



HOW TO APPLY FOR UNEMPLOYMENT BENEFITS



STEP 1 Prepare to Apply

Gather the following information:

Personal information

- Driver's license, state ID card, or other photo ID card
- Social Security number (SSN)
- Documents to prove your full legal name, date of birth, street address, and legal presence in the U.S.
- Bank account and routing number for direct deposit payments
(Or you can choose to receive payments on a ReliaCard debit card.)

Employer information for each employer you worked for in the past 18 months

(This information can be found on
your pay stub or W2.)

- Corporation name and address (This might be different from the business name and address.)
- EIN / FEIN (This is your employer's tax ID number. It is nine digits formatted like this: XX-XXXXXXX.)

Employment history

- First and last day worked for each employer in the last 18 months
- Pay rate & frequency (how often you were paid, and how much you typically made - including tips and bonuses)
- Separation reason (the reason your employment ended or hours were reduced)

STEP 2 Submit Your Application & File Your Weekly Claim

Online is easiest

Visit unemployment.ohio.gov

Or you can call

1-877-644-6562

Monday-Friday, 8 a.m.-5 p.m.

STEP 3 After You Apply

You may receive multiple determination notices!

After you submit your application, you may receive multiple determination notices. Be sure to read them closely. If one or more of them say that no benefits will be paid, you will not be eligible for benefits.

Appeal rights

If you disagree with a decision made about your claim, you can file an appeal. All determination notices contain instructions for how to appeal.