

Maryland Labor - Division of Unemployment Insurance
Information and Documents Needed for Claims Filing

PERSONAL INFORMATION

- o Name;
- o Date of Birth;
- o Social Security Number;
- o Residential and Mailing Address;
- o Telephone Number and Email Address;
- o Name, Date of Birth and Social Security Number for Each Dependent Under Age 16;

Important: A dependent is defined as a son, daughter, stepchild, or legally adopted child under the age of 16 whom you support. Only one parent may claim a dependent(s) (up to a maximum of five dependents) during any one-year benefit period.

- o Alien Registration Number (if you are not a U.S. Citizen or National).

EMPLOYMENT HISTORY FOR THE LAST 18 MONTHS:

- o Name, Address, and Phone Number for each Employer you Worked for in the Last 18 Months (18 Months Prior to the Date You File an Initial Claim). I.e., Business/ Company Name, Complete Payroll Address, etc.;
- o Employment Start and End Date. If Applicable, Return-to-Work Date;
- o Reason for Separation from Each Employer (That You Worked for in the Last 18 Months);
- o Union Name and Local Number (If You Are a Union Member);
- o Former Military Status (If You Were in the Military);
- o DD214 - Member 4 Document (If You Were in the Military);
- o SF-50 or SF-8 (If You Were a Federal Employee).

DOCUMENTS THAT MAY BE NEEDED

- o Pay Stubs;
- o W-2;
- o 1099;
- o Schedule K-1;
- o Summary of Quarterly Reports;
- o Accounts Receivable Statement;
- o Profit and Loss Statement;
- o Obituary or DD214 (for a Deceased Veteran);
- o Notification Showing a Travel Restriction Preventing You From Going to Work;
- o Business Formation Papers (Business Registration or Charter, EIN, etc.);
- o Independent Contractor Agreement;
- o Tax Return - Schedule C.