

# Fact SHEET

## Applying for Unemployment Insurance (UI) Benefits

*It's a simple 3-step process: 1. File 2. Validate 3. Claim*

### Who qualifies for unemployment insurance?

If you worked in New York State and lost your job, you should apply for unemployment insurance benefits the first week you are out of work.

### How do I apply for UI benefits?

The fastest and most secure way to file your application is through the Labor Department web site.

### Just follow 3 simple steps:

#### 1. File a UI claim:

The quickest way is on the Department of Labor's web site at [www.labor.ny.gov](http://www.labor.ny.gov).

#### You may file:

Mon.–Thurs. 7:30 am – 7:30 pm;  
Fri. 7:30 am – 5 pm;  
weekends from 12:01 am Sat. to 7 pm Sun.

You may use the computers at a public library or at your nearest One-Stop Career Center.

You may also file by calling the department's toll-free number at 1-888-209-8124 from 8 am – 5 pm, Monday through Friday. Out-of-state residents call 1-877-358-5306. We offer translation services.

#### You will need:

- Your Social Security number.
- NYS driver license or Motor Vehicle ID card number.
- Your mailing address and phone number where we can call you during business hours.
- Your alien registration number (A#), if you are not a US citizen.

- Information about all your employers in the past 18 months. Include name, address, phone number, employer registration number or federal employer ID number (if you have it) and gross wages earned with each employer.
- Forms SF8 and SF50, if you are a former federal worker.
- Most recent DD214, if you served in the military in the past 18 months.
- A check from your checking account so you can provide information, if you wish to register for the Direct Deposit of your weekly benefits.

#### 2. Validate your claim:

- You must claim credit for the first week of your claim (Monday through Sunday period), which is an unpaid waiting week. Go to the department's web site at [www.labor.gov](http://www.labor.gov). Click on "Unemployment Assistance," then on the link to claim your weekly benefits.
- You must claim credit during the period that begins on the first Sunday after you file your claim and ends the next Saturday.
- You may also claim credit by calling the department's Tel-Service number at 1-888-581-5812. Out-of-state residents call 1-888-864-9920.

#### 3. Claim weekly benefits:

- You must claim benefits for each week (Monday through Sunday period) you are unemployed. Follow web directions in Step 2. You may also claim by calling the Tel-Service numbers listed above.
- You must claim benefits for the past week during the period that starts on Sunday and ends the next Saturday.



## How will I receive my UI benefits?

To have your benefits go straight into your checking account, register for Direct Deposit on our web site, **[www.labor.ny.gov](http://www.labor.ny.gov)** when you file your claim, claim weekly benefits or any other time during the course of your claim. If you do not register, you will receive a Direct Payment Card that works like a debit card. You can use it at Chase and Allpoint ATMs and businesses that display the MasterCard logo.

PROTECT *all Workers*

ASSIST *the Unemployed*

CONNECT *Employers and Workers*

**[www.labor.ny.gov](http://www.labor.ny.gov)**

