



A Guide for Filing for Unemployment Insurance Benefits In New York: How to Avoid Misclassification as an Independent Contractor

This guide will walk you through the process of applying for Unemployment Insurance as an employee (instead of an independent contractor) in New York, regardless of whether you have your own S Corporation. New York law considers models to be employees for purposes of unemployment insurance, so take advantage of that classification!¹

You have two options for filing a claim for unemployment insurance: over the phone or online, and both processes are explained below.

Before You File

To file, you will need to have the following information:

- (1) personal information, including: your social security number, driver's license number, banking information, and contact information;
- (2) employer information for the past 18 months, including: your employers' contact information, federal employer identification number, known as a "FEIN," or your most recent employer's New York State Employer Registration Number (a 7-digit number found on the Record of Employment form received from your employer), your gross earnings (pre-taxes), and certain forms; and
- (3) if you served in the military, your separation papers.

¹ If you do have your own S Corporation and have business login credentials for the New York Department of Labor website, you will still need to create individual login credentials and apply as an employee of your S Corporation.

Decide if you want to file by phone or online. **Due to the increased number of people filing for unemployment insurance, it may be difficult to reach a representative over the phone, so filing online may be faster.**

Filing By Phone

You can call the Telephone Claim Center for the New York Department of Labor at: 1-888-209-8124.

Step 1 – Determine When to Call

Please note that the Department of Labor has specific days of the week on which you can submit your claim that correspond with the first letter of your last name, as follows:

| First Letter of Last Name | Day of the Week to Call |
|----------------------------------|--------------------------------|
| A – F | Monday |
| G – N | Tuesday |
| O – Z | Wednesday |

If you missed your call-in day, you can call on Thursday or Friday to file your claim.

Their hours are as follows:

Monday through Thursday, 8:00 am to 7:30 pm.

Friday, 8:00 am to 6:00 pm.

Saturday, 7:30 am to 8:00 pm.

The claim center offers translation services for, at least, the following languages:

- English
- Spanish
- Russian
- Cantonese
- Mandarin
- Creole
- Korean
- Polish

Step 2: Gather the Required Information

To file by phone, you will also need the following three categories of information:

1. *Personal Information:*

- Social Security number
- Your driver license or Motor Vehicle ID card number (if you have either one)
- Your complete mailing address and zip code
- A phone number where you can be reached from 8 am - 5 pm, Monday – Friday
- Your Alien Registration number (if you are not a U.S. Citizen)
- Your bank’s routing number and checking account number, if you want to receive Direct Deposit for your weekly benefits. (This can be found on a personal check or your online banking services website).

2. *Employer Information:*

- Names and phone numbers of your most recent employer. Know how many employers you have had for the last 18 months, including those in other states, as well as the last date you worked and the first date you worked for your most recent employer.
- Employer registration number (7-digit number on your Record of Employment form which you can get from your employer) or Federal Employer Identification Number (9-digit number, which is listed on your W-2, if you received one)
- Total gross earnings (before deductions) for each employer
- If you were a federal employee, your copies of forms SF8 (Notice to Federal Employee about Unemployment Insurance) and SF50 (Notification of Personnel Action).

Finding Your Employer Identification Number

For purposes of these forms, if you do not have an S Corporation, you should be listing your most recent agency as your employer. If your agency has provided you with W-2s, you will be able to obtain your employer identification number right from your W-2s. If you have not received a W-2 from your agency, you can use a New York Employment Record number instead (see below). If you have an S Corporation, you

should be listing that Corporation as your employer and using the employer identification number associated with that Corporation.

New York Employment Record:

A New York Employment Record, or for IA 12.3, is a record you may obtain from your employer. On the form, your employer's identification number or New York registration number, should appear on the left side of the form, as indicated below:

NEW YORK
STATE OF OPPORTUNITY

Department of Labor

Unemployment Insurance Division
Record of Employment
(For Unemployment Insurance purposes only.)

Employer: Complete the following and give this form to every employee who quits, is laid off, or is discharged:

| | |
|---|-------------------------------------|
| Date given to employee: □□/□□/□□□□ | Employer Name: _____ |
| NYS Employer Registration No.: □□-□□□□□□ | Payroll Records are kept at: _____ |
| Federal Employer Identification No.: □□-□□□□□□□□ | Street: _____ |
| | Street: _____ |
| | City: _____ State: _____ Zip: _____ |

Optional if needed by employer to locate employee record:
Payroll or Clock No.: _____ Location of employment or code: _____

Employee: Keep this certificate. Have it with you if you apply for Unemployment Insurance (UI) benefits. This certificate shows that your job was insured. It does not necessarily mean you qualify for benefits. The UI Claims Center will make that determination if you apply. Please complete the following:
Your Name: _____ Social Security No.: □□□-□□-□□□□

This may not be used as an identification card.

IA 12.3 (01/18)

3. Prior Military Service:

- If you ever served in the United States Military, you will also need a copy of your separation form, or DD 214.
- If you need a copy, you can request one through the United States National Archives and Records Administration website, at: <http://www.archives.gov/st-louis/military-personnel/standard-form-180.html>

Step 3: Making the Call

Once you have all of the required materials, and confirmed the day of the week to call, you are ready to process your application. A representative will walk you through the application over the phone, requesting all of the above information.

At the outset of the call, you will be asked to create a PIN (personal identification number). Save this number, as you will need to use it any time you call into the call center.

REMEMBER - If a representative asks you if you are an employee, be sure to say **Yes!**

Please be sure to review “Step 7: Fill Out Claim Forms” in the “Filing Online” section below, for details on the questions you will be asked and how to properly answer them to receive benefits.

Filing Online

Step 1: Sign in or Sign Up

Unlike filing a claim over the phone, if you file a claim online, you can do it any day of the week.

Visit <https://applications.labor.ny.gov/IndividualReg/>

If you already have an account, log in using your username and password in the spaces provided. *See arrow A below.* If you are an incorporated model, do not log in with your business account credentials, you will not be able to access the claim forms, you must sign up as an individual employee.

