

Unemployment Guide Document

This document is meant to be a guide only.

**It is in your best interest to answer all of your information correctly.
Any incorrect information will delay the process of getting approved.
False information could also result in you not being allowed to collect
Unemployment Benefits in the future.**

**Remember IATSE Local 51 is NOT YOUR EMPLOYER.
Stating this could delay Unemployment Benefits.**

Start by clicking



to be directed to Texas Unemployment Log In.

Logon

[Need help?](#)

Please correct the following errors:

- The system has logged you off. Please logon again to access the requested page.
- The system has logged you off. Please logon again to access the requested page.

New to Unemployment Benefit Services? If you already have a User ID for another TWC Internet application, such as WorkInTexas.com, try logging on with that ID. Otherwise, please [sign up for a User ID](#).

indicates required information

User ID:	<input type="text" value="Worker51"/>
Password:	<input type="password" value="*****"/>

Under [Texas state rule](#), usage may be subject to security testing and monitoring, applicable [privacy provisions](#), and criminal prosecution for misuse or unauthorized use. Texas Workforce Commission collects personal information entered into electronic forms on this Internet site. For more information on your rights to request, review and correct information submitted on this electronic form, please see TWC's [Privacy and Security Information](#).

¿Habla español?

Ver esta página [en español](#).

Technical Requirements

Recommended browsers are [Internet Explorer](#), [Firefox](#), [Chrome](#) or [Safari](#). Click on the respective link to download the latest free version upgrade.

Public Computer

If you are using a computer in a public place, logoff and close the browser when you are finished entering information. This is for your protection and will prevent someone else from viewing your information.

[Accessibility](#)

[Equal Opportunity is the Law](#)



Unemployment Benefit Services

Click on this link on the screen >>>

Quick Links

- [Apply For Benefits](#)
- Correspondence Inbox(5)**
- [Claim and Payment Status](#)
- [Payment Request](#)
- [Work Search Log](#)
- [WorkInTexas.com](#)
- [IRS Tax Information](#)
- [Payment Option](#)
- [Appeal List](#)
- [Submit An Appeal](#)
- [Request Your Waiting Week](#)

Change My Profile

- [Contact Information](#)
- [Password](#)
- [Security Information](#)
- [Email Update History](#)
- [Electronic Correspondence Sign-up History](#)
- [Electronic Correspondence Opt Out](#)
- [Personal Information](#)

My Home

The new WorkInTexas.com job matching website is now available. Login in using your credentials. Review and verify your information. If you have questions or need assistance, contact your local Workforce Solutions office.

Need help finding a job? Take advantage of the free job placement and training services available at your local Workforce Solutions office. The staff at these locations help people find jobs, keep jobs or get better jobs. Visit your local workforce center to gain access to thousands of job postings, job search resources, training programs and help with exploring career options, resume and application preparation and career development. Free computer and Internet access, telephone and fax services are also available to job seekers.

Connect with potential employers through TWC's online job-search engine, WorkInTexas (www.workinTexas.com) and/or find a local workforce center near you at [Directory of Workforce Solutions Offices & Services](#).

If you were paid unemployment benefits last year, TWC will mail you a Form 1099-G showing the total benefits we paid you. TWC will mail 1099-Gs through the end of January. Beginning mid-January, you can get the amount that TWC paid you by selecting IRS Tax Information from Quick Links or by calling Tele-Serv at [1-800-558-8321](tel:1-800-558-8321) and selecting option 2. You do not need the 1099-G form to file your tax return, just the amount TWC paid you.

TWC pays benefits by U.S. Bank's ReliaCard (debit card), or by direct deposit into your personal checking or savings account. Unless you sign up for direct deposit, you will receive your benefits on the ReliaCard. If you signed up for direct deposit on a prior claim, TWC will use the checking or savings account information you previously provided. NOTIFY TWC IMMEDIATELY if your checking or savings account information has changed since your prior claim. If you don't your benefit payment(s) may be delayed.

