

Louisiana Department of Labor
Office of Regulatory Services
Unemployment Claims Unit
PO Box 94094, Room 386
Baton Rouge, Louisiana 70804-9096

IMPORTANT INFORMATION CONCERNING YOUR UNEMPLOYMENT INSURANCE CLAIM

INTRODUCTION

You recently filed a claim for unemployment insurance benefits against the State of Louisiana. The information contained in this mailer is designed to inform you of your rights and responsibilities under the Louisiana Employment Security Law. You must follow the instructions contained in this mailer in order to qualify for benefits. Please read this information carefully.

WHAT YOU MUST DO TO RECEIVE BENEFITS

1. YOU MUST MAKE A WEEKLY CLAIM FOR BENEFITS THROUGH THE EASY CALL SYSTEM. YOU MUST MAKE YOUR FIRST CALL DURING THE WEEK FOLLOWING THE WEEK YOU FILED YOUR CLAIM. Continue to file each week for as long as you are unemployed and wish to claim benefits. You should make your calls on the Sunday or Monday of each week. You will be claiming benefits for the prior week. If you forget to file on Sunday or Monday, you may file on any other day of that week. However, in no case should you make your weekly call later than Friday at 5:00pm Central Time. The Easy Call numbers are listed in the Easy Call instructions found later in this mailer.

2. YOU MUST REPORT ALL EARNINGS DURING THE WEEK WHEN EARNED, EVEN IF YOU ARE NOT PAID DURING THAT WEEK. REPORT THE AMOUNT BEFORE DEDUCTIONS. INCLUDE ALL WAGES, COMMISSIONS, TIPS, AND GRATUITIES.

3. YOU MUST MAKE AN ACTIVE SEARCH FOR WORK BY MAKING AT LEAST THREE (3) WORK SEARCH CONTACTS EACH WEEK. YOU MUST REGISTER FOR WORK THROUGH YOUR LOCAL CAREER SOLUTIONS CENTER (JOB CENTER) WITHIN FOURTEEN (14) DAYS OF FILING AN INITIAL CLAIM FOR BENEFITS. Union members and those on temporary layoff with a definite date of return may be exempt from these requirements. See details later in this mailer.

4. IF YOU MOVE, YOU MUST REPORT YOUR NEW ADDRESS AS SOON AS POSSIBLE. Instructions for changing your address are given later in this mailer.

5. IN MOST CASES, BENEFITS WILL BE PAID THROUGH A DEBIT CARD OR THROUGH A DIRECT DEPOSIT INTO YOUR PERSONAL BANK ACCOUNT. ACTIVATE THE DEBIT CARD AS SOON AS YOU RECEIVE IT. See details later in this mailer.

IF YOU HAVE QUESTIONS:

If you have questions concerning your claim, you should call the UI Call Center at 1-866-783-5567.

CHANGING YOUR ADDRESS:

If you move, you must report your new address as soon as possible. You may change your address over the Internet at the LaWorks web site or you may contact the UI Call Center at 1-866-783-5567. **DO NOT DELAY** in reporting these changes. **Changing your address with the US Postal Service will not change your address on file with the Louisiana Department of Labor.**

GENERAL ELIGIBILITY

Unemployment insurance is funded by a tax on employers. In Louisiana, nothing is ever deducted from your pay for these benefits. Unemployment insurance is for individuals who work for wages from an employer who is required by law to pay the unemployment insurance tax. It does not include self-employment.