If you do not already have an account, create one by clicking “Create NY.gov Account:” *See arrow B below.* If you are an incorporated model, be sure to create an individual employee account, separate from your S Corporation business account.

Unemployment Insurance / JobZone Account Portal



NY.gov ID

This page is for NY.gov IDs only.
Your SSN/PIN will not work on this page.

NY.gov Username

NY.gov Password

Sign In

[Forgot your Username or Password](#)

[NY.gov - Terms of Service](#)

Create NY.gov Account

Use your NY.gov ID to sign in to your online account with the Department of Labor or create a new account in the NY.gov ID box to the left.

If you are a business user, go to [Employer Online Services sign in](#)

IMPORTANT: Please do NOT use the "BACK" button on your browser when using Online Services.

- ▶ With an online account, you can...
- ▶ If you already have an NY.gov ID...
- ▶ If you do not have an NY.gov ID...
- ▶ Still need help?
- ▶ Important Reminders

Step 2: Go to “Unemployment Services” Page

Once you log in, you’ll be brought to the “My Online Services” page.

Department of Labor Messages Michael Sign Out Traduclr

Home > My Online Services

My Online Services

Messages

You have no messages.

Go to My Inbox

Online Forms

You have 0 pending forms.

Forms Available For:

- Unemployment Insurance Forms
- Labor Standards Forms
- 15-day Child Performer Permit Application

Go To My Online Forms

Most Recent Postings

There are 49 new jobs that match your profile in your area!

| Job Title | Location | Posted |
|---|------------|--------|
| regional_director_sourcing_strategy | Albany, NY | 05/08 |
| Regional Director, Alliances Business Development | Albany, NY | 05/08 |
| Commercial Execution Manager (Mitek) - Northeast - DePuy Synthes Sales | NY | 05/08 |
| Accenture Strategy - Financial Services/Insurance Strategy Senior Manager | Albany, NY | 05/08 |

Search More Jobs

Toward the bottom right hand portion of the page, click “Unemployment Services.”

Important Information

- [You may not be eligible for benefits when outside the United States...](#)
- [Beware of text messages, email and phone scams](#)
- [Beware of companies charging...](#)
- [Verify receipt of benefits...](#)
- [Work Search Requirements](#)
- [Resources for Families](#)

JobZone

Manage your career, organize your job search, and plan for the future with JobZone.

- Online tools to explore occupations
- Create or upload resumes
- Search for jobs using keywords or our SMART resume based matching

Choose the JobZone button to get started!

JobZone

Unemployment Insurance

Services

- File a Claim
- Claim Weekly Benefits
- View Payment History
- Direct Deposit
- View / Print 1099-Gs
- Change Tax Withholding

Tools

Unemployment Services

Work Search Record

Employment Services

- [Career Center Locator](#)
- [Employability Score](#)
- [Career Center Events and Recruitments](#)
- [Military to Civilian Occupation Translator](#)
- [CareerZone](#)
- [Prevailing Wage](#)
- [Self-sufficiency Estimator](#)
- [Self-Employment Assistance Program](#)

Labor Standards

Online Forms for the Division of Labor Standards.

- 15-day Child Performer Permit Application

Labor Standards Forms

Step 3: Fill in your Social Security Information

By clicking “Unemployment Services,” you’ll be redirected to a page that prompts you to fill in your Social Security Number and confirm it. Type it into both fields and click “Submit.”

Home » My Online Services » Unemployment Insurance Claimant Information

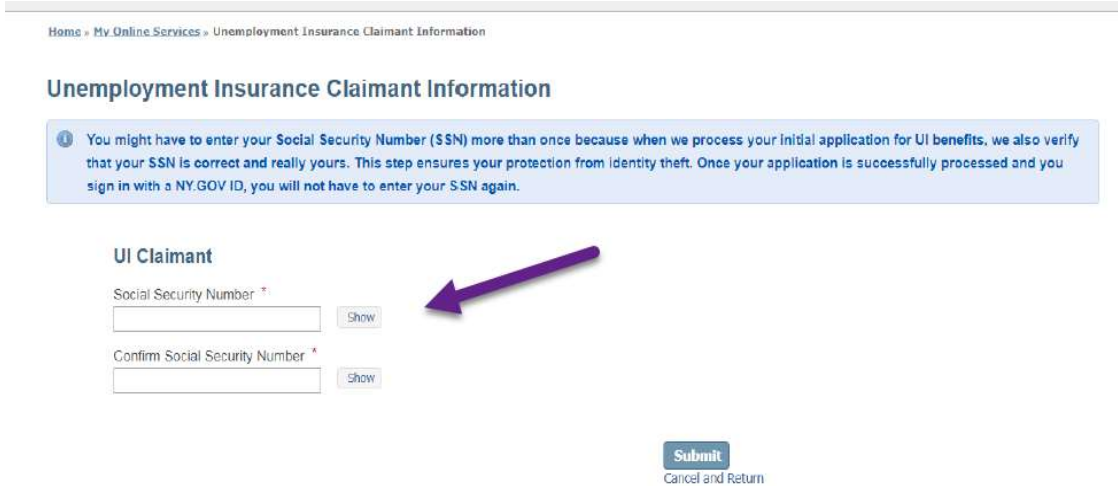
Unemployment Insurance Claimant Information

i You might have to enter your Social Security Number (SSN) more than once because when we process your initial application for UI benefits, we also verify that your SSN is correct and really yours. This step ensures your protection from identity theft. Once your application is successfully processed and you sign in with a NY.GOV ID, you will not have to enter your SSN again.