MARK GRADY, welcome to Unemployment Benefits Services.

If you need further assistance, call a [TWC Tele-Center](#).

Apply for Benefits: Initial Questions

indicates required information

Answer the following questions so we can determine whether you should apply for Unemployment Benefits using the Internet or by calling a [TWC Tele-Center](#).

Have you served in the [military](#) since October 01, 2018?

Yes No

Have you been employed and paid by the [United States Federal Government](#) for any length of time since October 01, 2018? (Examples of federal employers are the U.S. Postal Service, U.S. Census Bureau, Department of Treasury, and Department of Agriculture.)

Yes No

Have you worked in Texas for any length of time since October 01, 2018 excluding military service and federal employment?

Yes No

Have you worked in any state other than Texas between October 01, 2018 and September 30, 2019, excluding military service and federal employment?

Yes No

Have you filed for unemployment benefits in a state other than Texas in the last 12 months?

Yes No

Is your mailing address **outside** the United States, its [territories](#), or Canada?

Yes No

Are you filing this application from **outside** the United States, its territories or Canada?

Yes No

Affected by Disaster

Are you out of work as a direct result of a disaster?

- Not Applicable
 Coronavirus (COVID-19)
 Disaster

Next

Previous

Apply for Benefits: Getting Started

indicates required information

Personal Information

Enter your name in the following fields. If you have given TWC your name in the past, enter it as you previously gave it.

First Name: < Input Your Information

Middle Initial: < Input Your Information

Last Name: < Input Your Information

Have you worked under any other name in the last 18 months?

Yes No

If Yes (Required):

Other First Name:

Other Last Name:

Date of Birth: < Input Your Information

[Texas Driver License](#) Number or [Texas Identification Card](#) Number: < Input Your Information
(Unexpired Texas Driver License/ID only.)

Dates Worked for Last Employer

Enter the dates of your last employment. Choose "01" from the "Day" dropdown box as the first date worked if you do not remember the exact date.

First Date You Worked: Year: < **Your First Day of work with most recent Employer**
(If you have worked for this employer before, provide the start date of the most recent employment period.)

Last Date You Worked: Year: < **Your Last Day of work with most recent Employer**

Apply for Benefits: Identification Review

Confirm Identification Information

To change any information below, click Previous.

Name: John Q Worker

Other Name: (not applicable)

Date of Birth: May 1, 1899

[Texas Driver License](#) Number or [Texas Identification Card](#) Number: 1234567890

[< Verify this information is correct with your information](#)

[Next](#)

[Previous](#)

Apply for Benefits: Personal Information

indicates required information

Contact Information

Daytime Phone Number: () - Ext: < Input Your Information

Country: U.S. Canada

Address: < Input Your Information

City: < Input Your Information

State: ▾

ZIP Code:

- OR -

Canadian Province: ▾

Canadian Postal Code:

Statistical Information

Race or Ethnic Background: ▾ < Input Your Information

Sex: Male Female < Input Your Information

Education: ▾ < Input Your Information

Are you a veteran of [military](#) service? Yes No < Input Your Information

Citizenship Information

Are you a [U.S. citizen](#)?

Yes No < Input Your Information

If No (Required):

Alien Registration Number:
(Do not include "A".)

Labor Union Information

Are you a labor [union](#) member?

Yes No < Non Members Should Answer No

Union Identification Number:

Union Name:

Are you a labor union member in [good standing](#)? Yes No Not Applicable

Does your union maintain a [hiring hall or placement service](#)? Yes No Not Applicable

Pension Information

Are you currently receiving a pension or retirement pay?

Yes No

If Yes (Required):

Is the payment from an employer you worked for in the last two years?

Yes No Not Applicable

If Yes (Required):

Employer Business Name:

Date First Check Received: Year:

Monthly Amount: \$
(Whole dollars only.)

