

EDD OFFICE NAME  
P.O. BOX  
CITY CA ZIP CODE

**EDD Phone Numbers:**

English: 1-800-300-5616  
Spanish: 1-800-326-8937  
Cantonese: 1-800-547-3506  
Mandarin: 1-866-303-0706  
Vietnamese: 1-800-547-2058  
TTY: (Non Voice) 1-800-815-9387

Name and Address of Claimant

Claimant Name  
Claimant Mailing Address  
Claimant City, State, Zip Code

Mail Date:  
SSN:

**NOTIFICATION OF UNEMPLOYMENT INSURANCE BENEFITS ELIGIBILITY INTERVIEW**

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Requesting to reschedule the phone interview will result in a later date and is subject to the availability of interview appointments. The reason you are not available for the original phone interview may also affect your eligibility for benefit payments. UI benefits cannot be paid until your phone interview is complete, your eligibility is determined, and your certification for continuing benefits is received.

If you are not available for the phone interview and have not requested the EDD to reschedule the phone interview and/or have not provided an alternate phone number, a decision will be made based on available information. **This may result in denial of benefits. Additionally, if the EDD determines you were paid UI benefits that you were not entitled to as a result of a false statement or withholding of information, you will be required to repay the EDD for the benefits you received.**

To contact EDD about rescheduling a phone interview, you may also visit UI Online<sup>SM</sup> at [www.edd.ca.gov/UI\\_Online](http://www.edd.ca.gov/UI_Online) or contact the EDD at the toll-free phone number listed above.

**You have the right to:**

- Request more time to prepare for the phone interview. Please be advised that rescheduling the phone interview may result in a longer delay in receiving benefit payments.
- Present the necessary witnesses during the interview and provide exhibits to the interviewer.
- Be represented by any person during the interview at your own expense.

In accordance with the law, employers will be contacted if needed to verify or obtain relevant facts.

**IMPORTANT:** To expedite the phone interview process, please read the interview instructions located on the back of the form and have all pertinent information ready for the phone interview.

## PHONE INTERVIEW INSTRUCTIONS

During the phone interview you may be asked some of the following questions:

**NOTE:** Questions will depend on the reason you have been scheduled for a phone interview.

SAMPLE