To be eligible for unemployment insurance benefits you must meet the following requirements:

- (a) You must be unemployed. You may meet this requirement if you are working less than full-time and earning less than your weekly benefit amount. You must report all wages during the week in which they are earned.
- (b) You must be registered for work at your local Career Solutions Center (Job Center). See details and locations found later in this mailer.
- (c) You must make a weekly claim for benefits through the Easy Call system or on line at www.LAWORKS.net.
- (d) You must be able to work. When you are sick and unable to work even one day of a week, or if you are in a hospital even one day, do not claim benefits for that week. When you are again able to work, you must reopen your claim (see New/Additional/Reopen Claims later in this mailer).
- (e) You must be available for full-time work. You must be in a position to take a suitable job, at any time. If at any time there is any reason that you cannot accept work, it is your responsibility to tell us. You meet the availability requirement if you are otherwise available for work, but you were displaced by Hurricane Katrina or Hurricane Rita.
- (f) You must conduct an active search for work. You must make at least three employer contacts per week and keep a record of the name of the companies, the name of the persons contacted and the date of the contacts. . Union members and those on temporary layoff with a definite date of return may be exempt from these requirements. See details later in this mailer.

BENEFIT YEAR

Your benefit year is the 52 calendar week period immediately following the Sunday of the week in which you file a claim.

During this benefit year you may draw a weekly benefit amount (not to exceed the weekly benefit amount shown on your monetary determination) for each week you are eligible until the maximum amount shown on the determination is exhausted. Earnings, pensions, accrued vacation, holiday pay, severance or dismissal pay, and wages in lieu of notice must be deducted.

If you exhaust your maximum amount before the end of the benefit year, you must wait until the end of the benefit year before you can file a new initial claim against Louisiana. Additionally, during defined periods of high unemployment you may be eligible for benefits under the Extended Benefits Program. As appropriate, you will receive further information regarding the EB Program.

BASE PERIOD

When you file a new or first claim for benefits, your benefits will be determined on the wages you earned in covered employment in your base period, which is the first four of the last five completed calendar quarters immediately preceding the first day of your benefit year. The base period will appear on your monetary determination.

MONETARY DETERMINATION

When you file a new claim for benefits, you will receive a monetary determination in the mail. The monetary determination is a listing of your wages earned in each of the four calendar quarters of your base period. The determination will also show the maximum amount you can draw on your claim and your weekly benefit amount. When you receive the determination you should examine it carefully.

Note: If you have advised us of base period employment with either federal civilian or federal military wages, these wage credits may not appear on your initial monetary determination. This wage information is being requested from the federal government and will be added to your claim when it is received.

To have a monetarily eligible claim, the monetary determination must show that you have been paid wages for covered employment during the base period of your claim equal to at least \$1200 and at least one and one-half times your high quarter wages.

The weekly amount of unemployment compensation that you may receive is known as your weekly benefit amount and is fixed by law. The weekly benefit amount shall equal one twenty-fifth of the average of the total wages for covered employment paid to you during the four quarters of your base period. This amount shall be multiplied by 1.05 and this product shall be multiplied by 1.20. The resulting weekly benefit amount shall not exceed \$258 nor be less than \$10.

The maximum amount of benefits that you may receive during your benefit year is the lesser of twenty-six times your weekly benefit amount or twenty-seven percent of the total wages for covered employment paid to you during your base period.

Weekly benefits are not payable beyond the number of weeks shown on your monetary determination. A week of full benefits or one reduced or denied by severance pay counts as one of the allotted weeks.

REQUEST FOR RECONSIDERATION

When you receive your monetary determination you should review the listed employers and wages shown. Also, you should determine if there are missing wages or wages and employers listed that do not belong to you. If there is an error, you should immediately call the UI Call Center at 1-866-783-5567 and request assistance in filing for a monetary reconsideration, either to add or remove wages. When you file a reconsideration you must have your monetary determination; your Social Security Card; W-2 form, check stubs or any other proof of

wages earned, and the name and address of the employers for whom you worked during the base period of your claim

WHEN YOU FILE A REQUEST FOR RECONSIDERATION, YOU SHOULD CONTINUE TO FILE FOR WEEKLY BENEFITS EACH WEEK, FOR AS LONG AS YOU ARE UNEMPLOYED. If you are found eligible, you will be paid retroactively for all weeks for which you have filed and are otherwise eligible.

