Notice to Employees About Applying for Wisconsin Unemployment Benefits

When to Apply

- You are totally unemployed
- You are partially unemployed (your weekly earnings are reduced) or
- You expect to be laid off within the next 13 weeks and would like to start your benefit year early

Important: Your claim does not begin until the week you apply. To avoid any loss of benefits, apply the first week you are unemployed.

Have This Information Ready

- Your social security number.
- **A username and password for filing online.**
- A personal identification number (PIN) if filing by telephone. Your PIN is a 4-digit number you make up before you apply.
- Your Wisconsin driver's license number, if you have one.
- The names of everyone for whom you worked in the past 18 months. For each employer you will also need a full address (including zip code), a telephone number, the reason you are no longer working there, and your first and last dates of work.
- **Your current address.** You need a valid mailing address to receive important documents about your claim. Make sure you have notified your post office of any recent changes to your address.

For a complete list of our telephone service numbers and more information about unemployment insurance, visit our web site:
http://unemployment.wisconsin.gov

How to Apply

Apply Online at
http://unemployment.wisconsin.gov

or

Apply by Telephone

Madison	608-232-0678
Milwaukee	414-438-7700
Toll-Free	1-800-822-5246

You can start your application during the hours listed below.

Sunday	9:00 AM - 5:00 PM
Monday-Friday	6:00 AM - 7:00 PM
Saturday	9:00 AM - 2:30 PM

Deaf, hard-of-hearing, and speech-impaired callers may apply online using the Internet address shown above, or by calling our TTY toll free number 1-888-393-8914 when Claims Specialists are available. TTY callers must have a telephone typewriter device. Voice calls are not answered on this number.

Questions? Need Help?

Call a Claims Specialist:

Madison: 608-232-0824
Milwaukee: 414-438-7713
Toll-Free: 1-800-494-4944

Claims Specialists are available:

Monday-Friday 7:45 AM - 4:30 PM

State of Wisconsin - Department of Workforce Development - Unemployment Insurance Division

Notice to Employers: This notice must be posted permanently in each work place where all employees will easily see it (on bulletin boards, near time clocks, etc.) For additional copies call 1-800-247-1744.

Notice to Employees: The federal Social Security Act requires that you give us your social security number. It will be used to verify your identity and determine your eligibility. If you do not provide your social security number, we cannot take your claim.

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