) _____	

ANSWER ALL QUESTIONS BELOW	I am claiming unemployment benefits for the calendar week(s) ending midnight Saturday. THE DATES ARE:	FIRST WEEK	SECOND WEEK		
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	1. Were you physically able and available for work each day? (If No, complete "A" below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you make an active search for work as directed and record your contacts on a Job Search Log? (If No, complete "A" below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Did you refuse any offer of work or fail to go for a scheduled job interview? (If Yes, complete "A" below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you applied for or did you receive workers or crime victim's compensation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have you applied for or did you have a change in pension? (If Yes, complete "B" below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Did you receive holiday pay? (If Yes, enter gross amount of pay before deductions and complete "C" below.)	<input type="checkbox"/> \$ _____	<input type="checkbox"/>	<input type="checkbox"/> \$ _____	<input type="checkbox"/>	
7. Did you receive vacation pay? (If Yes, enter gross amount of pay before deductions and complete "D" below.)	<input type="checkbox"/> \$ _____	<input type="checkbox"/>	<input type="checkbox"/> \$ _____	<input type="checkbox"/>	
8. Did you receive pay in lieu of notice or termination pay? (If Yes, enter gross amount of pay before deductions and complete "E" below.)	<input type="checkbox"/> \$ _____	<input type="checkbox"/>	<input type="checkbox"/> \$ _____	<input type="checkbox"/>	
9. Did you work? (If Yes, complete "F" below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

A If you answered "NO" to questions 1 or 2, or "YES" to question 3, tell us why. Give details. (Were you sick, on vacation, had you returned to work, was the job too far away?) GIVE EXACT DATES. Explain WHERE (such as job location or location of school); WHO was involved (name of person who interviewed you, name of doctor, name of school). If you have other information you believe important, please explain or attach documentation.

Explanation: _____

B If you answered "YES" to question 5, please provide the following information about your pension.
Pension source? _____; Is it: a new pension? or a change in an existing pension?
New or changed monthly amount before deductions is \$ _____; Effective date of this new or changed pension is _____

C If you answered "YES" to question 6, be sure you have shown the gross amount of the holiday pay before deductions. For what holiday(s) were you paid? _____; Payment source? _____; Hours paid for? _____

D If you answered "YES" to question 7, be sure you have shown the gross amount of pay before deductions. The vacation pay was for: a cash-out of prior time earned, or certain specified dates (If for specified dates, what dates and hours? _____); Payment source? _____

E If you answered "YES" to question 8, be sure you have shown the gross amount of pay before deductions. What type of pay? _____ For what date(s)? _____; Reason for pay? _____; Payment source? _____

F If you answered "YES" to question 9, please provide the HOURS and EARNINGS information for each employer you worked for.

1. Employer's Name: _____ Address: _____
City: _____ State: _____ Zip: _____ Type of Work: _____

NUMBER OF HOURS WORKED EACH DAY

FIRST WEEK							SECOND WEEK										
SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	GROSS EARNINGS	SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	GROSS EARNINGS

If not scheduled to work after week(s) claimed, check reason why:
1 QUIT; 2 FIRED; 5 LACK OF WORK;
9 LACK OF WORK, HOURS REDUCED;
 OTHER _____

1. Employer's Name: _____ Address: _____
City: _____ State: _____ Zip: _____ Type of Work: _____

NUMBER OF HOURS WORKED EACH DAY

FIRST WEEK							SECOND WEEK										
SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	GROSS EARNINGS	SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS	GROSS EARNINGS

If not scheduled to work after week(s) claimed, check reason why:
1 QUIT; 2 FIRED; 5 LACK OF WORK;
9 LACK OF WORK, HOURS REDUCED;
 OTHER _____

- PLEASE READ CERTIFICATION STATEMENT AND SIGN HERE BEFORE TURNING IN YOUR CLAIM FORM -

I certify that all information I provided on this form is correct. I know the law imposes penalties for false statements made on this claim.



