

Record of Employment
FOR UNEMPLOYMENT INSURANCE PURPOSES ONLY

To Be Filled in By Employee					TO EMPLOYEE:					
Social Security Account Number										KEEP THIS CERTIFICATE
Name of Employee										

To Be Filled in By Employer		OPTIONAL IF NEEDED BY EMPLOYER TO LOCATE EMPLOYEE RECORD <hr/> Payroll or Clock No. <hr/> Location of Employment or Code
N.Y. State Employer Registration Number	45-968003	
Federal Employer Identification Number	11-362-8916	
Firm Name:	Informed Marketing Services Inc.	
Mailing Address Where Payroll Records Are Kept:	251 River Street, Troy, NY 12180	
Date issued to employee:	Available to all employees in employee lounge and at www.TroyJobs.com	

THIS MAY NOT BE USED AS AN IDENTIFICATION CARD

HOW TO APPLY FOR UNEMPLOYMENT INSURANCE

Unemployment insurance is protection for people who are out of work through no fault of their own. It provides them a weekly benefit to keep them and their families going while they look for new jobs. If you become unemployed and want to apply for unemployment insurance benefits, call the Telephone Claim Center at 888-209-8124. This is a toll free call.

Have the following information available when you call:

1. Your Social Security Account Number
2. Your NYS Driver's License or Motor Vehicle ID card, if you have one
3. Your alien registration card, if you have one
4. Any Record of Employment form or other form given to you by an employer in the past 18 months which shows:
 - a. the name of your employer
 - b. the employer's NYS Employer Registration Number
 - c. the mailing address where your employer keeps payroll records
 - d. your payroll or clock number
 - e. the address at which you worked
5. Former federal employees should have all federal separation forms and "Notification of Personnel Action" forms issued in the past 18 months
6. Ex-servicemembers should have Separation Form DD 214 and any DD 215 forms received