UI Claimant

Social Security Number *

Confirm Social Security Number *



Step 4: Create a Pin

Once you submit your Social Security Number, you will be brought to the “Unemployment Insurance Claimant Information Page,” where you will need to do three things:

1. Create a 4 digit pin. This is your “private electronic signature” required for security purposes. Make sure to remember this number; as you will need it if you have to call the call center.
2. Insert your mother’s maiden name.
3. Click the button next to “I’m not a robot”

UI Claimant

4-Digit PIN * **A**

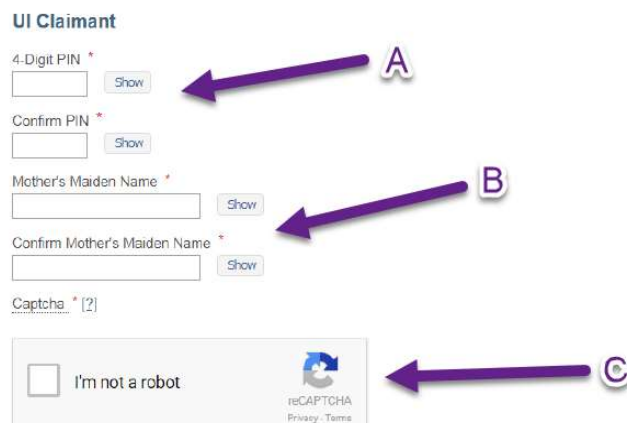
Confirm PIN *

Mother's Maiden Name * **B**

Confirm Mother's Maiden Name *

Captcha * [2]

I'm not a robot **C**
reCAPTCHA
Privacy · Terms



Step 5: Filing Your Claim

After you fill out the information required in Step 4, you will be brought to an “Unemployment Insurance Benefits Online” page with a prompt to “**File A Claim.**” Click that link and fill out the required form.



Once you click “**File A Claim**” you will be brought to a page entitled “Unemployment Insurance Benefits- Filing A New Claim,” which will include an explanation for whether you are entitled to file for Unemployment Insurance Benefits.

Note: The “effective date” will be the date you sign in and file a claim. The first paragraph will explain that if you earn more than \$504.00 for work performed during the seven day period starting with your effective date, you will not be able to file your claim at that time, and will have to wait another week to apply.



This page will also list the information you will need to file your claim, which we have recreated below.

We strongly recommend that you collect all of the information you need before you proceed to filling out your application online. The information you fill in does not save automatically. Applicants have had to start the application process over several times due to being automatically logged out when the “session expires.”

To file your claim, you will also need the following three categories of information:

1. *Personal Information:*

- Social Security number

- Your driver license or Motor Vehicle ID card number (if you have either one)

- Your complete mailing address and zip code

- A phone number where you can be reached from 8 am - 5 pm, Monday – Friday

- Your Alien Registration number (if you are not a U.S. Citizen)

- Your bank’s routing number and checking account number, if you want to receive Direct Deposit for your weekly benefits. (This can be found on a personal check or your online banking services website).

2. *Employer Information:*

- Names and phone numbers of your most recent employer and know how many employers you have had for the last 18 months, including those in other states, as well as the last date you worked and the first date you worked for your most recent employer

- Employer registration number (7-digit number on your Record of Employment form which you can get from your employer) or Federal Employer Identification Number (9-digit number on your W-2)

- Total gross earnings (before deductions) for each employer

- If you were a federal employee, your copies of forms SF8 (Notice to Federal Employee about Unemployment Insurance) and SF50 (Notification of Personnel Action).

Finding Your Employer Identification Number

For purposes of these forms, if you do not have an S Corporation, you should be listing your most recent agency as your employer. If your agency has provided you with W-2s, you will be able to obtain your employer identification number right from your W-2s. If you have not received a W-2 from your agency, you can use a New York Employment Record number instead (see below). If you have an S Corporation, you should be listing that Corporation as your employer and using the employer identification number associated with that Corporation.

New York Employment Record:

A New York Employment Record, or for IA 12.3, is a record you may obtain from your employer. On the form, your employer’s identification number or New York registration number, should appear on the left side of the form, as indicated below:

NEW YORK
STATE OF OPPORTUNITY

Department of Labor

Unemployment Insurance Division
Record of Employment
(For Unemployment Insurance purposes only.)

Employer: Complete the following and give this form to every employee who quits, is laid off, or is discharged:

Date given to employee: _____
□□/□□/□□□□

Employer Name: _____

Payroll Records are kept at: _____

NYS Employer Registration No.: _____
□□-□□□□

Street: _____

Federal Employer Identification No.: _____
□□-□□□□□□

City: _____ State: _____ Zip: _____

Optional if needed by employer to locate employee record:
Payroll or Clock No.: _____ Location of employment or code: _____

Employee: Keep this certificate. Have it with you if you apply for Unemployment Insurance (UI) benefits. This certificate shows that your job was insured. It does not necessarily mean you qualify for benefits. The UI Claims Center will make that determination if you apply. Please complete the following:
Your Name: _____ Social Security No.: □□□-□□-□□□□

This may not be used as an identification card.

IA 12.3 (01/18)

3. Prior Military Service:

- If you ever served in the United States Military, you will also need a copy of your separation form, or DD 214.

- If you need a copy, you can request one through the United States National Archives and Records Administration website, at: <http://www.archives.gov/st-louis/military-personnel/standard-form-180.html>

This page will list the following two disclaimers:



If you currently reside in Canada or your most recent employer has a Canadian address, you must file for unemployment insurance benefits by calling the Telephone Claims Center at 1-888-209-8124.

If you have not worked in New York State in the last 18 months, but worked in one or more states other than NYS, you may be able to establish a claim with one of the states which you worked. If you have not worked in New York State in the last 18 months, but worked in two or more other states, you may be able to establish a combined wage claim with any of the states in which you worked. Your wages will be combined and your benefits will be calculated under the law of the state in which you file your combined wage claim. This may increase your benefit amount. You should know that state unemployment laws, weekly benefit amounts, and eligibility requirements vary between the states. [Click here](#) for information and filing instructions in other states.

Continue

Once you have reviewed these disclaimers, and determined they do not apply, click “**Continue**.”

