

Weekly Claim for Unemployment Insurance (UI) Benefits

Name _____

Social Security Number _____ Week Ending Date _____

You may file your weekly claim for UI Benefits on the Internet at AZUI.COM. You can also return this form by fax or mail with the information provided below. Filing on the Internet may result in faster payment of benefits because the mail delivery and processing time would be eliminated

Guidance for answering the following questions is located on page 2 of this form.

Is your unemployment due to coronavirus 2019 (COVID-19)? **Yes** **No**

Answer these questions for the week that ended on the date above.

1. Were you able to work and available for work each regular workday? **Yes** **No**

2. Did you look for work?

(DES temporarily suspended the "actively seeking work" requirement due to COVID-19. Your answer to question 2 will not be used to determine your eligibility at this time.)

3. Did you refuse any job offer or referral to work? **Yes** **No**

4. Did you work or earn any money, including part-time work? **Yes** **No**

The department regularly matches hiring information with employer records. Failure to report earnings may result in prosecution and payment of restitution. **(If YES, you must answer 4a. and 4b.)**

4a. What were your gross earnings before deductions? \$ _____

4b. Are you still working? (If NO, check reason for separation, and answer 4b1 and 4b2 below.) **Yes** **No**

Lack of work Quit Fired or Discharged Labor Dispute

4b1. Name of company you separated from: _____

4b2. What was your last day of work? _____

5. Have you returned to full-time work which will not require you to file any further weekly claims at this time?

Failure to disclose that you have returned to work may result in prosecution and payment of restitution. **Yes** **No**

6. Do you choose to skip filing for the week because you did not meet the work search requirements in #2 above?

(DES temporarily suspended the "actively seeking work" requirement due to COVID-19. Your answer to question 6 will not be used to determine your eligibility at this time.)

I am claiming benefits for the calendar week that ended on Saturday midnight, as shown above. I certify to the following: I was registered for work and unemployed. The above statements are true and correct to the best of my knowledge. I have reported all changes in writing. I understand that the law provides penalties for false statements made in connection with this claim and if any issues arise from my answers above, the department will contact me.

Claimant's Signature _____ Date _____

When completed, fax to:
602-364-1210 or 602-364-1211 (Phoenix)
520-770-3357 or 520-770-3358 (Tucson)

You may also mail to: Arizona Department of Economic Security
Unemployment Insurance Benefits
MD 5895
P.O. Box 29225
Phoenix AZ 85038-955

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Unemployment Insurance Program
Instructions for Completing Weekly Claim for UI Benefits

You must file a weekly claim each week. A determination will not be made until you file a weekly claim. All weekly claims are for a calendar week which starts at 12:01 a.m. Sunday and ends at 12:00 midnight on the following Saturday. Weekly claims cannot be filed until after the calendar week has ended.

Below is a brief explanation for each of the questions you will be required to answer each week.

1. Were you able to work and available for work each regular workday?

Able to work - You are able to work if you have no mental or physical condition that prevents you from working or accepting work. For example, if your employer shuts down due to COVID-19 but you could accept other work, you are able to work.

Available for work - You are available for work if you do not have any restrictions that would prevent you from looking for or accepting full-time work when offered. For example, if your employer shuts down due to COVID-19 but you otherwise could accept a job if offered (e.g. you have childcare, are not traveling out of town, etc.), then you are available for work.

2. Did you look for work?

DES temporarily suspended the “actively seeking work” requirement due to COVID-19. Your answer to question 2 will not be used to determine your eligibility at this time.

3. Did you refuse any job offer or referral to work?

Refusing a job offer or referral to work – you turned down work that was offered to you or you did not report to an employer that you were referred to from the Employment Service office. You are able to select “No” if you were made a job offer that puts you at risk of exposure to COVID-19 or plan to return to your employer when operations resume.

4. Did you work or earn any money, including part-time work?

The department regularly matches hiring information with employer records. Failure to report earnings may result in prosecution and payment of restitution. (If YES, you must answer 4a. and 4b.)

4a. What were your gross earnings before deductions?

If you performed any work or earned any money you must report it on your weekly claim. You must report the total amount earned before deductions. Wages must be reported the week in which the work is performed even if you have not been paid yet.

4b. Are you still working?

NO – Lack of work or a Reduction in force – laid off, no more work was available

Quit – Voluntarily left employment

Fired, discharged or Let go – Misconduct

Labor Dispute – A dispute or disagreement which results in a strike or lockout at the place of employment.

The department will confirm that a labor dispute exists.

5. Have you returned to full-time work which will not require you to file any further weekly claims at this time?

Failure to disclose that you have returned to work may result in prosecution and payment of restitution.

YES - that you are working and earning an income in excess of your weekly benefit amount and do not have to file a weekly claim.

NO - you are still unemployed and wish to continue filing a weekly claim.

6. Do you choose to skip filing for the week because you did not meet the work search requirements in #2 above?

DES temporarily suspended the “actively seeking work” requirement due to COVID-19. Your answer to question 6 will not be used to determine your eligibility at this time.