

## INSTRUCTIONS FOR FILING FOR THE STATE OF OHIO UNEMPLOYMENT AND SUBCLAIMS

IUE-CWA Local 717

### **THERE ARE TWO (2) WAYS TO FILE AN UNEMPLOYMENT CLAIM:**

1. **Phone:** call **1-877-644-6562** or **1-866-217-0008** or **1-866-221-0558**. Telephone business hours are 8:00am to 5:00pm, Monday thru Friday except for Holidays.
2. **Online:** at **http://unemployment.ohio.gov** available 24 hours/7 days a week. If a *Personal Identification Number (PIN)* was provided to you from another claim, be sure to have it available. If you no longer have this PIN, call the toll-free number above and follow the prompts.

### **YOU MUST FILE YOUR CLAIM IN THE WEEK IN WHICH YOU ARE LAID OFF. YOU MUST ACCESS THE WEBSITE OR CALL TWICE TO RECEIVE YOUR BENEFIT:**

First you must make application for benefits by Phone or Online (above). Next, you will need to access your claim again by Phone or Online (above), to file a claim for Benefits for week(s) of unemployment in order to receive payment. If applicable, you must continue to claim each week of unemployment in like manner weekly, until you return to work.

### **YOU SHOULD BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION ONLINE OR WHEN YOU CALL:**

- Your Social Security Number (SSN) and either your Driver's License or State Identification Number.
- Your name, Address, Telephone Number, and Email Address (if applicable).
- The Name, Address, Telephone Number, Dates of Employment. Include each employer you have worked for in the last 6 weeks.
- If you had Out-of-State Employment in the last 18 months; the Name, Address, Telephone Number and Dates worked for each employer.
- If you Discharged from Military Service in the last 18 months; copy of your DD-214 (member 4 copy).
- If you were employed by the Federal Government in the last 18 months; the SF-8 or SF-50 Form given to you at time of separation.
- Dependents' Name(s), SSN(s), and Date(s) of Birth for each Dependent.
- If claiming dependents your Spouse's Name, SSN, and Date of Birth.
- Alien Registration Number and the Expiration Date of Work Authorization (if you are not a US Citizen or National.)
- Direct Deposit Information (if preferred): Bank Account Number and Routing Number.

*Once your Application has been filed, you will receive further Information in the mail or by email.*