Additional Information

- Are you under contract to work for a school or educational institution? Yes No
- Are you a substitute teacher? Yes No
- Are you a professional athlete? Yes No
- In the last 18 months did you regularly drive to Texas to work? Yes No
- If Yes**, will you continue to drive to and look for work in Texas? Yes No

Correspondence

In which language do you want to receive your written Unemployment Benefits information?

- English Spanish and English

[< Input Your Information](#)

Withholding Option

Unemployment benefits are taxable under federal law. You may authorize TWC to have federal income tax withheld from your unemployment benefits by checking the box below. Once authorized, TWC will withhold 10 percent of each weekly gross payment when we process your payment.

- I authorize TWC to withhold federal income tax from my unemployment benefits at the rate of 10 percent of the gross amount for each benefit week.

Apply for Benefits: Last Employer

indicates required information

Notice: If you have been working temporary jobs through a [temporary firm](#), you must contact them immediately for additional assignments and give them three business days to place you in a new assignment before you submit an application for Unemployment Benefits. During those three days you are not unemployed according to the law, so if you apply for benefits, the application you submit today will be invalid.

If you do not receive a Statement of Wages and Potential Benefit Amount letter from the Texas Workforce Commission (TWC) within three to five business days of submitting your claim to TWC, call (800) 939-6631 to verify that TWC processed your application.

Last Employer Identification

We are required by law to notify your last employer that you have applied for Unemployment Benefits.

Select your employer. If your employer does not appear, select Not Listed.

Employer Name:

< Select Last Employer You Worked For
(Highlight Is Example)

If you selected Not Listed, enter
Employer Name:

(Company name or person.)

Another Name for This Business:

(For example, a corporate name.)

Employer Phone Number: - Ext:

< You May Have To Look This Info Up
(This is HPS Phone Number)

Last Employer Location

Help us locate your last employer by entering the required information below.

Country: U.S. Canada

City:

< Input Employer Information

State:

ZIP Code:

< Input Employer Information

- OR -

Canadian Province:

Canadian Postal Code:

Apply for Benefits: Last Employment Details

indicates required information

Last Employer Information

Employer Name: HOUSTON PRODUCTION SERVICES

Job Information

What kind of work did you do at this job?

STAGEHAND

Occupation That Best Describes Your Past Job Duties:

Arts, Design, Entertainment, Sports, and Media

(If you do not see your type of work, select the closest occupation that best describes your past job duties.)

Dates Worked for Last Employer

Review the dates you previously entered for your very last employment. Update if needed.

First Date You Worked:

Month Day Year: < This Information Should Carry Over From Previous Answers

(If you have worked for this employer before, provide the start date of the most recent employment period.)

Last Date You Worked:

Month Day Year: < This Information Should Carry Over From Previous Answers

Salary and Work Hours Information

TWC requires that you report any work and earnings whether or not you have been paid.

When you work full-time, how many hours per week do you work?

40

< Input Your Information

(Whole numbers only.)

Did you work on or after Sunday, March 15, 2020? < This Date Will Change When You Fill Out Application

Yes No

If Yes (Required):

Pay Rate:

\$ per Pay Period

(Examples: 7.25 per Hour OR 1,500 per Month.)

[How to report Pay Rate for commission or self-employment?](#)

Number of hours worked this week, including Sunday:

(Whole numbers only.)

Normal Wage for Occupation

TWC attempts to match individuals who are unemployed with suitable jobs. What is the normal rate of pay for your occupation in your area or region? (Include tips, commission or other variable pay.)

Your Normal Wage:

\$ 25.00 per Hour < Input Your Information

(Examples: 7.25 per Hour OR 1,500 per Month.)

Reason No Longer Working

Reason No Longer Working:

Choose One

< Choose From List

- **Layoff (Permanent or Temporary):** Job completed, reduction in workforce, business closed, no more work available, etc.
- **Reduced Hours:** Still working, but your hours have been reduced from full-time to part-time.
- **Quit:** You left your job for a personal or work-related reason.
- **Fired:** Your employer let you go for a reason other than job completed, reduction in workforce, business closed, no more work available, etc.
- **Strike / Lock-Out:** The disruption of normal work activity caused by a strike or an employer lock-out.
- **Disaster:** Because of a disaster such as a hurricane, oil spill, fire, tornado, or ice storm, your employer closed your work location, OR you were not able to reach that location.

