

Use this checklist to gather the information you need to file your UC claim with no delays.

### **CLAIMANT INFORMATION:**

- Social Security number\*
- Home address, mailing address (if different from your home address)
- Telephone number and valid email address
- If you are not a U.S. citizen or U.S. national: Alien registration number
- If you were on active duty in the U.S. military during the past 18 months: DD Form 214, Member 4  
Also, send a copy to: **Federal Programs Unit, 651 Boas St., Harrisburg, PA 17121**
- If you worked for the federal government in the past 18 months, Standard Form 8; Standard Form 50

### **MOST RECENT EMPLOYER INFORMATION:**

- Name of the employer where you are no longer working or for whom you are working reduced hours
- The employer's complete mailing address, phone and fax number, email address, and employer UC account number, if known
- First and last dates you worked for this employer
- Gross earnings during your last week of employment, if available
- Reason you left or, if still working, the reason you are working fewer hours
- If you are being recalled to this employer: date of recall
- If you worked for a college, university or school: your return date following a break and original terms of contract
- If receiving severance pay: amount of severance
- Other states where you have worked in the past 18 months

### **EMPLOYMENT HISTORY:**

- Names and addresses of all your employers where you worked in the past 18 months
- First and last dates worked for these employers

### **DIRECT DEPOSIT INFORMATION:**

(Direct deposit not required to be eligible for, or to receive, UC benefits)

- Bank name and address
- Bank telephone number
- Bank account number and Bank account routing number

\*The department cannot process your claim without your Social Security number. UC is a taxable benefit, and the law requires the department to report the amount you have received to the United States Internal Revenue Service (IRS). The department also shares information with other states to prevent identity theft and to fight fraud. Your Social Security number and personal information will not be shared with anyone outside state government unemployment compensation systems and the federal government's tax system.

### **PRIVACY ACT STATEMENT**

Because you are being asked to provide your Social Security number, federal law requires the department to provide you with the following notice, pursuant to the Privacy Act of 1974 (Section 7 of P.L. 93-579, 5 U.S.C. § 552a note). Disclosure of your Social Security number is mandatory for UC purposes. If you decline to give your Social Security number, your UC application and claims will not be processed.

- The department is authorized to solicit your Social Security number pursuant to the Internal Revenue Code (26 U.S.C. §§ 6050B and 6109) and the Social Security Act (42 U.S.C. § 1320b-7).
- Your Social Security number will be used to identify and administer your application and claims, determine your eligibility for UC, verify your eligibility for other government benefits, for statistical purposes, and to report the amount of UC you receive to the Internal Revenue Service for federal income tax purposes and for other purposes consistent with federal and state law.

*Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program*