EMPLOYERS GET NOTICE

Your last employer and the Louisiana employers for whom you worked during and subsequent to your base period, as well as those employers you work for after filing the claim, will be notified of your application for benefits.

If a protest to your claim is filed by any of these employers, a determination will be made on the issue raised and both you and the employer will be notified of the determination. Either you or the employer may appeal such a determination.

NONMONETARY ISSUES – DISQUALIFICATION

Although you may meet the monetary requirements for unemployment compensation you may be disqualified. The Louisiana Employment Security Law requires the assessing of disqualification if:

(a) You left your employment without good cause attributable to a substantial change made to the employment by the employer.

(b) You were discharged for misconduct connected with your employment.

(c) You failed to (1) apply for available suitable work, (2) accept suitable work, or (3) return to your customary self-employment.

If you are disqualified for any reason listed in (a), (b) or (c) above, you will be denied benefits until you have been paid wages for work in covered employment equivalent to at least ten (10) times your weekly benefit amount following the week in which the disqualifying separation occurred and you have not left your last employer under disqualifying conditions. In addition, if you are disqualified under (b) above, and such misconduct has resulted in damage to the employer, no benefits can be paid based on wage credits earned with that employer.

(d) For any week that you are unemployed due to a labor strike, which is in active progress at the factory, establishment or other work locations at which you are, or were, employed, if you are participating in or stand to profit from the dispute.

(e) For any week, or part thereof, that you are receiving or seeking benefits under the unemployment compensation law of another state of the United States, Puerto Rico, Virgin Islands, Canada or District of Columbia.

(f) For any week, or part thereof, that you are receiving or have received: Wages in lieu of notice, compensation under the workers' compensation law, payments under any pension plan (excluding

social security benefits), toward the cost of which a base period employer is contributing or has contributed in your behalf, vacation pay, severance or dismissal pay or holiday pay.

If the amount payable under this section with respect to any week is less than the benefits which would otherwise be due, you will be entitled to receive for such benefit period benefits reduced by the amount of such payments.

- (g) You fraudulently seek or receive benefits to which you are not entitled.
- (h) You have not earned a specified amount of wages subsequent to the filing of a prior claim for which you received benefits.
- (i) You were discharged for the use of illegal drugs. Misconduct shall include discharge for either on or off the job use of non-prescription controlled substances.
- (j) If you fail to report/respond as instructed, you may be disqualified for benefits.

APPEALS

You have the right to appeal any nonmonetary determination or monetary reconsideration this agency makes with respect to your benefit rights. You may appeal by writing a letter to the Louisiana Department of Labor or by calling the UI Call Center at 1-866-783-5567. The appeal must be filed by phone, postmarked (if mailed) or faxed within 15 days of our mailing the disqualification determination to the last address of record. If the legal 15-day period ends on a Saturday, Sunday or legal state holiday, the appeals period is extended to the next workday that is not a holiday. **DO NOT DELAY YOUR APPEAL.** If your appeal is filed late, there is no authority to give it consideration. Continue to file your weekly claims until a final decision has been issued.

If your appeal is timely filed, you have a right to a hearing before an Administrative Law Judge. You may appeal a decision of the Administrative Law Judge to the Board of Review, and further to the District Courts.

The appeal hearings may be held in person or by telephone. After receipt of your appeal, you will be notified of a date and time that the hearing will be conducted. If the hearing is to be held by telephone you must place a toll-free call to the telephone number listed on the notice. Failure to call as instructed could result in the hearing being conducted in your absence.

There is no charge for an appeal to the Appeals Tribunal or the Board of Review.

NEW/ADDITIONAL/REOPENED CLAIMS

Your first claim to establish a benefit year is called a new claim. If you do not file for one or more weeks you will need to contact the UI Call Center at 1-866-783-5567 or go on-line at www.LAWORKS.net to file an additional or reopened claim.

TO FILE FOR WEEKLY BENEFITS

You may file your weekly claim for benefits through the Easy Call telephone system or on line at www.LAWORKS.net. You need to make only one claim each week.