Disaster Will Ask For Additional Information

This Page Is For After Selecting Disaster

Apply for Benefits: Reason No Longer Working Explanation

indicates required information

Reason No Longer Working - Disaster

Type all responses to the following questions in English.

Your response to the first question below will be sent to your last employer. Your last employer may [obtain a copy](#) of all your statements.

Why are you no longer working?

185 of 185 characters remaining

Were you employed at the time of the disaster?

Yes No

What reason did your employer give for no longer employing you?

190 of 190 characters remaining

Owner or Supervisor's Name:

Owner or Supervisor's Title:

What type of disaster affected your employer?

(Examples: hurricane, flood, wildfire, lightning strike, explosion.)

How did the disaster prevent you from working?

165 of 165 characters remaining

When did the disaster occur?

Month Day Year:

Did your employer have work available for you after the disaster?

Yes No

If Yes (Required):

What type of work was available?

125 of 125 characters remaining

Are you receiving any payment from this employer?

Yes No

If Yes (Required):

What type of payment?

160 of 160 characters remaining

(List payment begin date and end date, if applicable.)

Your Employer's Status:

- Closed as a direct result of the disaster and remains closed
 Closed as a direct result of the disaster and has reopened
 Did not close

Was there a mandatory evacuation order for the disaster area?

Yes No

Apply for Benefits: Reason No Longer Working Explanation

indicates required information

Reason No Longer Working - Layoff

Your last employer may [obtain a copy](#) of all your statements.

Did your employer give you a definite date to come back to work? Yes No

If Yes (Required):

What date did your employer tell you to come back to work?

Month Day Year:

Apply for Benefits: Continuing Unemployment Service Information

indicates required information

Personal Identification Number (PIN)

A [Personal Identification Number \(PIN\)](#) is a four-digit number of your choosing. It is your secret pass-code. **You must enter your PIN to access all TWC [Tele-Serv](#) services and for some TWC Internet services.**

Your PIN has the same legal authority as your signature on a paper document. Do not give your PIN to anyone, not even a TWC employee or a member of your family. You are responsible for any information submitted under your Social Security Number and PIN.

Personal Identification Number (PIN):

< Pick A PIN That You Can Remember

Retype PIN to Confirm:



I agree to the above terms and conditions for PIN usage.

You Will See This Page If You Previously Applied For Benefits

Apply for Benefits: Payment Option

indicates required information

Current Payment Option

Your current payment method is Direct Deposit. If you are eligible for benefits, TWC will deposit payments to the account you previously provided. You may not get your payment if the previous account has been closed or if you no longer have access to it. To review or change your account information, select Yes.

Payment Option:	Direct Deposit
Bank or Credit Union Name:	FIRST JOB BANK
Account Number Ending In:	5151
Payment Option Last Selected or Updated On:	December 06, 2018

Do you need to change your Payment Option?

Yes No

[Next](#)

[Previous](#)

A Page Like This Is Likely What You Will See For Your Payment Option

Apply for Benefits: Change Payment Option

indicates required information

TWC sends your direct deposit account information to your bank or credit union, which has eight banking days to verify your account. If you submit an eligible payment request before direct deposit is set up, TWC will mail you a check.

If you choose payment by debit card, you will receive a TWC debit card from U.S. Bank within eight business days of the date we pay you. Check Claim and Payment Status or [Tele-Serv](#) for the date we paid you. Read the information that comes with the card to learn how to use the debit card and avoid fees.

Payment Option: Direct Deposit TWC Debit Card

Choosing a payment option does not affect your eligibility. It only determines how you will be paid if you are eligible.

