



**YOU ARE REQUIRED BY  
LAW TO POST THIS IN A  
CONSPICUOUS PLACE**



# UNEMPLOYMENT NOTICE

If you become partially or totally unemployed:

## Filing in person

**File a claim in person at the office nearest you and register for work.**

**Example:** If your last day of work was a Friday and you worked a full week, visit the office nearest you the following week  
Office Hours: 8am - 4:30pm Monday - Friday

## Filing over the Internet

**File on-line and register for work at [www.nh.gov/nhes](http://www.nh.gov/nhes)**

**Example:** If your last day of work was a Friday and you worked a full week, do not open your claim on-line that week. Open your claim the following Sunday - Saturday (before midnight).

***Failure to apply as explained below may result in a loss in your entitlement to some benefits!***

You must file your initial claim within 3 business days of becoming unemployed or no later than the last calendar day of the first week for which you wish to file for benefits. For filing purposes you are considered to be unemployed on the last day you actually work or on the day your work hours are significantly reduced. Your claim is effective the calendar week it is opened.

## **What should you have available before you file?**

- Your social security number
- Information about where you worked in the past 18 months, including company names, addresses and approximate dates you worked there
- Your most recent check stubs, W2's and 1099 forms from the last 18 months
- The amounts of your separation pay, severance, vacation, holiday, sick, bonus pay and wages in lieu of notice you received or expect to receive

## **Who pays for Unemployment Compensation Taxes?**

- Employers pay the tax that is deposited in the Unemployment Compensation Trust Fund from which benefits are paid.

**Eligibility for Unemployment Compensation is determined on an individual basis and based on the law. You have to open a claim and then file a claim each week to know if you are eligible.**

### **NH EMPLOYMENT SECURITY OFFICES**

Berlin	Claremont	Concord	Conway	Keene	Laconia
Lebanon	Littleton	Manchester	Nashua	Portsmouth	Salem Somersworth

*NHES is a proud member of America's Workforce Network and NH WORKS*

*NHES is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.*

*Auxiliary aids and services are available upon request to individuals with disabilities. TTY/TDD Access: Relay NH 1-800-735-2964*