

# Guidance for Self-Employed Individuals

## How to file an Unemployment Insurance Claim on New York State Department of Labor's Website

### PERSONAL INFORMATION, PART I

“How many employers have you worked for in the past 18 months?”

If you were only self-employed and had no other employment in the past 18 months, select “One employer” from the drop-down.



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### Personal Information, Part I

Complete the information below to continue the online application for unemployment benefits. When you have finished, click Continue.



First Name	<input type="text"/>	M.I.	<input type="text"/>
Last Name	<input type="text"/>		
Enter any other last name under which you worked during the last 18 months	<input type="text"/>		
Date of Birth	Month <input type="text"/>	Day <input type="text"/>	<input type="text"/> (e.g. 2007)
New York State driver's license or the number of your NYS Non-Driver Photo ID card	<input type="text"/>		
	<input type="checkbox"/> I don't have a NY driver's license or NYS Non-Driver Photo ID card.		
How many employers have you worked for in the past 18 months?	<input type="text" value="One employer"/>		

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

## ELIGIBILITY INFORMATION, PART 1

Question #5. "Other than part-time work, on-call work, or owning a single-family rental unit, do you have a business or are you engaged in any activity which brings in or may bring in income?"

If you are self-employed but are not currently engaged in any activity which brings or could bring income, select "No"

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### Eligibility Information, Part 1

Your answers to the following questions will help us to determine your eligibility for unemployment benefits. When you have finished, click Continue.

1 2 3 4 5 6 7 8 9 10

1. Did you lose all of your employment in the last 18 months due to [lack of work](#)?  Yes  No

→1a. If you answered 'no' to question 1, did you earn more than \$4500 gross pay from your most recent employer?  Yes  No  NA

2. In the past 18 months, were you an employee of an [educational institution](#)?  Yes  No

→2a. If you answered 'yes' to question 2, are you filing this claim between academic terms or years, or during a customary vacation or holiday recess?  Yes  No  NA

→2a 1. If you answered 'yes' to question 2a, have you been given a verbal or written offer of continuing work for an educational institution?  Yes  No  NA

3. Are you currently or were you during the past 18 months an [officer of a corporation](#) in which you have a financial interest or are involved in any decision-making?  Yes  No

4. During the past 18 months, did you work or perform services for a [business fully or partly owned by a relative](#) or where a relative is a partner or corporate officer?  Yes  No

If you answered 'yes' to question 4, please answer questions 4a and 4b.

→4a. Do you currently perform any duties for the business or are you involved in any decision making for the business? You must report any work activity when you certify for benefits.  Yes  No  NA

→4b. Is the relative's business a sole proprietorship?  Yes  No  NA

If you answered 'yes' to question 4b:

→4b.1 Is the relative your spouse?  Yes  No  NA

→4b.2 Is the relative your parent?  Yes  No  NA

5. Other than part-time work, on-call work, or owning a single-family rental unit, do you have a business or are you [engaged in any activity](#) which brings in or may bring in income?  Yes  No

NO

## MOST RECENT EMPLOYER INFORMATION, PART 1

“The Federal Employer Identification Number (FEIN) is a 9-digit number which can be found on your copy of the W-2 form from the employer.”

“Federal Employer Identification (FEIN):” **Leave blank**

“If you do not know the FEIN, enter your most recent employer’s New York State Employer Registration Number (ER) Number. The ER number is a 7-digit number which can be found on the IA 12.3 Record of Employment form which your employer may have provided you.”

“New York State Employer Registration Number (ER Number)” **Leave blank**



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### Most Recent Employer Information, Part 1

If you know your most recent employer’s Federal Employer Identification Number (FEIN), or New York State Employer Registration Number (ER Number), enter the number in the appropriate field below.



The **Federal Employer Identification Number (FEIN)** is a 9-digit number which can be found on your copy of the W-2 form from the employer.

→Federal Employer Identification Number (FEIN)

Leave blank

← LEAVE BLANK

If you do not know the FEIN, enter your most recent employer’s **New York State Employer Registration Number (ER Number)**. The ER number is a 7-digit number which can be found on the IA 12.3 Record of Employment form which your employer may have provided you.

→New York State Employer Registration Number (ER Number)

Leave blank

← LEAVE BLANK

## MOST RECENT EMPLOYER INFORMATION, PART 2

“Provide the following information about your most recent employer. When you have finished, click Continue.”

“Last Employer Name”

Type “Self-employed”

“Address”

Enter either your business or residential address

“Employer’s telephone number:”

Enter either your business or residential phone number or cell number



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### Most Recent Employer Information, Part 2

Provide the following information about your most recent employer. When you have finished, click Continue.



Last Employer Name	<input type="text" value="Self-employed"/>	
Address (Number and Street)	<input type="text" value="Either your business or residential address"/>	
City	<input type="text" value="anywhere"/>	
State	<input type="text" value="New York"/>	
Zip Code	<input type="text" value="12345"/> + <input type="text"/>	
Employer's telephone number (including area code)	<input type="text" value="Your business or residential phone number or cell number"/>	
What was your first day of work with this employer?	<input type="text" value="April"/> <input type="text" value="14"/> <input type="text" value="2007"/> (e.g. 2007)	
Last day worked 05/12/2019		