

Benefit Rights Information

Once you have entered all your information you must read and agree to your benefit rights listed below.

- I understand the claim I am filing will be made effective the Sunday of this week.
- I understand I must submit a backdating request for my local office to consider if I want my claim to be effective at an earlier date. I understand my claim will be reviewed and a written decision issued.
- I understand I must be either totally or partially unemployed during each week I file for benefits.
- I understand I must qualify monetarily and that I can request a redetermination of my base period wages if all my wages and/or employers are not listed on the Monetary Determination Deputy's Decision and Notice of Charges.
- I understand I must file weekly certifications each week by Friday at 5:00pm for the previous benefit week. Failure to complete the weekly certification correctly and/or timely may result in a delay and/or denial of my benefit payments. I understand that any weekly certifications submitted after Friday by 5:00pm are considered untimely and that I must report to my local office to submit a late weekly certification that may be denied. I understand I must register with job service within the first six weeks of filing my claim if I have not already done so unless I am a member in good standing with a union hiring hall.
- I understand I must be able and available for full-time work, have dependable transportation, and be willing to accept any suitable job offer.
- I understand I must report any job offers that I refuse to my local office.
- I understand I must inform my local office if I return to full-time employment.
- I understand if I am working while claiming unemployment benefits, I must report how much money I earn each week. The amount I must report is gross earnings, not net earnings, which is my total pay earned before taxes or any other deductions are taken out of my pay. Earnings must be reported each week when certifying for benefits. I must report what I earned for the previous Sunday through Saturday period, even if I have not yet been paid. I acknowledge any money earned for work done must be reported. This includes full-time employment, part-time employment, temporary or odd jobs, self-employment, and tips.
- I understand I must report all separations from employment while filing for benefits.
- I understand the facts surrounding a voluntary quit from employment, a discharge from employment, or an eligibility issue on my claim will be reviewed and a written decision issued.
- I understand I have the right to appeal any decision issued on my claim within eight (8) days of the determination date. I understand that while my appeal is pending, I must continue to search for full-time work, complete my weekly claim certifications, and

report any money earned. If the appeal is decided in my favor, I understand I will only be paid for the weeks in which I met these requirements.

- I understand penalties, such as a fifty-two-week disqualification and the repayment of benefits are provided for individuals who make false statements in order to obtain, attempt to obtain, or increase their unemployment benefits.
- I understand I must request WorkForce West Virginia to withhold 3% state income tax and 10% federal income tax from my gross weekly benefit amount. If I do not ask, no taxes will be taken.
- I understand I must establish a four-digit personal identification number (PIN) and that I must provide this number to WorkForce West Virginia when contacting them. I understand I cannot share this PIN with anyone and that I am responsible for all activities associated with this PIN. I understand if the security of my PIN is compromised, I must call WorkForce West Virginia and select a new PIN.
- I understand that if I chose to have my benefit payments made via debit card that I will not be able to change my payment method for the remainder of my benefit year. I also acknowledge I viewed the required disclosures prior to enrolling in debit card payments.
- I understand that if I chose to have my benefit payments made via direct deposit that I will not be able to switch to debit card until I have been provided the required disclosures. Furthermore, I understand that once I am enrolled in debit card that I will not be able to change my payment method for the remainder of my benefit year.

For more information about unemployment insurance benefits, please review our [Claimant Handbook](#).

By signing below, I acknowledge that I have read and understand the Benefit Rights Information listed on **all** pages of this document.

Claimant Printed Name

Claimant Signature

Date

Interviewer Signature

Date