If you use the Easy Call system, you may call at any time day or night. You may call any of the telephone numbers listed at the end of this mailer. You will enter information into the system by pressing the numbers on a touch-tone telephone. Easy Call will repeat your answers to the questions and give you a chance to make corrections before going on. If you are disconnected or if you hang up before the system tells you that your claim has been accepted, you will have to call again to file that weekly claim.

On your first call, you will be asked to create a Personal Identification Number (PIN). Do not forget your PIN. You will need it each time you call Easy Call. Warning: Your PIN has the same legal authority as your signature. Protect your PIN. Do not give it to anyone. If you believe someone knows your PIN, immediately call Easy Call and change the PIN. If you believe that someone has accessed your file, contact the UI Call Center at 1-866-783-5567.

If you use the LaWorks web site to file your weekly claim over the Internet, you may file on any day of the week following the Saturday of the week you are claiming. You cannot claim a week before it ends on Saturday at midnight. You will be given a confirmation number at the end of the transaction. You should make a copy of this page or keep a record of the confirmation number. Note: You must establish a Personal Identification Number (PIN) over Easy Call before you can enter your weekly claims through the LaWorks web site.

Easy Call Option 1: Filing for weekly benefits.

You will be asked five questions pertaining to the week you are claiming. You will always be claiming the week ending the Saturday before you call. Answer each question Yes or No by pressing 1 or 9 or by saying One or Nine. Be sure to listen to the entire question.

Question 1: Did you work during this week? If you did, you will be asked to list the gross wages you earned. Round the amount of your pay to the nearest dollar. Enter the dollar amount only, followed by the pound sign (#).

Question 2: Did you refuse work during this week?

Question 3: Did you begin receiving workers' compensation, a veterans administration allowance, an employer pension, or any pension during this week, excluding Social Security benefits?

Question 4: Did you begin attending school or a training program during this week?

Question 5: Were you able, available, and looking for work during this week? You should answer this question YES if you are displaced by the disaster, but are otherwise able to work, available to accept work offered to you and looking for work.

Easy Call Options 2 – 6, Other Information

Other information is available on Easy Call including: the processing of your most recent check, the status of your appeal, the location of the nearest Louisiana Job Center, and the amount of UI benefits paid to you during a tax year.

DEBIT CARDS OR DIRECT DEPOSIT

In most cases, payments of UI benefits will be made through the use of Debit Cards or Direct Deposit. Shortly after you file your claim, you will receive a debit card in the mail. It will have instructions on how to activate the card. Once you have been found eligible for benefits, each week a deposit will be made to your debit card account for the amount of benefits to which you are entitled for that week. It may be 3 or 4 days after you file your weekly claim before the benefits are available through the debit card. You may inquire about the balance on the card, without charge, by contacting the customer service center listed on the card. If you have problems with the debit card, contact Chase Bank at 1-866-795-5926.

If you wish to have your benefits paid through Direct Deposit, complete the Direct Deposit Form found in this mailer. Until the direct deposit is implemented, your benefits will be paid through the debit card. Check your balance each week to determine when your benefits have been paid through direct deposit.

WEEK OF WAITING

Your claim generally becomes effective on the Sunday before the day you file your claim. Benefits are claimed on a calendar week basis. Each week begins Sunday and ends at midnight the Saturday following. You are always filing for the week prior to the date that you submit your request for benefits.

The first seven days following the effective date of your new claim is generally your week of waiting. **You WILL NOT** be paid for the week of waiting.

REPORTING EARNINGS

The Louisiana Employment Security Law requires that you report your gross earnings, before deductions, in the week worked, if you claim that week, even if such wages are not paid until a later date. Failure to report these earnings may cause you to be charged with an overpayment or disqualification based on fraud.

NOTICE: Louisiana has a computerized cross match system that checks Social Security Numbers against other states' records of wages to detect fraudulent claims.