Step 6: Read the Terms and Conditions

Once you click “**Continue**,” you will be redirected to a page that contains Terms and Conditions. Be sure to read them very carefully, then click “**Continue**” at the bottom of the page.

The Terms and Conditions direct filers to:

- Provide complete and accurate information: incomplete or inaccurate information may delay your payments
- Complete the application and submit your claim once you begin. **This is very important.** Once you begin the process of submitting a claim, there is no option to save, exit and continue later. You must complete all questions in one session. If you exit the application, lose your internet connection, use the “**back**” button in your browser, or get timed out of your session, you will have to start the entire process from the beginning.

- Keep your contact information current: if your contact information changes, you must log in and update any relevant changes.
- Respond to all department requests: you may be asked to complete questionnaires based on your answers to the question in the claim forms or receive messages from the NY.gov secure message system. Be sure to respond to any and all requests as quickly as you can, or in accordance with the timeframes listed in those documents.
- Keep important claim information: After you submit your claim, you will see a “Confirmation Page.” **Make sure you save a copy of this page for your records.**
- Direct Deposit option: During the application process, you will be directed to a “Direct Deposit Information Review” page. **Make sure you save a copy of this page for your records. This page is the only record of the account information you provided to the Department of Labor.**
- Call if instructed: Not all applications may be completed online. **If a confirmation prompts you to speak with a claims specialist, you must call the Telephone Claims Center at the number provided in the call-in section of this guide. Your claim will not be processed until you make this call.**
- Keep your PIN secure.

Step 7: Fill Out Claim Forms

Once you click “**Continue**,” you will be redirected to a page called “Application for Unemployment Insurance Benefits.” Be sure to answer all of the questions listed.

The date listed in the first question will correspond to the date you file your claim. This question asks how many days you worked the week corresponding to the day you are filling out your claim. In most cases, the answer will be “zero.” (*See Arrow A below*).

For the second question, indicated by Arrow B, your answer should be “**no**.” If you have received more than \$504.00 in income for work performed during the week when you are filing your claim, you may not be eligible for benefits and may have to wait until the following week to file. Please note that this number does not include any income you may be receiving this week for work performed in the past.

Due to the COVID-19 crisis we are currently facing, the answer to question four, indicated by Arrow C below, should almost always be “yes.” This is true regardless of whether or not you have been tested for the coronavirus. The question is asking whether or not the pandemic is the cause for your unemployment.

New York State Department of Labor

Complete Original Claim

My Account Services #
Sign Out #
Terms and Conditions #
Privacy Policy #
Help #

Application for Unemployment Insurance Benefits

To begin the online application for Unemployment Insurance benefits, complete the information below. When you have finished, click "Continue."

1 2 3 4 5 6 7 8 9 10

Click on any underlined term or phrase for more information.

This week, beginning Monday 04/06/2020, how many days have you worked? ← **A**

This week, beginning Monday 04/06/2020, were your gross earnings more than \$504? Yes No ← **B**

What was the last date that you worked? (e.g. 2007)

Are you filing this claim because your workplace closed, you were isolated or you were quarantined due to COVID-19, also known as the Coronavirus? Yes No ← **C**

Did you work in New York State in the last 18 months? Yes No

Do you currently live in New York State? Yes No

→If 'no',
In the last 18 months, did you commute on a daily basis from another state to work in New York State? Yes No NA

→If you commuted on a daily basis, are you willing to continue to commute daily to New York State for work? Yes No NA

Were you discharged from the military within the last 18 months? Yes No

Was your last employment as a federal civilian employee whose last duty station was outside the United States? Yes No

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Personal Information:

Once you have responded to the questions, click continue and you will be prompted to complete “Personal Information, Part 1.” Your name and date of birth should auto-populate, but you will have to insert your Driver’s License number or New York State Non-Driver ID card number. If you do not have either, click the relevant box.

Then, select the number of employers (your agency or agencies) you have had in the past 18 months in the drop down menu, by Arrow A below, and click “**Continue.**”

Complete Original Claim

My Account Services [Sign Out](#) [Terms and Conditions](#) [Privacy Policy](#) [Help](#)

Personal Information, Part I

Complete the information below to continue the online application for unemployment benefits. When you have finished, click Continue.

1 2 3 4 5 6 7 8 9 10

First Name M.I.

Last Name

Enter any other last name under which you worked during the last 18 months

Date of Birth Month Day (e.g. 2007)

New York State driver's license or the number of your NYS Non-Driver Photo ID card

I don't have a NY driver's license or NYS Non-Driver Photo ID card.

How many employers have you worked for in the past 18 months? **← A**

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Eligibility Information, Part 1

After you click, “**Continue**,” you will be brought to a page entitled “Eligibility Information, Part 1.” Answer all of the questions on this page, one by one (the questions are replicated below). Some of the questions have follow-up questions based on your answers to the main question. If your answer to the main question does not require you to answer the follow-up questions listed, make sure you select “NA,” in response to those follow-up questions.

Note for Incorporated Models: If you are an incorporated model, pay close attention to question 3 (*see* Arrow A). It asks if you were or currently are an officer of a corporation in which you have a financial interest or are involved in any decision-making. You should answer “**yes**” to this question. All non incorporated models should answer “**no**.”

All models: make sure you answer “**No**” to question 5 (*see* Arrow B), even if you have part time work or on-call work; this will be part of the eligibility determination.

All models: please carefully read question 6. If you are going to start an education program for a degree, but are not yet enrolled in classes, your answer should be “**Yes**.”

Eligibility Information, Part 1

Your answers to the following questions will help us to determine your eligibility for unemployment benefits. When you have finished, click Continue.




