

**Maryland Labor - Division of Unemployment Insurance**  
**Information and Documents Needed for Claims Filing**

**PERSONAL INFORMATION**

- Name;
- Date of Birth;
- Social Security Number;
- Residential and Mailing Address;
- Telephone Number and Email Address;
- Name, Date of Birth and Social Security Number for Each Dependent Under Age 16;

**Important:** A dependent is defined as a son, daughter, stepchild, or legally adopted child under the age of 16 whom you support. Only one parent may claim a dependent(s) (up to a maximum of five dependents) during any one-year benefit period.

- Alien Registration Number (if you are not a U.S. Citizen or National).

**EMPLOYMENT HISTORY FOR THE LAST 18 MONTHS:**

- Name, Address, and Phone Number for each Employer you Worked for in the Last 18 Months (18 Months Prior to the Date You File an Initial Claim). I.e., Business/ Company Name, Complete Payroll Address, etc.;
- Employment Start and End Date. If Applicable, Return-to-Work Date;
- Reason for Separation from Each Employer (That You Worked for in the Last 18 Months);
- Union Name and Local Number (If You Are a Union Member);
- Former Military Status (If You Were in the Military);
- DD-214 - Service (If You Were in the Military);
- SF-50 or SF-8 (If You Were a Federal Employee).

**DOCUMENTS THAT MAY BE NEEDED**

- Pay Stubs;
- W-2;
- 1099;
- Schedule K-1;
- Summary of Quarterly Reports;
- Accounts Receivable Statement;
- Profit and Loss Statement;
- Obituary or DD-214 (for a Deceased Veteran);
- Notification Showing a Travel Restriction Preventing You From Going to Work;
- Business Formation Papers (Business Registration or Charter, EIN, etc.);
- Independent Contractor Agreement;
- Tax Return - Schedule C.