

## Unemployment Claims Instructions

### New Claim:

**Information you will need:** Social Security Number, PA driver's license number (if you have one), alien registration number (if you are not a U.S. Citizen), name and address of your last (most recent) employer and your most recent pay stub.

Call 1-888-313-7284 or 1-888-334-4046 TTY

Call 1-610-821-6735 if Allentown is NOT a toll call for you

**Tip: If you call later in the week it may be easier to get through and it will not delay any of your checks**

**Internet:** [www.pa.gov](http://www.pa.gov) - Click on **Online Services Tab**, scroll down and click **Unemployment Compensation**.

- On the next page click on **Service and Information for Individuals**, on the next page click on **File for UC Benefits**, on next page click on **File an Initial Application for UC Benefits**.

Telephones, TTY and Internet PC's are provided at the PA CareerLink Carbon County for you to file your claim or you can file from the convenience of your home.

### Bi-Weekly Claim Filing:

Call 1-888-255-4728 or 1-888-411-4728 TTY

PAT en Español: 1-877-888-8104

Allentown calling area call 610-821-6659

**Internet:** [www.pa.gov](http://www.pa.gov) - Click on **Online Services Tab**, scroll down and click **Unemployment Compensation**.

- On the next page click on **Service and Information for Individuals**, on the next page click on **File a Biweekly Claim**, on next page click on **File Biweekly Claims for UC Benefits**.

**Claims Questions or Claims Needing to be Reopened** (stopped signing for UC and need to start again): **Claims questions are best handled by the Service Center personnel who have the most up-to-date information.**

Call 1-888-313-7284 or 1-888-334-4046 TTY

Call 1-610-821-6735 if Allentown is NOT a toll call for you.

### Appeals:

Appeals can be mailed directly to the U.C. Service Center that mailed you your decision, or they may be brought to the PA CareerLink Carbon County for us to forward to the appropriate Service Center. (You generally have 15 days to file an appeal, check your determination for a date)

### Fax UC Information:

If the U.C. Service Center requests information faxed to them you may bring the information into our office to have it faxed to the Service Center or fax it yourself to 1-570-562-4872 (Scranton). **Make sure you know which U.C. Service Center requested the information.**

### Form UC-1099G:

**Internet:** [www.pa.gov](http://www.pa.gov) - Click on **Online Services Tab**, scroll down and click **Unemployment Compensation**.

- On the next page click on **Service and Information for Individuals**, on the next page click on **UC-1099G and Taxation Information**.

### Claims Printouts:

Claim printouts can be obtained by sending a written request to **your** U.C. Service Center.

### Trade Adjustment Assistance (TAA), Trade Readjustment Allowances (TRA):

Contact Donna Gerrity, PA CareerLink Carbon County, 570-325-2701 ext. 121.