1. Did you lose all of your employment in the last 18 months due to [lack of work](#)? Yes No

→1a. If you answered 'no' to question 1, did you earn more than \$5040 gross pay from your most recent employer? Yes No NA

2. In the past 18 months, were you an employee of an [educational institution](#)? Yes No

→2a. If you answered 'yes' to question 2, are you filing this claim between academic terms or years, or during a customary vacation or holiday recess? Yes No NA

→2a 1. If you answered 'yes' to question 2a, have you been given a verbal or written offer of continuing work for an educational institution? Yes No NA

3. Are you currently or were you during the past 18 months an [officer of a corporation](#) in which you have a financial interest or are involved in any decision-making? Yes No 

4. During the past 18 months, did you work or perform services for a [business fully or partly owned by a relative](#) or where a relative is a partner or corporate officer? Yes No

If you answered 'yes' to question 4, please answer questions 4a and 4b.


→4a. Do you currently perform any duties for the business or are you involved in any decision making for the business? You must report any work activity when you certify for benefits. Yes No NA

→4b. Is the relative's business a sole proprietorship? Yes No NA

If you answered 'yes' to question 4b:

→4b.1 Is the relative your spouse? Yes No NA

→4b.2 Is the relative your parent? Yes No NA

5. Other than part-time work, on-call work, or owning a single-family rental unit, do you have a business or are you [engaged in any activity](#) which brings in or may bring in income? Yes No 

6. Are you attending school or have you been accepted to a school or training program of at least 12 classroom or credit hours a week? Yes No

→6a. If you answered 'yes' to question 6, enter your start date. (e.g. 2007)

If you are interested in attending a school or training program, you should contact your local New York State Career Center. To find your local New York State Career Center, [click here](#).

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Continue

Eligibility Information, Part 2

After answering these six questions (and any applicable follow up questions), you will be directed to answer several more questions (replicated below). Most of the answers to these questions will be “no,” except for question 7, but be sure to answer accurately.

New York State Department of Labor

Eligibility Information, Part 2

Your answers to the following questions will help us to determine your eligibility for Unemployment Insurance benefits. When you have finished, click Continue.

1 2 3 4 5 6 7 8 9 10 11 12 13 14

7. You must be prepared to start employment immediately and be physically and mentally capable of working to receive benefits. Are you [able and available](#) to start work immediately? Yes No

7a. If you answered 'no', is your inability to start work immediately due solely to school attendance? Yes No NA

To determine if you are totally unemployed, we need to know if you have or will receive [severance or dismissal payment\(s\)](#).

8. Will you receive periodic severance or dismissal payments after 04/06/2020? (This does not include payments for work you did before your last day of work nor accrued vacation pay.) Yes No

→8a. If Yes, will the gross weekly amount of each payment be greater than \$504? Yes No Unknown

8b. Will you or have you received a lump sum severance or dismissal payment? Yes No

If you answered No to questions number 8 and 8b. above, but end up receiving a severance or dismissal payment later, you must call the Telephone Claims Center and speak to a representative right away. If you do not call us right away, you may receive an overpayment which you will need to pay back. You may also be subject to penalties.

9. Have you received or will you receive [vacation pay](#) for any period after 04/06/2020? Yes No

→9a. If you answered 'yes' to question 9, did you or your employer schedule this vacation for this period? Yes No NA

10. Have you received or will you receive [holiday pay](#) for any period after 04/06/2020? Yes No

You must report any holiday pay received when you certify to benefits for that week.

11. Are you receiving or have you applied for an [employer or union pension](#) from employment you had in the past 18 months? Yes No

12. Are you receiving [workers' compensation](#) benefits now or do you have a pending claim and expect to receive workers' compensation benefits within the next year? Yes No

13. Are you receiving or have you applied for New York State Disability or any other type of [disability benefits?](#) Yes No

14. Do you obtain your employment through a union hiring hall? Yes No

→14a. If you answered 'yes' to question 14, provide your union name and local number.

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Continue

Most Recent Employer Information, Part 1

After answering the previous 14 questions, and clicking “**Continue**,” you will start the section on employment, entitled “Most Recent Employer Information, Part 1.”

If you have received a W-2 from your agency, fill in the FEIN for your agency. If not, please include the New York State Employer Registration Number (ER Number) for your agency, which is a 7-digit number that can be found on the IA 12.3 Record of Employment form. Your agency should have provided this form to you, but if they have not, you can request one from them. See the examples below.

If you *do* have a W-2

The screenshot shows the 'Most Recent Employer Information, Part 1' section of the New York State Department of Labor website. The page title is 'New York State Department of Labor'. The breadcrumb trail is 'Complete Original Claim'. The left sidebar contains links: 'My Account Services <', 'Sign Out <', 'Terms and Conditions <', 'Privacy Policy <', and 'Help <'. The main content area has a progress indicator with 10 steps, where step 5 is highlighted. The text reads: 'If you know your most recent employer's Federal Employer Identification Number (FEIN), or New York State Employer Registration Number (ER Number), enter the number in the appropriate field below.' Below this, there are two sections. The first section explains that the FEIN is a 9-digit number found on a W-2 form and provides a 'Federal Employer Identification Number (FEIN)' field with a 'Leave Blank' button and a purple arrow pointing left labeled 'Fill In'. The second section explains that if the FEIN is unknown, the user should enter the ER Number (a 7-digit number found on the IA 12.3 Record of Employment form) and provides an 'New York State Employer Registration Number (ER Number)' field with a 'Leave Blank' button and a purple arrow pointing left labeled 'Leave Blank'.

If you *do not* have a W-2

The screenshot shows the 'Most Recent Employer Information, Part 1' section of the New York State Department of Labor website. The page title is 'New York State Department of Labor'. The breadcrumb trail is 'Complete Original Claim'. The left sidebar contains links: 'My Account Services <', 'Sign Out <', 'Terms and Conditions <', 'Privacy Policy <', and 'Help <'. The main content area has a progress indicator with 10 steps, where step 5 is highlighted. The text reads: 'If you know your most recent employer's Federal Employer Identification Number (FEIN), or New York State Employer Registration Number (ER Number), enter the number in the appropriate field below.' Below this, there are two sections. The first section explains that the FEIN is a 9-digit number found on a W-2 form and provides a 'Federal Employer Identification Number (FEIN)' field with a 'Leave Blank' button and a purple arrow pointing left labeled 'Leave Blank'. The second section explains that if the FEIN is unknown, the user should enter the ER Number (a 7-digit number found on the IA 12.3 Record of Employment form) and provides an 'New York State Employer Registration Number (ER Number)' field with an 'Agency ER' button and a purple arrow pointing left labeled 'Fill In'.

