Filing for Unemployment Fact Sheet

How to File for Unemployment:

You can file via the Internet at mdunemployment.com or by telephone using one of the telephone numbers listed on the Unemployment Insurance Home Page under "Claim Center Telephone Numbers."

You will need to have:

- your name, Social Security number, address and telephone number;
- if you are claiming dependents, you will need their names, birth dates and Social Security numbers; and
- the name, complete payroll address, telephone number and reason for separation for each employer you worked for in the 18 months prior to filing your claim.
- if you are not a citizen, proof of your alien status
- if you were in the military within the last 18 months, your DD214, Member 4.
- if you worked for the Federal Government, your Form-50 or SF-8 if available

YOU CANNOT FILE VIA INTERNET IF:

- You have worked and earned wages from a state other than Maryland in the last 18 months (regardless of where you live).
- You worked for the Federal Government in the last 18 months.
- You have worked for more than 3 employers in the last 18 months.
- You have filed for unemployment insurance in another state in the last 18 months.
- If you cannot file through this application, click here to contact a Claim Center by telephone or click here for a listing of other states' contact information.
- YOU MUST HAVE THE FOLLOWING INFORMATION TO PROCEED!
- Your Social Security Number and mailing address.
- A telephone number where you can be reached.
- The name, birth date and Social Security Number of all dependents under age 16.
- If you are not a citizen, proof of your alien status.
- The business name, address, and dates of employment for all employers within the last 18 months. A copy of your W-2 form may be helpful.
- If you seek work through a union, the hiring hall number is required.
- If you were in the military within the last 18 months, your DD214, Member 4.

Expectations While Receiving Unemployment Benefits:

Whether you are just now filing for or are currently receiving unemployment insurance benefits, you must:

- be able to work, available for work and you must make an active search for full-time work (unless defined by Unemployment Insurance as a part-time worker);
- report all wages earned each week;
- Report all monies received (e.g., vacation pay, severance pay, pension payments, etc.);
- be available and/or contact the Division of Unemployment Insurance when directed to do so;
- report to the Maryland Division of Workforce Development and Adult Learning when required to do so;
- accept suitable work as defined by law;
- file timely weekly claim certifications (request for payment).
- Effective December 3, 2017, to be eligible for benefits, you must make a minimum of three (3) valid job contacts per week. Job applications or resumes must be submitted where accepted by hiring employers. Valid job contacts are as follows: a) in person contact with an individual with knowledge of the job; b) telephone contact with an individual with knowledge of the job; c) electronic transmission (e.g internet, email, fax); or d) other methods appropriate to the occupational classification or as specified by the employer.
- Whether you are filing on the internet or by phone you must enter your job contacts on the MWE-REX WORK SEARCH VERIFICATION LOG. You must also enter any wages for all work, including fulltime, part time, temporary, self-employment, tips or odd jobs. You must report these earnings during the week earned regardless of when you are actually paid. However, commission payments must be reported during the week paid. All earnings must be entered on the MWE-REX WORK SEARCH VERIFICATION LOG. The log can be found on the Reemployment Exchange (REX). Information submitted into REX will be retained as your permanent record job contacts and can be printed if you need a copy of your contacts. Failure to perform and record at least three (3) contacts per week will result in the denial of benefit payments.
- If you file an unemployment insurance claim against the State of Maryland, you must file weekly claim certifications for each week of unemployment for which you are requesting UI benefits. You may file your weekly claim certifications (request for payment) by Internet (Webcert) or telephone (Telecert). Each weekly claim certification covers a one-week period.
- It is your responsibility to keep track of the weeks for which you are requesting payment and to file those weekly claim certifications by telephone or internet timely. Failure to file your weekly claim certifications timely causes a delay in benefits and may result in denial of benefits. If your weekly claim certifications are filed properly and have been accepted over the telephone or internet, you will receive a processing number. **If you do not get a processing number, the weekly claim certification has not been accepted.** If this occurs, you must contact the Claimant Information Service immediately in order to ensure continued payment of benefits.

Please note that many of the requirements have changed during the pandemic. Clarify all rules with the Unemployment Office.