WE ARE YOUR DOL

NEW YORK STATE | Department of Labor

Unemployment Insurance Division

Notice to Employees

Employer Legal Name: _____

Address: _____

Employer Registration (ER) #: _____

Employees of this firm: you are covered by the New York State Unemployment Insurance Law.

- Your employer may not deduct from your wages for this purpose.

- **If you are laid off, work less than four days a week, are discharged, quit or have your hours reduced to 30 or less each week:**
  - **Get a "Record of Employment," form from your employer. Keep it for your records to use if you file for Unemployment Insurance benefits.**
  - The "Record of Employment" form must have your employer's name, registration number, and address where payroll records are kept.

- **To file an application for Unemployment Insurance:**
  - Call the Telephone Claims Center at (888) 209-8124 (translation services are available) or
  - Go to our website at www.labor.ny.gov
  - Hearing impaired individuals who have telephone Device for the Deaf (TTY/TDD) equipment may file a claim by calling a relay operator at (800) 662-1220 and requesting the operator call (888) 783-1370. Service at this number is provided only to callers using TDD equipment.

To Employer: You must post this poster conspicuously in each workplace.

Employers who utilize the fill-in version of this poster certify to the completeness and accuracy of the legal name, address and Employer Registration # displayed. For additional posters, write to the: New York State Department of Labor, Liability and Determination Section, 1220 Washington Ave., Building 12, Albany, NY 12226.

The New York State Department of Labor is an Equal Opportunity Employer/Program.
Auxiliary aides and services are available upon request and free of charge to individuals with disabilities
TTY/TDD 711 or 1-800-662-1220 (English) / 1-877-662-4886.