If you have a registered S Corporation

If you are a model with a registered S Corporation, you should fill in the employer identification number for your S Corporation.

New York State Department of Labor

Complete Original Claim

My Account Services <
Sign Out <
Terms and Conditions <
Privacy Policy <
Help <

Most Recent Employer Information, Part 1

If you know your most recent employer's Federal Employer Identification Number (FEIN), or New York State Employer Registration Number (ER Number), enter the number in the appropriate field below.

1 2 3 4 5 6 7 8 9 10

The **Federal Employer Identification Number (FEIN)** is a 9-digit number which can be found on your copy of the W-2 form from the employer.

→ Federal Employer Identification Number (FEIN) **S Corp FEIN** ← **Fill In**

If you do not know the FEIN, enter your most recent employer's **New York State Employer Registration Number (ER Number)**. The ER number is a 7-digit number which can be found on the IA 12.3 Record of Employment form which your employer may have provided you.

→ New York State Employer Registration Number (ER Number) **Leave Blank** ← **Leave Blank**

It is important to avoid leaving both the FEIN and the ER Number blank. Try to obtain this information from your employer or employment records.

Most Recent Employer Information, Part 2:

After submitting your Employer's identification number, you will be brought to a page entitled "Most Recent Employer Information, Part 2." You need to fill in all of the fields listed.

If you do not have an S Corporation, make sure you use the information for you Agency, as your Agency is your most recent employer. This information includes the following (indicated below by the arrows):

- Agency's name
- The Agency's phone number
- The first date you worked for the agency.

If you do have an S Corporation, fill in the information relevant to your corporation. This information includes the following (indicated below by the arrows):

- Your S Corporation's name

- Your S Corporation’s phone number
- The first date you worked under your S Corporation.

Original Claim

Account Services «
Sign Out «
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Help «

Most Recent Employer Information, Part 2

Provide the following information about your most recent employer. When you have finished, click Continue.

1 2 3 4 5 6 7 8 9 10

Last Employer Name ←

Employer's telephone number (including area code)

What was your first day of work with this employer? Month Day (e.g. 2007)

Last day worked 03/09/2020

What is the [reason](#) you are no longer working for your most recent employer? Choose one.

← **Lack of work:**
You lost the job due to lack of work, reduction in force, downsizing, company shutdown, job elimination, company restructuring/reorganization, or lack of company funds/orders.

Quit:
You voluntarily left your job.

Discharged/Let Go:
You were discharged because you were unable to meet employer performance or production standards, or you were unable to meet employer's qualifications for the job.

Fired:
You were fired for a violation of company policy, such as absenteeism, theft, insubordination, drug or alcohol use or a criminal act.

Strike/Lockout:
You are unemployed because of a work stoppage conducted in violation of an existing collective bargaining agreement in the establishment in which you were employed. It is not necessary that you are actually participating in the strike, but only that you are not working because of the strike in the facility in which you worked.

If you have a definite date to return to work, enter that date. Month Day (e.g. 2007)

What was your job title? ←

Choose your [Occupational Group](#) from the following list:

What was your job location or job site? ←

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Note: Make sure you do not write “self-employed” in the “Last Employer Name” section, or you may run the risk of applying for Unemployment Insurance benefits as an independent contractor.

You will also have to select the reason you are no longer working. In most cases, the answer will be “*lack of work.*”

Next to “job title”, you should fill in “*Fashion Model*,” indicated above, and list “New York City,” if your agency is located in New York City.

After you click “**Continue**,” you may be prompted to select an occupation that most closely suits your job title, as indicated below. Click “*models*,” and then “**Continue**.”

New York State Department of Labor

Complete Original Claim

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Most Recent Occupation Information

You have told us that "Fashion Model" was your most recent occupation. Please select the occupation below that most closely matches your recent occupation. When you have finished, click Continue.

| Job Title | Job Description |
|---|--|
| <input type="radio"/> Models | Model garments and other apparel to display clothing before prospective buyers at fashion shows, private showings, retail establishments, or photographer. May pose for photos to be used for advertising purposes. May pose as subject for paintings, sculptures, and other types of artistic expression. |
| <input type="radio"/> Fashion Designers | Design clothing and accessories. Create original garments or design garments that follow well established fashion trends. May develop the line of color and kinds of materials. |
| <input type="radio"/> Model and Mold Makers, Jewelry | Make models or molds to create jewelry items. |
| <input type="radio"/> Model Makers, Metal and Plastic | Set up and operate machines, such as lathes, milling and engraving machines, and jig borers to make working models of metal or plastic objects. |

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Continue

Personal Information, Part 2:

You will then be prompted to fill out additional questions on the “Personal Information, Part 2” page.

Complete all of the information accurately, and please take special care with the following three questions, indicated by Arrows A, B, and C.

- **Arrow A:** If you are *not* a United States citizen, make sure you fill in your Alien Registration number, which is a 9 digit number that can be found on your green card under “USCIS #”
- **Arrows B & C:** Unemployment Insurance benefits are subject to federal, state, and local income tax. You may want to consider answering “yes” to these questions and having the Department withhold federal income tax from your

benefit checks. This way your taxes are already paid before you receive your benefits.

New York State Department of Labor

Original Claim

Account Services Sign Out
Terms and Conditions Privacy Policy Help

Personal Information, Part 2

Provide the following information. When you have finished, click Continue. 1 2 3 4 5 6 **7** 8 9 10

Is your mailing address a PO Box? Yes No

Please enter your mailing address below:

Enter the number and street name or enter "P.O. Box" and the number
(e.g. 123 Main Street or P.O. Box 123)

City

State

Zip Code -

If your address is a post office box, enter your home address below:

Number & Street
(e.g. 123 Main Street)

City

State

Zip Code -

Telephone (including area code)
 I don't have a telephone.

