

Filing for Unemployment Insurance

From the NYS Department of Labor: <https://labor.ny.gov/unemploymentassistance.shtm>

When to File

Promptly file your claim, in the first week that you lose your job. You must serve an unpaid “waiting period,” equal to one full week of unemployment benefits, before you receive payments. A delay in filing may cost you benefits. You can estimate your weekly benefit amount by using the [benefit rate calculator](#) on our website. Please note that the tool gives an estimate only. It does not guarantee that you will be eligible for benefits or a specific amount of benefits. You must file an Unemployment Insurance claim to find out if you are eligible and learn your actual benefit amount.

Web Service

It is best to apply for Unemployment Insurance online. If you are filling a new unemployment insurance claim, the day you should apply is based on the first letter of your last name.

A-F file on Monday, 8:00 am to 7:30 pm

G-N file on Tuesday, 8:00 am to 7:30 pm

O-Z file on Wednesday, 8:00 am to 7:30 pm

Missed your day? File on Thursday, Friday, Saturday

Any claim you file will be backdated to the date you became unemployed. If you are eligible, you will be paid for all benefits due.

Phone Service

Call our Telephone Claim Center, toll-free during business hours to file a claim.

1-888-209-8124

Things you need to file your claim:

Your Social Security number

Your driver license or Motor Vehicle ID card number (if you have either one)

Your complete mailing address and zip code

A phone number where we can reach you from 8 am - 5 pm, Monday –Friday

Your Alien Registration card number (if you are not a U.S. Citizen and have a card)

Names and addresses of all your employers for the last 18 months, including those in other states

Employer Registration number or Federal Employer Identification Number (FEIN) of your most recent employer (FEIN is on your W-2 forms)

Your copies of forms SF8 and SF50, if you were a federal employee

Your most recent separation form (DD 214), for military service

You can file a claim without all of these documents. However, missing information can delay your first payment.

If you cannot print web pages, have a pen and paper to copy information.

If you choose direct deposit of your weekly benefits, you need a check that has your bank routing and checking account numbers.

Personal Identification Number (PIN)

If you have never filed a claim for benefits in New York State, you must create a PIN. This is a four-digit number that you must keep confidential.