

# Instructions Claiming Unemployment Benefits



## Section 1

### Notice to Employer

YOU ARE REQUIRED, under section 6 (a) of the Unemployment Compensation Law of New Jersey and under Employment Security Rule N.J.A.C. 12:17-3.1 to complete this form and provide it to each worker at the time of separation from employment (either permanently or temporarily) for any reason.

Employer Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Jersey Employer Identification # \_\_\_\_\_

Employer Phone Number \_\_\_\_\_

Work Location (if different from above address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Separation \_\_\_\_\_

Separation is

☐ Permanent

☐ Temporary - Expected recall date \_\_\_\_\_

## Section 2

### Notice to Workers

In order to be considered for unemployment insurance benefits, you must file an unemployment claim. No benefits can be paid to you for any week before you actually file your unemployment insurance claim. **Failure to file your claim or delaying the filing could affect your eligibility for benefits. You should always file your claim as soon as possible after becoming unemployed. You will not be considered eligible until your claim is filed.**

When you file the claim, be sure to have available your Social Security number and the complete name, address, and telephone number of each employer that you worked for in the past 18 months.

You may apply for unemployment benefits online 24 hours a day, 7 days a week at ***myunemployment.nj.gov*** or you may call a Reemployment Call Center (phone numbers below). Reemployment Call Centers are open during regular business hours, Monday through Friday, excluding holidays.

Union City Call Center .....201-601-4100

Freehold Call Center .....732-761-2020

Cumberland Call Center ...856-507-2340

Out-of-State Claims .....888-795-6672

TTY users can contact the department through  
New Jersey Relay: 7-1-1

**NOTE:** Please have this form available when you file your unemployment insurance claim.

**Workers who are unemployed due to a vacation shutdown** should apply for unemployment benefits if:

- you are receiving vacation pay in an amount less than your full-time wages
- you have not refused any offer of suitable work for the vacation period, and
- you are ready and willing to work during the vacation period.