Gender Male Female

Indicate the highest grade you completed in school.

Are you a veteran? Yes No

Are you a citizen of the U.S? Yes No
→ If 'no', please enter your Alien Registration number (numbers after the letter "A"). A

Do you want 10% of your weekly Unemployment Insurance benefits withheld for [Federal taxes](#)? Yes No

Do you want 2.5% of your weekly Unemployment Insurance benefits withheld for [State taxes](#)? Yes No

Would you like to register to vote or make changes to your current voter registration? Yes No

The next question concerns whether or not you want to receive a hard copy of the Claimant Handbook. We recommend “no,” as there is an electronic copy available on the website.

The remaining questions concerning ethnicity, race, and disability *are optional*. You can select “choose not to answer” from the drop down box if you do not want to respond to these questions.

After you complete the “Personal Information, Part 2” questions, you will be redirected to a page concerning the option for direct deposit. Direct deposit allows the Department of Labor to deposit your benefits directly into the account of your choice. This is the easiest option.

Once you complete the requested information related to direct deposit, including, selecting direct deposit as your preferred form of payment, and filling in your bank’s routing number and checking account number, you will be redirected to the “Direct Deposit Information Review” page which will auto-populate your bank’s routing number and your checking account number based on your responses to the previous two pages.

Please be sure to print, save to PDF, or write down this information. It is the only evidence that you will be receiving direct deposit.

The screenshot shows a web page titled "Direct Deposit Information Review". On the left is a blue sidebar with navigation links: "Original Claims", "My Account Services", "Sign Out", "Terms and Conditions", "Privacy Policy", and "Help". The main content area has a purple header "Direct Deposit Information Review" and a sub-header "Direct Deposit Information Review". Below this, it states: "You have entered the following bank routing and checking account information to register for direct deposit. If the information is not correct, click 'Edit' to change the information." It then asks the user to "review and print this page" before clicking "Submit". The page displays the user's "Bank routing number" and "Checking account number" in purple text. A section titled "I understand that if I choose direct deposit as my option for benefit payment:" contains a bulleted list of terms and conditions. Below this is a section "How to Verify Payment of Benefits" with instructions on how to check payment history. At the bottom, there is a checkbox for authorization, a paragraph of terms and conditions, and a "Continue" button.

Direct Deposit Information Review

You have entered the following bank routing and checking account information to register for direct deposit. If the information is not correct, click "Edit" to change the information.

Please **review and print** this page for your records before clicking "Submit" below. **This page will be your only proof of the account information that you provided.** You will need this information in case of any inaccuracies with your banking information.

Bank routing number: your bank's routing number
Checking account number: your checking account number

I understand that if I choose direct deposit as my option for benefit payment:

- It is my responsibility to provide the NYS Department of Labor with accurate and up-to-date checking account information from my bank or financial institution.
- I will update my bank information if I change banks or if my bank routing and/or checking account number changes. I can only make these changes within my online account. If I do not update my information, my benefit payments may be delayed for 14 to 21 days.
- My name must be listed on the account to which I am authorizing the NYS Department of Labor to directly deposit my benefit payments. I understand that my account may be an individual or joint checking account.
- It will take approximately five (5) business days for the direct deposit registration to begin.
- Incorrect banking information will delay my weekly payments and will result in the deposit of benefit payments to a Key2Benefits debit card account.

How to Verify Payment of Benefits

To find out if a payment was released, sign in to your online account at www.labor.ny.gov/signin. On the My Online Services page, select "Unemployment Services", then "View Payment History."

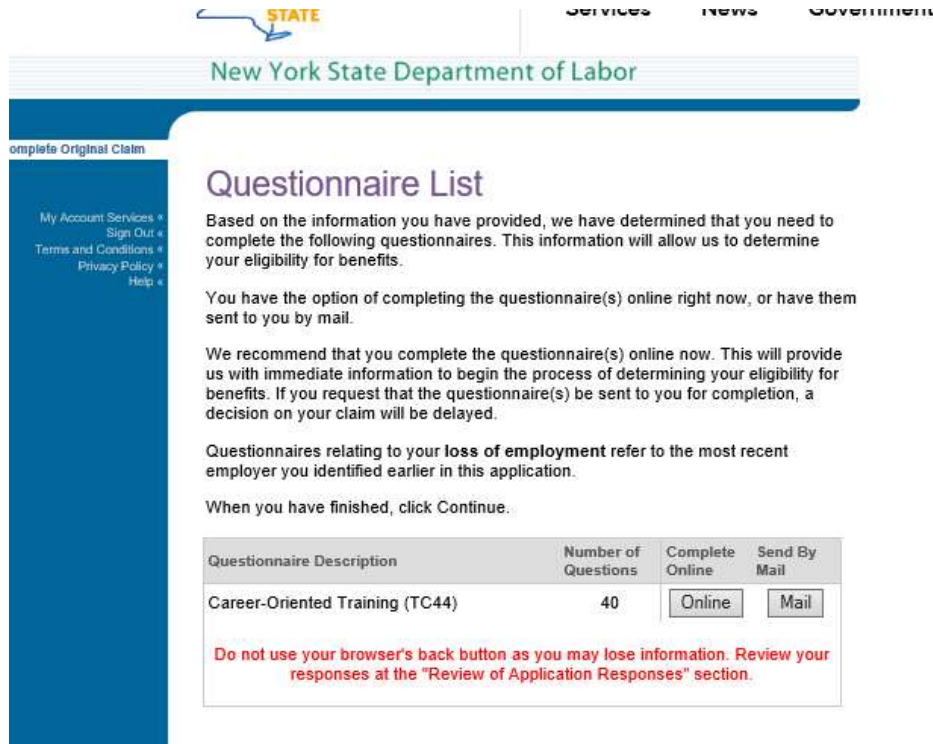
If three (3) business days have passed since a payment was released and the funds are not in your account, contact your bank.

