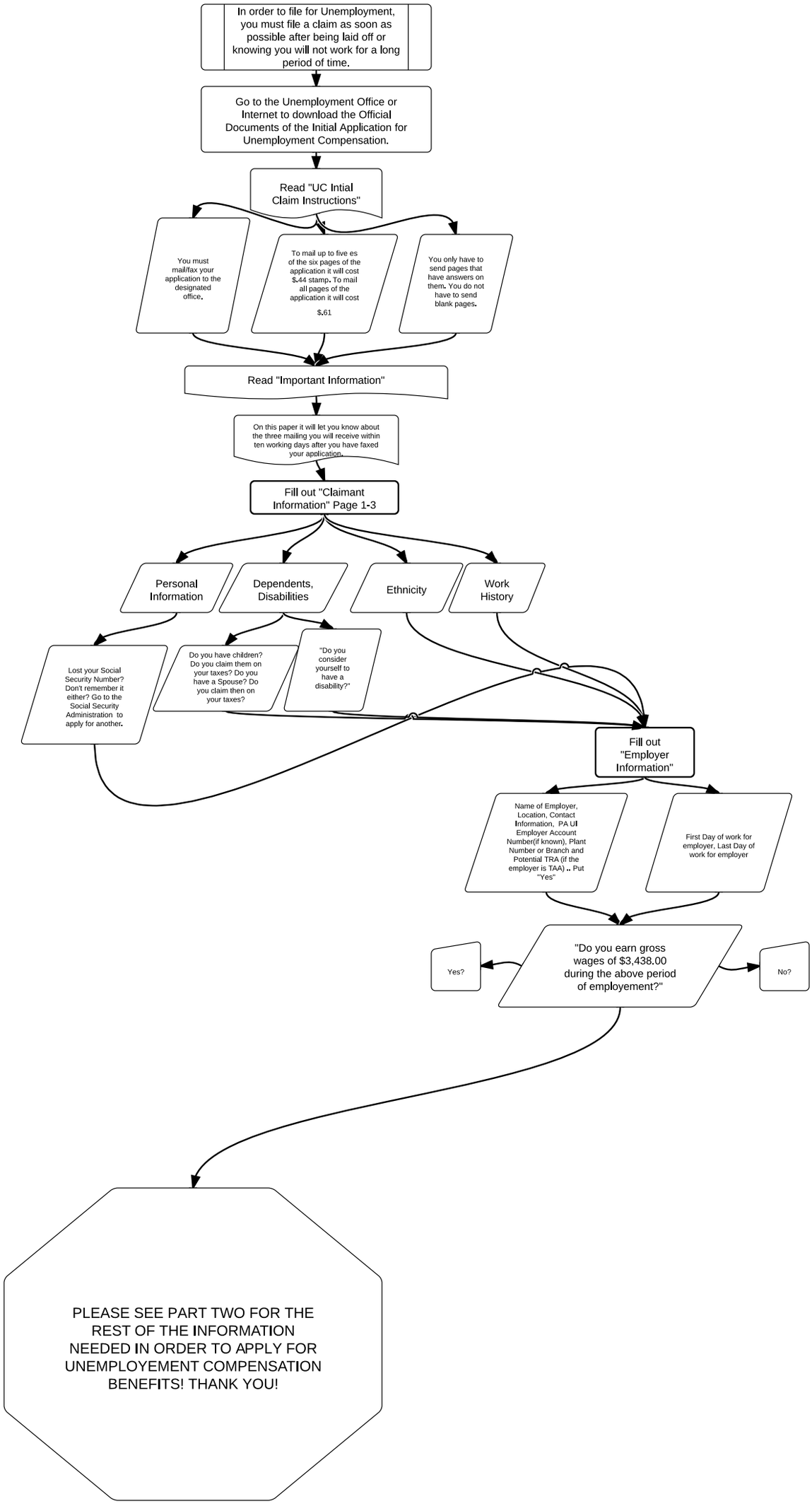
In order to file for Unemployment, you must file a claim as soon as possible after being laid off or knowing you will not work for a long period of time.
Go to the Unemployment Office or Internet to download the Official Documents of the Initial Application for Unemployment Compensation.
Read "UC Intial Claim Instructions"
You must mail/fax your application to the designated office.
To mail up to five es of the six pages of the application it will cost $.44 stamp. To mail all pages of the application it will cost $.61
You only have to send pages that have answers on them. You do not have to send blank pages.
Read "Important Information"
On this paper it will let you know about the three mailing you will receive within ten working days after you have faxed your application.
Fill out "Claimant Information" Page 1-3
Personal Information
Dependents, Disabilities
Ethnicity
Work History
Lost your Social Security Number? Don't remember it either? Go to the Social Security Administration to apply for another.
Do you have children? Do you claim them on your taxes? Do you have a Spouse? Do you claim then on your taxes?
"Do you consider yourself to have a disability?"
Fill out "Employer Information"
Name of Employer, Location, Contact Information, PA UI Employer Account Number(if known), Plant Number or Branch and Potential TRA (if the employer is TAA) .. Put "Yes"
First Day of work for employer, Last Day of work for employer
"Do you earn gross wages of $3,438.00 during the above period of employement?"
Yes?
No?
PLEASE SEE PART TWO FOR THE REST OF THE INFORMATION NEEDED IN ORDER TO APPLY FOR UNEMPLOYEMENT COMPENSATION BENEFITS! THANK YOU!