REPORTING WORK SEARCH CONTACTS

You must conduct an active search for work. To satisfy this requirement, you must have an Eligibility Review and Reemployment Assistance Plan and **YOU MUST MAKE AT LEAST THREE (3) EMPLOYER CONTACTS, FOR EACH WEEK THAT YOU CLAIM BENEFITS.**

You should keep a record of your personal employer contacts and the dates of those contacts. If you are a member in good standing with a recognized craft union and continue to be available to your union for referrals to jobs, you must satisfy the work search requirement by reporting to your union hall at least once each week and securing a union officer's signed statement. If your home is more than twenty miles roundtrip from your union hall, you should call the union hall at least once each week. You should keep a record of the call listing the name of the person contacted and the date of the call. If you are on temporary layoff from your regular employer, with a definite return date for this employer (within thirty days), you will have satisfied the work search requirement if you hold yourself available for reemployment at your last place of employment.

ELIGIBILITY REVIEW AND REEMPLOYMENT ASSISTANCE PLAN

Periodically during the benefit year, you will be advised that an Eligibility Review and Reemployment Assistance Plan must be completed. This review is necessary to ensure that you are pursuing a course of action to become reemployed. **FAILURE TO COMPLETE AND RETURN THIS FORM WITHIN TEN (10) DAYS OF THE "DATE OF MAILING" CAN RESULT IN A DENIAL OF BENEFITS.**

TRAVEL

If you travel from place to place in search of work, you may continue to file for benefits by using the "Easy Call" system. You must be able to work, available for work, and actively seeking work while traveling. If you move to a new location, you must notify this agency to change your address, as soon as possible. Refer to **Changing Address** section found earlier in this mailer.

KEEPING RECORDS

It is your responsibility to keep accurate records of the weeks you claim, payments you receive, wages you earn and work search contacts you make. When you inquire about your claim, we will be better able to assist you if you keep accurate records.

THE PRIVACY ACT OF 1974

Under authority of the Internal Revenue Code of 1954 (26 U.S.C. 85 6011 (a), 605B and 6109 (a)) this Agency requires that you enter your Social Security Number on the forms you submit when filing an unemployment insurance claim. Your Social Security Number will be used in reporting to the United States Internal Revenue Service the unemployment compensation that we paid to you during the year.

IMPORTANT NOTICE ABOUT INCOME TAX

Unemployment insurance benefits are subject to federal income taxes. If federal income taxes are not withheld from the benefits that you receive, you are required to make quarterly estimated income tax payments to the Internal Revenue Service. You can avoid making these quarterly payments by having ten percent (10%) of your gross weekly benefit amount deducted for this purpose. You were given this option at the time that you filed your initial claim.

If you wish to change your original decision, call 1-866-783-5567. If you do not choose to have federal income taxes deducted from your benefits, you should consult an agent of the Internal Revenue Service or your tax preparer for information on making quarterly estimated tax payments.

You will be furnished a statement, Form IRS 1099-G, at the end of the year, for benefits paid to you. The Internal Revenue Service will be given the same information. You must keep this agency informed of your correct address in order for you to receive your tax statement.

Notices of all overpayments, fraud assessments, credits against overpayments and reimbursements should be kept for tax purposes. This agency only reports the amount of benefits issued. It may not deduct credits or reimbursements.

FRAUDULENT CLAIMS

You are cautioned that you must report truthfully about conditions, which affect your right to benefits.

You can be fined and/or imprisoned for knowingly making a false statement to obtain or increase your unemployment insurance benefits. An alien convicted of a felony for unemployment insurance fraud can lose his/her right to work in this country and/or be deported.

OVERPAYMENTS

If you receive benefits to which you are not entitled, you will be liable for repayment of these benefits. No future benefits will be paid until the overpayment is repaid and it is determined that you meet all eligibility requirements of the law.

If you do not agree with the determination of overpayment, you have 15 days to file a timely appeal (See “Appeals Process” earlier in this mailer).