CLAIMANT'S SIGNATURE _____

EMS 5325 (Rev. 11/03) CC 7540-032-167

WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT JOB SEARCH LOG

For Department Use Only

Benefit Week Ending Being Verified	WorkSource Office No. _____
<input type="checkbox"/> Reschedule	Adjudication Center No. _____

NAME: _____ SSN: _____

INSTRUCTIONS:

USE BLACK OR BLUE INK ONLY. Please DO NOT SEND your Job Search Log to us unless we ask for it. You must complete a Job Search Log for each week you claim unemployment benefits. Your Job Search Log must show that you made the required number of employer contacts or participated in the in-person job search activities each week. We may ask you for a copy of your Job Search Log anytime up to 60 days past the end of your benefit year or 60 days past the receipt of any benefits.

Employers may be called to verify that you looked for work with them. Falsifying job search information is fraud and can result in a denial of your UI benefits for up to two years. You can get more Job Search Logs at your WorkSource Office or Affiliate or you can download a copy from the Internet at <http://www.wa.gov/esd/ui/uniforms/log.pdf>.

DATE MO-DA-YR	BUSINESS NAME & COMPLETE ADDRESS, OR WORKSOURCE OFFICE	CONTACT INFORMATION (Include phone number for all contacts)	PERSON CONTACTED	TYPE OF WORK/ DESCRIPTION OF ACTIVITY	STATUS/RESULTS
CONTACT 1	BUSINESS NAME/WORKSOURCE OFFICE NAME STREET ADDRESS OR PO BOX CITY, STATE, AND ZIP CODE	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>
CONTACT 2	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>
CONTACT 3	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>
CONTACT 4	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>
CONTACT 5	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>
CONTACT 6	<input type="checkbox"/> Mail <input type="checkbox"/> Fax # _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> In Person <input type="checkbox"/> Phone # _____			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/>

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WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT JOB SEARCH LOG

For Department Use Only

<input type="checkbox"/> Benefit Week Ending Being Verified	<input type="checkbox"/> WorkSource Office No. _____
<input type="checkbox"/> Reschedule _____	<input type="checkbox"/> Adjudication Center No. _____

NAME: _____ SSN: _____

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WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT JOB SEARCH LOG

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Benefit Week Ending Being Verified	Adjudication Center No.
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Equal Employment Opportunity is the Law

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a federal contract or subcontract are protected under the following Federal laws:

- Race, color, religion, sex, national origin
Executive Order 11246, as amended
- Individuals with disabilities
Section 503 of the Rehabilitation Act of 1973
- Vietnam era & special disabled veterans
Vietnam Era Veterans' Readjustment Assistance Act of 1974

If you believe you have been discriminated against under any of the above laws, you should contact:

Director
Pacific Region
Office of Federal Contract Compliance Programs
71 Stevenson Street
Suite 1700
San Francisco, CA 94105
Phone: (415) 848-6969
Fax: (415) 848-6955

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

- Race, color, religion, sex, national origin
Title VII of the Civil Rights Act of 1964
- Individuals with disabilities
Americans with Disabilities Act of 1990
- Age
Age Discrimination in Employment Act of 1967
- Sex (wages)
Equal Pay Act of 1963

If you believe you have been discriminated against under any of the above laws, you should contact:

U.S. Equal Opportunity Commission
1801 L St. NW
Washington, DC 20507

or, an EEOC field office by calling toll free,
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Programs or Activities Receiving Federal Financial Assistance

It is against the law for the Employment Security Department to discriminate on the following basis:

- Race, color, religion, sex, national origin, age, disability, political affiliation or belief; and in service delivery, based on citizenship or status as a participant in any WIA Title I financially assisted program or activity

If you believe you have been discriminated against, you have the right to file a complaint within 180 days from the date of the alleged discrimination with either:

Director
Civil Rights Center
U.S. Department of Labor
Room N-4123
200 Constitution Avenue NW
Washington, DC 20210
Phone: (202) 693-6502
TTY: (202) 693-6515

or,

EO Officer
Employment Security Department
PO Box 9046
Olympia, WA 98507-9046
Phone: (360) 902-9536
TTY: (360) 902-9569

