Information You Need to File an Unemployment Insurance Claim

**Checklist ✓ ✓ ✓**

*When your job has ended or your employer has cut back work hours, apply immediately for Unemployment Insurance benefits.*

- The start date or effective date of an Unemployment Insurance claim is NOT based on when the job ended or when the employer cut back hours.
- Claims start on the Sunday of the week an Unemployment Insurance application is submitted.

**Gather information. Have the following items ready before applying.**

→ **Your Information:**
  - Social Security Number
  - Name (including prior names [e.g., married or maiden names]), mailing address, and telephone number
  - Driver’s license or ID card number
  - Alien registration number and expiration date, if a non-citizen
  - DD Form 214 if you served in the military in the last 18 months

→ **Last Employer Information:**
  - The last employer is the business or company you last physically worked for or could still be working for part-time
  - Name of company as it appears on your pay check stub or W-2 form (This could be a payroll agency or staffing agency)
  - Complete mailing address including zip code and physical location
  - Company’s phone number and supervisor’s name
  - The reason for working reduced hours or no longer working with the employer

→ **Employment History (ALL employers in the last 18 months including the last employer):**
  - Name of ALL employers as they appear on your pay check stub or W-2 form
  - Period of employment (start date and end date)
  - Wages earned and how you were paid (hourly, weekly, monthly)

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DE 2326 (2-09)