To change your payment option to Direct Deposit, please provide the bank or credit union account information.

Routing Number:

(The routing number must be nine digits long.
The first two digits must be in the range 01-12 or 21-32.)

Account Number:

(The account number can be up to 17 digits.
Do not include the check number with the account number.)

Retype Account Number:

Account Type: Checking Savings Not Applicable

Please use a check, not a deposit slip, for the routing or account number. Contact your bank or credit union if you are unsure about the routing and account number.

Next

Cancel

THIS IS AN EXAMPLE OF COMPLETED APPLICATION

Apply for Benefits: Review and Submit

indicates required information

Your application for Unemployment Benefits is not complete until you click the Submit button at the bottom of this page, receive a confirmation number and complete the Next Steps.

Carefully review your responses for accuracy and make any necessary corrections. To make changes or corrections, click the Edit link for that section.

If you want to print your application and confirmation number, you can do so after submitting your application.

Identification Information

Social Security Number (SSN):	713-51-5151
Name:	John Q Worker
Have you worked under any other name in the last 18 months?	No
Date of Birth:	March 01, 1899
Texas Driver License Number or Texas Identification Card Number:	(response provided but not displayed)

Personal Information

[Edit Personal Information](#)

Daytime Phone Number:	(713) 555-5151
Address:	5151 JOB DR HOUSTON, TX 05151
Race or Ethnic Background:	White, Not Hispanic
Sex:	Male
Education:	1 Year of College
Are you a veteran of military service?	No
Are you a U.S. citizen?	Yes
Are you a labor union member?	Yes
Union Identification Number:	51
Union Name:	IATSE
Are you a labor union member in good standing?	Yes
Does your union maintain a hiring hall or placement service?	Yes
Are you currently receiving a pension or retirement pay?	No
Are you under contract to work for a school or educational institution?	No
Are you a substitute teacher?	No
Are you a professional athlete?	No
In the last 18 months did you regularly drive to Texas to work?	No
If Yes, will you continue to drive to and look for work in Texas?	(no response provided)
In which language do you want to receive your written Unemployment Benefits information?	English
Withhold federal income tax from your unemployment benefit payments?	Yes

[Edit Personal Information](#)

Last Employment Information

[Edit Last Employment Information](#)

Employer Name:	HOUSTON PRODUCTION SERVICES
----------------	-----------------------------

EXAMPLE CONTINUED

Another Name for This Business: (no response provided)

Employer Phone Number: (no response provided)

Your employer has requested TWC mail all Unemployment Benefits notices to the address listed below.

Employer Address: P.O. Box 961
HOUSTON, TX 77001-0961

What kind of work did you do at this job? STAGEHAND

Occupation That Best Describes Your Past Job Duties: Arts, Design, Entertainment, Sports, and Media

First Date You Worked: MAY 1, 2019

Last Date You Worked: March 12, 2020

When you work **full-time**, how many hours per week do you work? 40

Did you work on or after Sunday, March 15, 2020? No

Your Normal Wage: \$25.00 per Hour

Reason No Longer Working: Layoff

[Edit Last Employment Information](#)

Reason No Longer Working For Last Employer - Layoff

[Edit Reason No Longer Working Information](#)

Did your employer give you a definite date to come back to work? No

What date did your employer tell you to come back to work? (not applicable)

[Edit Reason No Longer Working Information](#)

Payment Option

[Edit Payment Option Information](#)

Bank or Credit Union Name: FIRST JOB BANK

Routing Number Ending In: 5151

Account Number Ending In: 5151

Payment Option Last Selected or Updated On: December 06, 2018

[Edit Payment Option Information](#)

Certification

You will not be able to change your application using the Internet after you submit it.

- By checking this box, you certify that this is your Social Security Number and you are the person named on this Unemployment Benefits application; and you certify that the information you gave is [true and complete](#).

Click Submit to file your application for Unemployment Benefits.

Click the Submit button only once. It may take a moment to display your Confirmation page.

Submit