

## 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 Lisa Price, PA CareerLink® Carbon County, 570-325-2701 ext. 106.