

## Employer Notification to Employees of the Availability of Unemployment Compensation

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Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of state UI eligibility laws. A UI claim may be filed in the first week employment ends or work hours are reduced.

All unemployment claims in Iowa are now filed on [iowaworks.gov](http://iowaworks.gov). For assistance or for instructions on filing a UI claim, call 1-866-239-0843 or visit [workforce.iowa.gov](http://workforce.iowa.gov).

Iowa Workforce Development (IWD) will ask the following information as part of your application claim:

1. Social security number
2. Last Employer Information
  - a. Name, payroll address and telephone number of your last employer
  - b. Start and end dates of your last job
  - c. Whether or not you will receive vacation pay, severance, etc.
3. Alien registration number (if not a U.S. citizen or permanent refugee)
4. DD-214 if you served in the U.S. Military during the last 18 months. For older versions that utilize social security number, you will need the Member 4 copy. For new versions that utilize a DOD ID number you will need the Service Copy.
5. ID Verification - Verifying your identity through ID.me
6. Standard Form 8 (SF-8) if you worked for the federal government in the last 18 months
7. Dependent Information (If applicable)
  - a. Name(s), date(s) of birth, and social security number(s) of any dependents that are claimed as exemptions on your federal income tax return
  - b. Spouses may be claimed as a dependent if their gross wages (excluding self-employment) were \$120.00 or less in the week prior to filing your claim

To file a UI claim online, visit: [iowaworks.gov](http://iowaworks.gov). If you have questions about the status of your UI claim, please contact IWD at 1-866-239-0843 or e-mail [uiclaimshelp@iwd.iowa.gov](mailto:uiclaimshelp@iwd.iowa.gov).