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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