



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
UNEMPLOYMENT INSURANCE AGENCY

SUSAN R. CORBIN
DIRECTOR

UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE

THIS FORM IS NOT A WAIVER REQUEST OR APPROVAL OF A WAIVER REQUEST.

Information Needed to File a Claim:

- Driver's license or state ID card and your Social Security number.
- For non-citizens: United States Citizenship and Immigration Services (USCIS) number and work authorization card expiration date.
- For every employer you have worked for in the past 18 months, please provide their name, address, first and last dates of employment, total gross earnings per quarter, and the reason for your separation.
- Your most recent employer's Federal Employer ID number (FEIN) or Employer Account Number (EAN).
- To set up direct deposit, please have your bank routing and account numbers available.
- Submit your application: Online: Go to Michigan.gov/UIA and access your MiWAM portal, available 7 days a week, 24 hours a day. By Phone: Monday-Friday 8:00 a.m. to 4:30 p.m. at 1-866-500-0017.

Bi-Weekly Certification:

Unless the requirement has been waived, you must certify your eligibility every two weeks to receive benefits. The preferred method of certifying is online. Phone certification is also available.

- **Online:** Visit Michigan.gov/UIA and sign into MiLogin to access your Michigan Web Account Manager (MiWAM) account. Your online account is accessible seven days a week, 24 hours a day.
- **By Phone:** Call MARVIN at 1-866-638-3993 during your assigned call-in time.

Work Search Activities:

You must be able, available, and seeking full-time work to be eligible for benefits. Document and report at least three valid work search activities for each week that you are requesting benefits. The preferred method for reporting work search activities is through MiWAM. You may also report work search activities by phone through MARVIN. UIA will not release benefits until it processes the work search activities that you submit.

If you have questions, visit Michigan.gov/UIA for tools and resources. You can also speak with a customer service representative at, 1-866-500-0017, or chat with an agent, Monday through Friday, 8:00 a.m. to 4:30 p.m. TTY service is available at 1-866-366-0004.

To Be Completed by the Employer

Complete the following information in the spaces below. Each employee, when separated from your employment should receive a completed copy of this form or an equivalent written notice. Under Michigan Administrative Code, Rule 421.204, a \$10.00 penalty for non-compliance may be imposed on the employer by UIA.

Your 10-digit UIA Employer Account Number (EAN): _____

Your 9-digit Federal Employer Identification Number (FEIN): _____

Employer's Name with Doing Business As (DBA) Name and complete mailing address where wage and separation information is available.

Employer's Name

DBA

Employer's Address

City, State, Zip Code

Name of Contact Person

Telephone Number

Reason for separation

Employers, direct any questions to the Office of Employer Ombudsman (OEO) at 1-855-484-2636. TTY service is available at 1-866-366-0004.

UIA is an equal opportunity employer/program.