UNEMPLOYMENT FILING ASSISTANCE CHECKLIST

Please bring the following documents.

Business Information

☐ Legal business name/DBA

☐ Structure

☐ Federal EIN / State Tax ID

☐ State unemployment account numbers

☐ Payroll/unemployment contact

Employee Information

☐ Full legal name

☐ SSN

☐ Job title/department

☐ Start/end dates

☐ Reason for separation

☐ Last day worked & final pay

Payroll & Earnings Records

☐ Gross wages during base period

☐ Deduction info

☐ Overtime/bonuses/commissions

☐ PTO/vacation/severance

Filing Documentation

☐ Completed state unemployment forms

☐ Supporting documents (pay stubs, notices)

☐ Prior unemployment filings

☐ State office contact info

Verification & Submission

☐ Verify accuracy

☐ Document separation reason

☐ Submit applications

☐ Keep confirmation numbers

☐ Track follow-ups

Additional Notes

☐ Multi-state filings

☐ Special situations (rehire, disasters)

☐ Employer protest/response deadlines

☐ Notes for future reporting