



Earl Ray Tomblin, *Governor*  
Russell L. Fry, *Acting Executive Director*  
J. Keith Burdette, *Cabinet Secretary*

**WEST VIRGINIA UNEMPLOYMENT COMPENSATION DIVISION  
NOTICE REGARDING FEDERAL INCOME TAX WITHHOLDING, DEBIT CARDS AND  
PERSONAL IDENTIFICATION NUMBERS**

All unemployment compensation benefits you receive are subject to federal and state income tax. Therefore, you may elect to have the Unemployment Compensation Division withhold and send federal income taxes in the amount of ten percent (10%) of your gross weekly benefit payment to the Internal Revenue Service on your behalf. We are unable to withhold state income tax from benefits paid.

Each year, on or before January 31, the Unemployment Compensation Division will mail Form 1099-G, Statement for Recipients of Certain Government Payments, to the last address we have on file for you. This form contains the total benefits received in the prior year, the amount of taxes withheld, any ATAA benefits received and any amount repaid during the tax year. This information is also sent to the Internal Revenue Service. Even if you stop filing for benefits, **please notify us of any changes to your address.**

If you choose not to have federal tax withheld at this time, you may opt to have it withheld at a later date. Additionally, if you choose to have tax withheld now, you may elect to discontinue the deduction at a later date. For more tax information consult Internal Revenue Service publication 505, Tax Withholding and Estimated Tax, the West Virginia Department of Tax and Revenue, or your tax consultant.

**REQUEST FOR TAX WITHHOLDING**

Name	Claimant ID
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I authorize the Unemployment Compensation Division to **start** withholding 10% of my unemployment benefits for federal income taxes.

I understand that my election to withhold taxes will remain in effect throughout the end of the benefit year of the claim, unless I elect to discontinue the deduction. Benefits previously withheld for taxes will not be refunded to me by the Unemployment Compensation Division. I understand that this authorization will override any previous authorization.

Unemployment Compensation benefits are paid through a Key2Benefits MasterCard. Do Not destroy your debit card as this is the default method of payment. For questions regarding your Key2Benefits debit card, you will need to contact Key Bank's customer service at 1-866-295-2955. If your initial Low Earnings Report was issued for a two-week period, your first payment may be made by check; however, thereafter, payments will be deposited to your debit card each time you file a Low Earnings Report and meet the eligibility requirements for payment. You may elect to switch to direct deposit by going to [uc.workforcewv.org](http://uc.workforcewv.org) and selecting the direct deposit button. Payment will revert back to debit card when a new benefit year is established.

To obtain information about your unemployment claim, you will need a personal identification number (PIN). A PIN will allow you to access our interactive voice response (IVR) system at 1-800-379-1032 or [uc.workforcewv.org](http://uc.workforcewv.org) to obtain information on when your most recent Low Earnings Report was processed. The IVR system cannot be used to file for benefits if you are filing with Low Earnings Reports. Please select a four-digit PIN \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ and return this form to your local claims office or you may contact your local office in person or by phone to select your PIN.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO YOUR LOCAL UNEMPLOYMENT OFFICE**