

Notice to Employees About
Applying for Wisconsin
Unemployment Benefits
(English Version)

Notice to Employees About Applying for Wisconsin Unemployment Benefits

When to Apply

- You are totally unemployed,
- You are partially unemployed (your weekly earnings are reduced), or
- You expect to be laid off within the next 13 weeks and would like to start your benefit year early.

Important: Your claim begins the week you apply. To avoid any loss of benefits, apply the first week you are unemployed. Do not wait until the week is over.

Have This Information Ready

- Your social security number.
- **A username and password for filing online.**
- A personal identification number (PIN) if filing by telephone. Your PIN is a 4-digit number you make up before you apply.
- Your Wisconsin Driver's License or State Identification Number.
- The names of everyone for whom you worked in the past 18 months. For each employer you will also need a full address (including zip code), a telephone number, the reason you are no longer working there, and your first and last dates of work.
- If you are not a U.S. citizen, your Alien Registration Number, the document number from which the number is obtained, and the expiration date on that document.
- If you are a union member, the name and local number of your union hall.

For more information about unemployment insurance, visit our website:
<http://unemployment.wisconsin.gov>

How to Apply

Apply Online at
my.unemployment.wisconsin.gov

or

Apply by Telephone
414-438-7700 or 608-232-0678

Hours of operation are available online at:
<http://dwd.wi.gov/uiben/services.htm>

Deaf, hard-of-hearing, and speech-impaired callers may apply online using the Internet address shown above, or by calling our TTY toll free number 1-888-393-8914 when Claims Specialists are available. TTY callers must have a telephone typewriter device. Voice calls are not answered on this number.

Questions? Need Help?

Go Online at
dwd.wi.gov/ClaimsOnline

or

Call a Claims Specialist:
414-438-7713 or 608-232-0824
or TTY 1-888-393-8914

Hours of operation are available online at:
<http://dwd.wi.gov/uiben/services.htm>

STATE OF WISCONSIN



Department of Workforce Development

Notice to Employers: All employers covered by Wisconsin's Unemployment Insurance law are required to prominently display this poster where employees will easily see it (e.g., on bulletin boards, near time clocks). If employers do not have a permanent work site regularly accessed by employees, an individual copy is to be provided to each employee. For additional copies go online at: <http://dwd.wi.gov/dwd/publications/ui/notice.htm> or call 414-438-7705 or 608-232-0633.

Notice to Employees: The federal Social Security Act requires that you give us your social security number. It will be used to verify your identity and determine your eligibility. If you do not provide your social security number, we cannot take your claim.

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