



GRETCHEN WHITMER  
GOVERNOR

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

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DIRECTOR

## UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE

A claim for unemployment benefits begins the week it is filed. Therefore, you should file your claim during your first week of unemployment.

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

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

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

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

Last day worked: \_\_\_\_\_ Anticipated return to work date: \_\_\_\_\_

Layoff reason: Lack of Work

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

### To Be Completed by the Employer

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

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

Your **9-digit** Federal Identification Number: \_\_\_\_\_

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
DBA

\_\_\_\_\_  
Employer's Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Reason for Separation

Employers, direct any questions to the Office of Employer Ombudsman (OEO) through your MiWAM account at [www.michigan.gov/uia](http://www.michigan.gov/uia) or call 1-855-484-2636. TTY service is available at 1-866-366-0004.