

How to File for Unemployment Compensation

The easiest method for most to file for unemployment is the internet. Go to www.floridajobs.org and click "File an Unemployment Claim." If you do not have a computer or internet access, you may visit one of the JobsPlus Centers listed below or file the claim by telephone.

Before filing your claim you will need to have the following information available:

If completing on-line, the date your application is completed will determine the date that your benefits will begin. Your application must be completed within 72 hours and by midnight Saturday, Eastern Time, or your information will be lost and you must restart the application. Your claim is completed when you receive a screen with your confirmation number. It will take about 30 minutes to 1 hour to complete the claim for unemployment compensation.

Before filing your claim you will need to have the following information available:

1. Your **correct** Social Security Number.
2. The names, addresses, and phone numbers of all your employers since 1/1/2008. (Site or Location address and Payroll address from W2 or pay stub, if available.)
3. The dates you worked and gross earnings from each employer. If you were employed for more than one year with an employer, the approximate gross earnings with that employer for a recent one year period.
4. Earnings for this week since 12:01AM Sunday, if you worked this week.
5. Driver's License or State Identification Card Number, voter registration number or other type of ID that could verify your identity.
6. The name and local number of your labor union. (OCEA 7446 or OCESPA 7447)
7. If not a U.S. citizen, your Alien Registration Number and work permit expiration date.
8. If you were on active military duty within the last 2 years, certain information from your member 4, DD-214. You can file, even if you do not currently have your member 4, DD-214. NOTE: No benefits are payable until after your official military discharge date as shown in item 12b on your DD-214.
9. If you were a federal employee within the last 2 years, your SF-50 form or SF-8 form and check stubs or W-2 proof of earnings.
10. If you would like for your benefits to be deposited directly to your bank account, you will need to have one of your checks or deposit slips available.

JobsPlus One Stop Career Center

409 N.E. Racetrack Road
Ft. Walton Beach, FL 32547-2503

(850) 833-7587
(Fax) (850) 833-3924

JobsPlus One Stop Career Center

212 North Wilson Street
Crestview, FL 32536

(850) 689-7823
(Fax) (850) 689-7825