

AFTER YOUR EMPLOYER HAS FILED FOR YOU

- You do NOT have to file an unemployment insurance claim. Your employer is doing that for you.
- You can elect to have state and/or federal taxes withheld by GDOL.
- You have the option of using direct deposit or the Georgia UI Way2Go Debit MasterCard®. If you do not receive your debit card within 15 days, you should call Georgia UI Way2Go Debit MasterCard Customer Service at 1.888.929.2460 to report the card as lost or stolen and request a replacement card.
- The payment method will be debit card when the first claim is submitted on your behalf. After the employer filed claim is processed by the GDOL system, you may update your payment method to direct deposit via the GDOL website by selecting [UI Benefit Payments Method](#) under Online Services. You cannot change your payment method until AFTER the first week of claims are submitted. A personal identification number (PIN) is required. A PIN will NOT be mailed to you. You can create a PIN following these instructions:
 1. Go to dol.georgia.gov.
 2. Select [UI Benefit Payment Methods](#).
 3. Read the **Advisory and Acknowledgement** details.
 4. Select the checkbox to accept and acknowledge the terms and conditions.
 5. Skip the field labeled “If you have already set up a PIN, enter it here”.
 6. Enter a 4-digit PIN of your choice in the field labeled “**If you need to set up a PIN, enter it here.**”
 7. Re-enter your 4-digit PIN in the field labeled “**Re-enter for verification.**”
 8. Click the **Continue** button. (The Personal Information page will display.)
 9. Enter your **Date of Birth** and your **Mailing Zip Code**.
 10. Click the **Continue** button. (The Payment Information page will display.)
 11. Click the radio button for your preferred method of payment.
 12. Click the Continue button.
 13. Follow the on-screen instructions.
- Unemployment benefits are paid on a weekly basis. Effective week ending 3/29/2020, weekly earnings over \$300.00 are deducted dollar for dollar from the weekly benefit amount. The earnings allowance is \$50.00 for week ending dates prior to 3/29/2020.
- You can check the status of your claim by selecting [Check My UI Claim Status](#) on the GDOL website.
- You are NOT required to report to a career center, register for Employment Services on EmployGeorgia.com, or search for work.
- If you receive notification from GDOL that your claim is not monetarily valid due to insufficient wages **and** you know you have other employment in the quarters, you should contact your local career center for assistance.

- Claims for non-citizens cannot be processed until your legal presence in the U.S. is verified by Homeland Security. If Homeland Security cannot verify your legal presence using the information you submitted when filing your claim, the GDOL will mail or a *Request for Verification of Citizenship or Alien Status (DOL-5154PC)* to you. You must submit a copy of the DOL-5154PC letter you receive and any of the following documents to GDOL:
 - I-551 (Permanent Resident Card)
 - I-766 (Employment Authorization Card)
 - I-94 (Arrival/Departure Record) in Unexpired Foreign Passport
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 - Unexpired Foreign Passport (with picture and temporary I-94 or I-551 stamp or other supporting documentation)
 - I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
 - DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
 - Naturalization Certificate
 - Certificate of Citizenship
 - I-571 (Refugee Travel Document)
 - I-327 (Reentry Permit)
 - Machine Readable Immigrant Visa (with picture and Temporary I-551 Language)

Failure to provide the requested documents by the deadline stated in the letter will delay your benefit payments or may result in disqualification from receiving benefits.