

March 24, 2020

How to File: File in the state where you worked. These are the instructions for NYS:

1. Sign in with your NY.GOV ID or follow the link below to create one

[Learn more about how to get a NY.GOV ID.](#)

2. Follow the instructions to file a claim
3. Submit your application and **be 100% honest and accurate**
4. The Department of Labor will evaluate your claim for UI benefits and decide if you qualify

What you will need:

1. Your Social Security number
2. Your driver's license or Motor Vehicle ID card number (if you have either one)
3. Your complete mailing address and zip code
4. A phone number where you may be reached from 8 am - 5 pm, Monday –Friday
5. Your Alien Registration card number (if you are not a U.S. Citizen and have a card)
6. Names and addresses of all your employers for the last 18 months, including those in other states
7. Employer Registration number or Federal Employer Identification Number (FEIN) of your most recent employer (FEIN is on your W-2 forms)

*If an employee receives more than \$504 in “wages” they are not eligible for UI that week.

*The employee's last day of work (unless they were otherwise engaged) will, for most employees, be 3/12/20.

The Telephone Claim Center is available toll-free during business hours to file a claim: **1-888-581-5812** but the strongly suggest **NOT calling and filing electronically.**

Please do not call the telephone claims center unless you are instructed to call to complete your application. If you are instructed to call to complete your claim, the **only** valid number is 1-888-209-8124.

Assistance with Filing:

If you have a disability and need help to file your claim, you may allow another person to aid you.

- You must be present each time they help you and use your PIN. You will be held accountable for the actions of your helper.

Please feel free to reach out to Raul Argudin, Human Resources Manager of Regulatory Compliance at 212 703 0221 or RArgudin@broadway.org, should you have any questions or require assistance.

The League Labor Relations Department