I am authorizing the NYS Department of Labor to automatically deposit my benefit payments into my checking account based on information which I have provided. I understand my benefit payments will only be deposited in either an individual or joint checking account on which I am named, and the Department may revoke this authorization if my name is not listed on the account.

I understand that I am solely responsible for the banking account information I provide and if the information I provide is not correct, the Department shall not be liable for any misdirected or lost benefit payments.

I have read and understand all of the information provided above including this authorization and have verified that the information is true and accurate.

Once you authorize the direct deposit payment method and click “**Continue**,” you may be directed to a “Questionnaire List” page, prompting you to complete one or more questionnaires in light of the responses you provided on your Claim application. If you are required to complete one or more questionnaires, the page may appear as below.



STATE

SERVICES NEWS GOVERNMENT

New York State Department of Labor

Complete Original Claim

My Account Services *
Sign Out *
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Privacy Policy *
Help *

Questionnaire List

Based on the information you have provided, we have determined that you need to complete the following questionnaires. This information will allow us to determine your eligibility for benefits.

You have the option of completing the questionnaire(s) online right now, or have them sent to you by mail.

We recommend that you complete the questionnaire(s) online now. This will provide us with immediate information to begin the process of determining your eligibility for benefits. If you request that the questionnaire(s) be sent to you for completion, a decision on your claim will be delayed.

Questionnaires relating to your **loss of employment** refer to the most recent employer you identified earlier in this application.

When you have finished, click Continue.

| Questionnaire Description | Number of Questions | Complete Online | Send By Mail |
|---------------------------------|---------------------|---------------------------------------|-------------------------------------|
| Career-Oriented Training (TC44) | 40 | <input type="button" value="Online"/> | <input type="button" value="Mail"/> |

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Step 8: Submit Your Forms and Print Confirmation Page

After you finish submitting questionnaires (to the extent any are required), you will have the opportunity to review your entire application through the “Review of Application Responses” page. Review each answer in your application to make sure it is correct before verifying that everything in your application is true and accurate.

Review of Application Responses

- You have completed the Unemployment Insurance benefits application. Your responses are presented below in tabbed format.
- Verify that the information you have provided is complete and accurate by clicking on each tab below to review your application. To make changes, click the appropriate "Edit" button located at the bottom of each tabbed section.
- If you would like to print a copy of your application, click on each tab and then click on your printer icon.

Review Tab Section

Click on each to review.

When you have finished reviewing and verifying all the tabbed sections, click on the box below to verify that you have reviewed your responses. Then click "Submit Claim".

| | | | | |
|------------------|---------------------|--------------------|--------------------|--|
| 1 Start App | 2 Personal Info I | 3 Eligibility I | | |
| 4 Eligibility II | 5 Employer Info I b | 6 Employer Info II | 7 Personal Info II | |
| 8 Payment Option | 9 Direct Deposit | 10 Listing | 11 School/Training | |

| Questionnaire Description | Number of Questions | Complete Online | Send By Mail |
|---------------------------------|---------------------|-----------------|--------------|
| Career-Oriented Training (TC44) | 40 | ✓ | |

[Edit](#)

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

I have reviewed all tabbed sections and verified that the information is true and accurate, and I understand that the law provides penalties for false statements. I have provided accurate and complete contact information, including my mailing address (required) and email address (required). If my contact information changes, I agree to update it. I agree to check and respond to secure messages and questionnaires that are sent to me through my NY.gov account and all messages, forms and letters I may receive by mail within the timeframes specified in those communications. I understand that if I am not eligible for benefits, I am entitled to a hearing before an administrative law judge at no cost or obligation. If I fail to repay benefits that I received or fail to pay any penalties assessed because I withheld information or gave false information to the Department of Labor, the Department of Labor may take legal action to file a judgment against me. Once entered, a judgment is good and can be used against me for twenty years, and my money, including a portion of my paycheck and/or bank account, may be taken. Also, a judgment will hurt my credit score and can affect my ability to rent a home, find a job, or take out a loan. I also confirm that I am not filing this claim during any period while I was outside of the United States, a U.S. Territory or Canada.

[Submit Claim](#)

Once you've reviewed your application responses, be sure to hit "**Submit Claim.**" You will be redirected to a "Confirmation Page" that will detail important information about next steps, including:

- Claiming credit for this week
- Continuing to claim weekly benefits
- Reading your monetary determination

- Completing any and all questionnaires

Please make sure you print or save to PDF your Confirmation Page as it has very important information you will need for the next steps in the process.

Now you have successfully completed your claim for Unemployment Insurance benefits! Keep an eye out for any emails, letters, or secure messages from the Department of Labor related to any further information or action needed from you.

After Your Claim Is Filed

After your claim has been filed, you must make sure to do the following to maintain your benefits:

- Report each day you work. If you obtain work while you are receiving unemployment insurance benefits, you must report each day you work, including part-time, temporary, or unpaid jobs.
- Be accurate in all your responses and answers to department inquiries.
- Be available to work: the Department of Labor requires that you be able to take a job right away. Each week you must verify that you were ready, willing, and able to work.
- Look for work. You must search for work each week and keep a written record of every employer you contact.
- Make a work search plan. Contact a New York State Career Center to get help planning your work search. Go to www.labor.ny.gov to find the location nearest you or call (800) 447-3992.
- Stop claiming benefits as soon as you return to work. As soon as you return to full-time employment, you are no longer eligible to receive unemployment insurance benefits. You may still be eligible for partial benefits if you get part-time work.
- Read your Claimant Handbook. A copy of the handbook is on the Department of Labor's website.

- Avoid Fraud. Make sure you provide accurate information, regularly update your employment status to the Department of Labor, and inform the Department of Labor as soon as you receive full-time employment.

If you need assistance, or have any questions, call the representatives at the unemployment claimant call center at 888-209-8124.