



ADMINISTRATIVE OFFICE
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George N. Copadis, Commissioner
Richard J. Lavers, Deputy Commissioner

Notification to Employees of the Availability of Unemployment Compensation

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the minimum requirements of the New Hampshire Unemployment Compensation eligibility laws and/or the Federal CARES Act. You may file a UI claim in the first week that your employment stops or your work hours are reduced. Failure to timely open a claim and then file a continued claim for each week may result in the denial of benefits.

You will need to provide NH Employment Security (NHES) with the following information in order for the agency to process your claim:

1. Your full legal name;
2. Your Social Security Number;
3. Your authorization to work (if you are not a U.S. citizen or resident);
4. Information about where you worked in the past 18 months, including company names, addresses and approximate dates you worked there;
5. Your most recent check stubs, W2s and 1099 forms from the last 18 months;
6. The amounts of your separation pay, severance, vacation, holiday, sick, bonus pay and any wages in lieu of notice you may have received or expect to receive; and
7. If self-employed, your IRS Schedule C, Schedule F, Schedule K-1 and/or Schedule SE.

For fastest service, file your claim online at: <http://www.nhes.nh.gov/notice.htm>

For assistance or more information about filing a UI claim or if you have questions about the status of your UI claim, visit <http://www.nhes.nh.gov/notice.htm> or call the NHES Hotline at 1-603-271-7700.

***Pursuant to Federal and State requirements, employers are required to provide this information to employees at the time of separation. Employers may do so by letters, emails, text messages, or flyers given or sent to the individual.**