

## Unemployment Benefits Verification

**Purpose:** To verify an applicant's or resident's unemployment benefits.

**Note:** This form must be mailed or faxed to the applicable unemployment office shown on the form. The resident cannot "hand carry" the form.

**Special Mention:**

- ▶ Remember to include a self-addressed envelope.

**Specific Instructions:**

1. Enter property name and unit number.
2. Enter date.
3. Enter name and address of property. Include your phone number and your fax number (if you want request faxed back to your office).
4. Enter name of the applicant or resident.
5. Enter applicant's Social Security number. \*
6. Have applicant sign and date before mailing.
7. Mail or Fax to the Employment Security Department's Records Disclosure Unit once form is filled out.

\* **Note:** For privacy reasons, a resident may elect not to provide his/her Social Security number on this form. Residents who do not provide their Social Security number should sign Certification #2 on the *Identification Certification* form.

