UNEMPLOYMENT INSURANCE

Information you need to file an Unemployment Insurance Claim

Checklist

When your job has ended or your employer has cut back work hours, apply immediately for Unemployment Insurance benefits.

- The start date or effective date of an Unemployment Insurance claim is NOT based on when the job ended or when the employer cut back hours.
- Claims start on the Sunday of the week an Unemployment Insurance application is submitted.

Gather information. Have the following items ready before applying.

✓ **Your Information:**

- ☐ Social Security Number
- ☐ Name (including prior names [e.g., married or maiden names]), mailing address, telephone number and e-mail address (if applicable)
- ☐ Alien registration number and expiration date, if a non-citizen
- ☐ DD Form 214 if you served in the military in the last 18 months
- ☐ Form SF 8 or SF 50 if you were employed by the Federal government in the last 18 months
- ☐ Oklahoma Driver's License or ID card number, if applicable

✓ **Last Employer Information:**

- ☐ The last employer is the business or company you last physically worked for or could still be working for part-time
- ☐ Name of company as it appears on your pay check stub or W-2 form (This could be a payroll agency or staffing agency)
- ☐ Complete mailing address including zip code and physical location
- ☐ Company's phone number and supervisor's name
- ☐ The reason for working reduced hours or no longer working with the employer

✓ **Employment History (All employers in the last 18 months including the last employer):**

- ☐ Name of All employers as they appear on your pay check stub or W-2 form
- ☐ Period of employment (start date and end date)
- ☐ Wages earned and how you were paid (hourly, weekly, monthly)