UIA 1711
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RESET FORM

Authorized by
MCL 421.1 et seq.

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
UNEMPLOYMENT INSURANCE AGENCY

SUSAN R. CORBIN
DIRECTOR

UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE

THIS FORM IS NOT A WAIVER REQUEST OR APPROVAL OF A WAIVER REQUEST.

Information Needed to File a Claim:

- Your Social Security card.
- Your state issued driver's license or ID card number or your Michigan's Automated Response Voice Interactive Network (MARVIN) PIN (if you have one).
- The names and addresses of employers you have worked for during the past 18 months and your quarterly gross earnings.
- The first and last date of employment with each employer.
- Your most recent employer's Federal Employer ID number (FEIN) and Employer Account Number (EAN). Depending on your situation, knowing the account number may speed up the processing of your claim.
- If you are not a U.S. Citizen or national, you will need your Alien Registration card and the expiration date of your work authorization.

Bi- Weekly Certification:

Unless the requirement has been waived, you must certify your eligibility every two weeks to receive benefits. The preferred method of certifying is online. Phone certification is also available.

- **Online:** Visit www.michigan.gov/uia and sign into MiLogin to access your Michigan Web Account Manager (MiWAM) account. Your online account is accessible seven days a week, 24 hours a day.
- **By Phone:** Call MARVIN at 1-866-638-3993, Monday through Friday, 8:00 a.m. to 4:30 p.m.

Work Search Activities:

You must be able, available, and seeking work to be eligible for benefits. Document and report at least one work search activity during your bi-weekly certification for benefits. The preferred method for reporting work search activities is through MiWAM. You may also report work search activities by phone through MARVIN. UIA will not release benefits until it processes the work search activities that you submit.

If you have questions, visit www.michigan.gov/uia for tools and resources. You can also access your MiWAM account to chat with an agent during regular business hours. Visit our website for hours of operation. TTY service is available at 1-866-366-0004.

To Be Completed by the Employer

Complete the following information in the spaces below. Each employee, when separated from your employment should receive a completed copy of this form or an equivalent written notice. A $10.00 penalty for non-compliance may be imposed on the employer by UIA.

Your 10-digit UIA Employer Account Number (EAN): 0859 38 1000

Your 9-digit Federal Employer Identification Number (FEIN): 38-206 7327

Employer's Name with Doing Business As (DBA) Name and complete mailing address where wage and separation information is available.

Adapt Inc
Employer's Name

DBA

202 Morse Street
Employer's Address

Coldwater, MI 49036
City, State, Zip Code

Angela Snyder
Name of Contact Person

(517) 279-7531
Telephone Number

Reason for Separation

Employers, direct any questions to the Office of Employer Ombudsman (OEO) through your MiWAM account at www.michigan.gov/uia or call 1-855-484-2636. TTY service is available at 1-866-366-0004.

UIA is an equal opportunity employer/program.