



## Notice to Employees

### Important Information Regarding Unemployment Compensation

Unemployment Insurance (UI) benefits are available to workers who become unemployed, or whose hours are reduced, due to no fault of their own and who meet Montana UI eligibility requirements. To learn more about Montana UI eligibility requirements, review our Claimant Handbook at [uid.dli.mt.gov](http://uid.dli.mt.gov). For those impacted by COVID-19, please review our COVID-19 information page, <http://dli.mt.gov/employer-covid-19>, for additional up-to-date information.

A claim for benefits may be filed the first week employment ends, or work hours are reduced. Filing can be done online at [MontanaWorks.gov](http://MontanaWorks.gov) or by calling (406) 444-2545 to file by phone.

To file a claim, individuals will need to provide information on all employers they've worked for in the last 18 months including:

- Dates of employment,
- Employer's legal business name, and
- Mailing address and phone number for each employer.

Additionally,

- If an individual wishes to receive benefits via Direct Deposit, they will need their account number and bank routing number.
- If the claimant is an ex-military member, they must provide a copy of Member Copy 4 of your DD214.
- If the claimant is not a U.S. citizen, they must provide their alien registration card number and expiration date.
- If the claimant obtains work through a union hall, they must provide the name and local number of the hall.
- For federal employees, having a copy of your SF-8 or SF-50 may assist in filing.

Once filed, a claimant can check the status of their claim or can request payment, by returning to [Montanaworks.mt.gov](http://Montanaworks.mt.gov), call our Claims Processing Center at (406) 444-2545 or email [UIClaims@mt.gov](mailto:UIClaims@mt.gov).

Distribution of this information to affected employees is required in compliance with the Families First Coronavirus Response Act, (Pub. L 116-127)