

Information Needed to File for Maine State Unemployment

Video instructions on each step can be found on YouTube (Only in English)

Setting Up your ReEmployME Account: <https://www.youtube.com/watch?v=7ySVbKf9vi8>

Filing Your First Claim: <https://www.youtube.com/watch?v=uW0qlXfU9IQ>

Filing Your Weekly Claim: <https://www.youtube.com/watch?v=tu0M9w-gWS4>

If you don't have an email, create an email account in Gmail (or Yahoo, Outlook).

To set up a new user account with ReEmployME, go to www.maine.gov/reemployme and create:

Login Name: _____

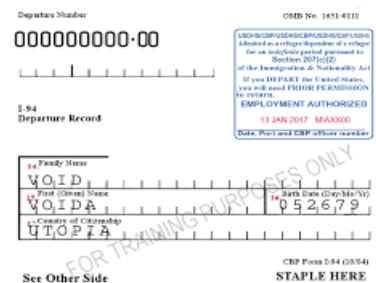
Password: _____

IMPORTANT! Verify your email address after you make your account:

1. From your account, navigate to Benefits Maintenance > Update Claimant Profile > Verify E-mail;
2. On the next screen either enter your Verification Code received at the email address on file to activate your email or click on the word 'here' to have a new code generated and sent to the email address on file. (If you need another verification code, click 'here'. An email will be sent to you with a new verification code.)
3. If a new verification code is sent to you, go back to step 2 on the same screen and enter the code to complete the activation process.

To apply for unemployment, you will need to provide the following:

1. Legal Name (First name, middle initial, Last name)
2. Your Current Mailing Address
3. Your Telephone Number
4. Email
5. Gender (Male/Female)
6. Date of Birth (month, day, year)
7. Social Security Number (SSN)
8. If you are NOT a U.S. Citizen, you must have:
 - a. Lawful Permanent Resident status ("Green Card" holder);
 - b. US Employment Authorization Document ("Work Permit"); or
 - c. Arrival/Departure Record that says "employment authorized" ("I-94 Card").



Alien Number

- If you have a green card, or a work permit, list your Alien/USCIS Number where the online application lists “Alien Number”.
- If you have an “employment authorized” I-94, please list your 11 digit I-94 number where the online application lists “Alien Number”.

Expiration Date of Your Document

Please list the date that your above document will expire.

NOTE: If your document does NOT have an expiration date, please list a date that is one year from the date you file your application.

- **Example:** You file an application for benefits on 4/1/2020. Expiration should be: 4/1/2021.

Eligibility

- You must have been legally allowed to work in the US when you earned your Base Period Wages.
- You must be legally allowed to work while you are claiming unemployment benefits.
- Your Social Security Number and/or Alien number will be confirmed with federal databases, so make sure to enter the complete information that matches these documents.

Information Required for Spouse and Dependent/s (children)

- Legal Name (First name, middle initial, Last name) of Spouse/Child
- Social Security Number
- Relationship
- Date of Birth

Information about Employer/Employment History

You must name ALL your employers for last 18 months if you had more than one job or employer

1. Name of Employer(s) (provide complete name of the company)
2. Address of Employer(s) (provide complete company’s mailing address with zip code)
 - a. Employer(s) Telephone Number
 - b. Name of Supervisor (*it is not asked, but may be helpful to know if you have any questions*)
3. Contact Number or Email for Supervisor (*it is not asked, but may be helpful to know if you have any questions*)

How long did you work there and when did you start?

1. Your most recent dates of employment/when you worked
 - a. When did you start this job? Month, date, year
 - b. When did you stop working at this job (laid off from job)? Month, date, year
2. Number of hours per week you work at this job? Full-time/part-time?

How much were you paid?

1. How much paid per hour? Hourly wages?
2. How much paid per week gross (total before taxes)
3. How much paid per week net (how much you actually received). (Look at check stubs or payment stubs to verify)

4. **Gross pay:** report the gross amount of your earnings for each week that you work while filing claims, as well as failing to report remuneration (severance, holiday pay, vacation pay, bonus), could result in a fraud determination.

How would you like to get paid?

You will be asked your preferred payment method: direct deposit into your personal checking or savings account at your bank or Electronic Payment Card (EPC). This is a Visa Debit Card from a US Bank.

If you want to be paid using direct deposit to bank, you will need:

- Name of Person on Bank Account
- Name of bank
- Address of bank
- Phone number of bank
- Checking or Savings Account
- Account Number
- Bank “routing number” (can be found on checks)

If you want to be paid using Electronic Payment Card (Visa debit) you will be mailed a visa card. Instructions for using the card are provided with the card. Visit www.maine.gov/reemployme and click Payment Options under the “Learn About” section for more information.

Tax Considerations

You will be asked whether you wish to withhold taxes during your initial application for benefits (we recommend that you have taxes withheld if you can, so don't have to pay taxes later for any unemployment payments you receive). 10% withheld for Federal tax? 5% withheld for state tax?

- If you are currently receiving Social Security Insurance (SSI) or are receiving public assistance for your child (TANF), you **may** be exempt from automatic withholding.

Once you have filed, you will receive a confirmation number and a confirmation email when your claim has been accepted. If you do not receive a confirmation number, you have not completed the filing process.

You MUST file a certification every week that you want to claim unemployment benefits. You can do this through your online ReEmployME account, or by phone.

RESOURCES

Unemployment FAQ: <https://www.maine.gov/labor/docs/2020/covid19/covidfaqandui.pdf>

MDOL Unemployment Website: <https://www.maine.gov/unemployment/>

COVID-19 Unemployment Info: <https://www.maine.gov/labor/covid19/>

Online Claim Filing: www.maine.gov/reemployme

Benefit Services Office Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.

Customer Service Hours: Monday – Friday, 8:00 a.m. to 12:30 p.m.

Customer Service Telephone: 1-800-593-7660

Online Customer Service: www.maine.gov/labor/contact (select unemployment button)

Find Local CareerCenter/Live Chat: <https://www.mainecareercenter.gov/locations/index.shtml>