IMPORTANT TELEPHONE NUMBERS

Debit Card Customer Service: 1-866-795-5926

EASY CALL TELEPHONE NUMBERS:

<u>Career Solutions Centers</u>	<u>Office Address</u>	<u>Easy Call Number</u>
Allen Job Center	117 Hwy 1152 (Pelican Hwy)	(337) 238-6499
Bastrop One-Stop	250 Holt Street	(318) 283-0877
Baton Rouge Job Ctr	1991 Wooddale Boulevard	(225) 342-8731
Bogalusa Job Center	438 Avenue B	(985) 732-6659
Bossier City Job Ctr	4000 Viking Drive B-1	(318) 676-5501
Crowley Job Center	11 North Parkerson Avenue	(337) 788-4978
Beauregard One-Stop	1808 Hwy 190 West Su #G	(337) 462-5744
Ferriday Job Center	105 North EE Wallace Boulevard	(318) 757-7548
Gonzales Job Center	1721 South Burnside Avenue	(225) 647-1032
Hammond Job Center	1711 Nashville Avenue	(985) 543-4114
Houma Job Center	7528 Main Street	(985) 876-8804
Lafayette Job Center	706 East Vermillion	(337) 262-4917
Lake Charles Job Ctr	4250 Fifth Avenue	(337) 475-8608
LaPlace Job Center	975 Cambridge Drive	(985) 652-7346
Leesville Job Center	501 South Fourth Street	(337) 238-6499
Marksville Sub-Office	320 Cottage Street	(318) 487-5006
Metairie Job Center	3216 David Drive	(504) 568-7385
Minden Job Center	310 Homer Road	(318) 371-3097
Monroe One-Stop	3158 Louisville Ave.	(318) 362-4276
Morgan City Job Ctr	7710 Highway 182 E	(985) 380-2446
Natchitoches Job Ctr	303 Bienville Street	(318) 357-7102
New Iberia Job Center	124 E. Main Street	(337) 373-0183
New Orleans Job Ctr	1530 Thalia Street	(504) 568-7385
N.O. East Job Center	5741 Crowder Road **	(504) 568-7385
Opelousas Job Center	230 West Bellevue Street	(337) 948-0302
Rapides Job Center	5610 B Coliseum Boulevard	(318) 487-5006
Ruston Sub-Office	307 N. Homer Rd.	(318) 251-4164
St. Bernard Job Center	3700 LaFontaine Street **	(504) 568-7385
Shreveport Job Center	2900 Dowdell Street	(318) 676-5501
Slidell Job Center	316 East Howze Beach Lane	(985) 645-3575
Tallulah Job Center	405 North Cedar Street	(318) 574-8657
W.Jefferson Job Center	2150 Westbank Expway Su 401 **	(504) 568-7385
W. St.Tammany	19376 North Third Street	(985) 893-6264
Winnsboro Job Center	3290 Front Street	(318) 435-2195
Interstate Liable Unit	PO Box 94094 Baton Rouge, LA 70804-9094	(225) 342-8731 or (504) 568-7385

**** Note: Offices are temporarily closed.**



AGREEMENT FOR DIRECT DEPOSIT

Name (Please Print)	Social Security No.
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- START** I authorize the Louisiana Department of Labor, Office of Regulatory Services, to make automatic deposit of the full amount of any payments of my weekly unemployment benefits to my:
- CHECKING ACCOUNT SAVINGS ACCOUNT
- STOP** I authorize the Louisiana Department of Labor, Office of Regulatory Services, to terminate the automatic deposit of any payments of my unemployment benefits.
- CHANGE** I authorize the Louisiana Department of Labor, Office of Regulatory Services, to change the automatic deposit of any payments of my unemployment benefits according to the changes listed below.

I understand that the Louisiana Department of Labor, Office of Regulatory Services, can automatically deposit unemployment benefits only to a separate or joint banking account under which the name of the above claimant is listed.

