

IN ORDER TO SERVE YOU BETTER:

Occasionally, we must contact separating employers to obtain additional information regarding the claimant. If you would like to receive these requests for additional information via fax or e-mail, please complete this form and return it with the Notice of Claim and Request for Separation Information. If you have already submitted your information on a previous occasion, please disregard this additional request. If you would like to change your contact information or discontinue this service, please fax a written request to 334-353-1265. If you have any questions, please dial 334-353-9937.

Employer Name: _____

10 Digit UI Account Number: _____

Employer Fax Number: _____

Employer E-mail Address: _____

****For security purposes e-mail requests will only contain claimant names and last four digits of ssn.**

Name and Title of Person Authorizing Contact by Fax and/or E-mail:

You may fill in one or both of these methods of contact. Once we have your information, we will use this as our primary method of contact for requests regarding additional separation information for all future claimants. You will continue to receive Notice of Claim forms through the mail and will need to continue to return the forms to our Agency via fax or internet (dir.alabama.gov).

***COMING SOON:** You may also choose to download a questionnaire regarding the specific reason for separation. This may lessen the number of requests you receive from our agency regarding unemployment claims. These forms should be submitted along with the Notice of Claim and Request for Separation Information.