



# University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

## EMPLOYEE SERVICES

### Personal And Confidential

Date

First Name Last Name

Address

City, State, Postal Code

Dear First Name Last Name,

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of state UI eligibility laws. You may file a UI claim in the first week that your employment stops or work hours are reduced. For more information about UI, visit

[https://oui.doleta.gov/unemploy/docs/factsheet/UI\\_Program\\_FactSheet.pdf](https://oui.doleta.gov/unemploy/docs/factsheet/UI_Program_FactSheet.pdf)

For assistance or more information about filing a UI claim, call your state unemployment agency or visit its website.

To find your state's unemployment agency's contact information visit:

<https://www.careeronestop.org/LocalHelp/UnemploymentBenefits/Find-Unemployment-Benefits.aspx>

You may need to provide the state UI agency with the following information in order for the state to process your claim:

- Your full legal name.
- Your social security number.
- Your authorization to work (if you are not a U.S. citizen or resident).

Below is additional information to assist you in filing a UI claim.

1. Employer's Name and Address: University of Colorado, 1800 Grant St. Ste. 400, Denver, CO 80203
2. Federal Employer Identification Number (FEIN): 84-6000555
3. Employee's Start Date: «Start\_Date»
4. Last date worked: «Last\_Date\_Worked»
5. Year-to-Date Total Gross: «Year\_to\_Date\_Total\_Gross»  
Earnings for Last Pay Period: «Earnings\_for\_Last\_Pay\_Period»  
Estimated Earnings for the Last Week Worked: «Earnings\_for\_the\_last\_week\_worked»
6. Reason Employee Separated from Employment:

Sincerely,  
Employee Services

### Employee Services

1800 Grant St. • Suite 400 • Denver, Colorado 80203  
303-860-4200 • 855-216-7740 (toll-free) • 303-860-4299 (fax) • employeeservices@cu.edu