I UNDERSTAND THAT IT IS MY OWN RESPONSIBILITY TO VERIFY ANY SUCH DEPOSITS OF UNEMPLOYMENT BENEFITS WITH MY BANKING INSTITUTION.

NAME OF BANK OR FINANCIAL INSTITUTION		
CITY	STATE	ZIP
BANK ACCOUNT NUMBER	TYPE OF ACCOUNT Checking <input type="checkbox"/> Savings <input type="checkbox"/>	
TRANSIT AND ROUTING NO.		

This authorization shall remain in effect until the Louisiana Department of Labor has received written notification from me to terminate or otherwise change the automatic deposit of my unemployment benefits. Such notification shall be delivered in a timely manner in order to afford the Louisiana Department of Labor an opportunity to comply. In no event shall any such termination or change affect any unemployment benefits previously processed or being processed by the Louisiana Department of Labor for automatic deposit at the time of receipt of my notification.

In the event of an error in the automatic deposit of my unemployment benefits to my account, I authorize my named banking institution to correct the error in my account. I understand that if an error is made, I shall receive written notification from the Louisiana Department of Labor with explanation of such error. I also understand that all transactions with my account by the Louisiana Department of Labor shall be governed by the Rules of the Louisiana, Alabama, Mississippi Automated Clearing House Association.

I also understand that the Louisiana Department of Labor is NOT responsible for errors in the bank transit routing numbers or in the account numbers, as listed above, and is further not responsible in the event that the above selected institution is not participating in the Direct Deposit program through the Federal Reserve System.

SIGNATURE	DATE
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Mail Application To:
Louisiana Department of Labor
EFT Processing – U. I. Accounting
P. O. Box 94186
Baton Rouge, LA 70804-9186

FOR OFFICIAL USE ONLY	
CLAIM BYE	_____
___/___/___	

LDOL 971W

INSTRUCTIONS FOR DIRECT DEPOSIT OF UNEMPLOYMENT INSURANCE BENEFIT CHECKS

Direct deposit is a convenient, safe, and reliable way to receive your benefits. You may have your benefit payments deposited directly into your bank account or financial institution.

If you choose direct deposit, you should complete and sign the agreement form linked to at the end of this page. Mail the agreement along with one of your checks (marked "VOID") showing your account number and your bank's ABA number to: Louisiana Department of Labor, EFT Processing - U.I. Accounting, Post Office Box 94186, Baton Rouge, LA 70804-9186.

Your bank or financial institution information will be kept strictly confidential. It is your responsibility to notify your bank or financial institution of your direct deposit arrangement.

Any benefit payment you are eligible to receive before your direct deposit request goes into effect will be mailed to your home address.

If you file your weekly claims by "Easy Call," you will not receive any notification from the Unemployment Insurance Office that your benefit payment has been deposited into your account. It is your responsibility to verify receipt of benefits with your financial institution.

If a problem with your direct deposit develops, you will be notified by this department and provided information to assist you in resolving the problem. Payments will be sent to your mailing address until the problem is resolved.

It is important that you keep a copy of the "Agreement for Direct Deposit" form.

WORK RECORD

Gross wages earned during any week that you claim benefits must be reported for the week in which the wages were earned even if you are not paid those wages during that week. To compute the total gross wages earned during a week, determine the total number of hours worked between the hours of 12:01am Sunday and midnight of the following Saturday. Multiply the number of hours worked by the rate of pay per hour.

DATE	NUMBER OF HOURS WORKED	TOTAL GROSS WAGES	EMPLOYER'S NAME

RECORD OF WORK SEARCH CONTACTS

You are required to keep an accurate record of your weekly work searches. This information will be helpful to you in responding to questions on the Easy Call system and when you are required to complete the Eligibility Review.

DATE	EMPLOYER'S NAME and ADDRESS or UNION OFFICER'S NAME	TYPE OF WORK	RESULTS