



MASSACHUSETTS DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

To Massachusetts Workers:

How to File a Claim for Unemployment Insurance Benefits

To Massachusetts employers:

Under the state's Employment and Training Law, M.G.L Chapter 151A, you must provide a copy of this pamphlet as soon as practicable, but no more than 30 days, from the last day the employee performed compensable work. You must provide this pamphlet to each of your employees who is separated from work, permanently or temporarily. Please complete the information below:

Lehigh University

Employer name

306 S. New Street, Suite 437
Bethlehem, PA 18015

Mailing address

610-758-3900

Phone number

24-0795-445

Federal employer ID number



File Online

To file your new UI claim or reopen an established claim online, visit our website at: mass.gov/unemployment-insurance-ui-for-workers.

To file a claim online, you must create a **MyMassGov** personal account by visiting mass.gov/how-to/register-for-a-mymassgov-personal-account.

1. Go to the *Unemployment Services* website at mass.gov/dua and login using your **MyMassGov** account.
2. Read the *Claimant Agreement*, check the box stating you've read it, and select "Next".
3. When prompted, you will be asked to enter your Social Security number and Date of Birth. Select "Next".
4. Proceed with the application by following the prompts.
5. When completed, you'll be returned to the dashboard.

Need Help?

If you have questions about your eligibility, review the eligibility requirements online at: mass.gov/dua/eligibility.

For help creating an online account, visit: mass.gov/dua.

Information Needed to File a Claim

To apply for unemployment, you need to provide personal information including your Social Security number, birth date, home address, email address, and phone number.

You also need information about your employment history from the last 15 months, including:

- Names of all employers, plus addresses and phone numbers
- Reasons for leaving those jobs
- Work start and end dates
- Recall date (if you were laid off but have a set date to return to work)

You may need additional information in certain situations:

- **If you are not a U.S. citizen:** your Alien Registration number or verification that you are legally allowed to work in the United States.
- **If you have dependent children:** their birth dates and Social Security numbers
- **If you're in a union:** your union name and local number
- **If you were in the military:** your *DD-214 Member 4 form*. If you don't have it, you can request your *DD-214* online at dd214.us.



File by Phone

To file your new UI claim or reopen an established claim by phone, call the TeleClaim Center at **(877) 626-6800**.

**The TeleClaim Center
is available
8:30 am to 4:30 pm,
Monday through Friday.**

To receive payments by direct deposit:

You'll need your bank name, account number, and routing number. Otherwise, DUA will send you a debit card.

What is Unemployment Insurance?

Unemployment Insurance (UI) is a temporary income assistance program for Massachusetts workers who have lost their jobs through no fault of their own, and are:

- Able to work
- Available for work, and
- Actively looking for work

Funding for UI benefits comes from quarterly contributions paid by the state's employers to the Department of Unemployment Assistance (DUA). Employees do not contribute to unemployment insurance.

When should you apply for UI benefits?

If you have been separated from work, or your hours have been reduced, you should file a claim for UI benefits **during your first week** of total or partial unemployment. Your claim will begin on the Sunday of the calendar week in which your claim is filed. This date is known as the effective claim date.

You will not be paid benefits for any week of unemployment preceding the effective date of your claim.

Important note:

You may request benefits only if you are in the United States, its territories, or Canada. You should not request benefits for any week you are outside the United States, its territories, or Canada.

This pamphlet includes important information on how to apply for Unemployment Insurance benefits.

Este folleto contiene información importante sobre cómo solicitar los beneficios del Seguro de Desempleo.

Este panfleto contém informações importantes sobre como registrar-se para receber benefícios de subsídio de desemprego.

Данный проспект содержит важную информацию о процессе подачи заявления на получение Страхового пособия по безработице.

Livè sa gen enfòmasyon enpòtan sou fason pou aplike pou Benefis Asirans Chomaj yo.

Il presente opuscolo contiene importanti informazioni riguardanti la modalità di richiesta per l'indennità di disoccupazione.

Cette brochure comporte d'importants renseignements sur la façon de demander des prestations d'assurance-chômage.

សៀវភៅផ្សព្វផ្សាយនេះមានរួមជាមួយនឹងព័ត៌មានសំខាន់ៗ អំពី
របៀបដាក់ពាក្យសុំប្រាក់អត្ថប្រយោជន៍ការទាញវ៉ាប់របស់រដ្ឋ
ការងារ។

Cuốn sách mỏng này bao gồm thông tin quan trọng về cách nộp đơn xin bảo hiểm thất nghiệp

ແຜ່ນເຈ້ຍນີ້ມີຂໍ້ມູນກ່ຽວກັບວິທີການຂໍເອົາເງິນຕົນປະໂຫຍດປະກັນໄພ
ຫວ່າງງານ.

这本小册子包括如何申请失业保险金的重要信息。

이 팜플렛에는 실업 보험 급여의 신청 방법에 대한 중요한 정보가 들어 있습니다.

يحتوي هذا الكتيب على معلومات هامة حول كيفية التقديم للحصول على منافع تأمين البطالة.

Equal opportunity employer program

Auxiliary aids and services are available upon request to individuals with disabilities. For hearing-impaired relay services, call 711.



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