



Hello,

Before submitting your Initial Claim Form, along with other forms, please check the list below for common mistakes or oversights. If there is something missing, or incorrectly filled out, forms will be sent back, and the process will be slowed. Thank you for completing forms in total, and for double checking the list below.

Common errors:

- Missing Social Security Number (SSN)
- Missing Date of Birth (DOB)
- Missing Employment Start Date
- If you have not worked for the City of Portland for at least two years, you need to enter previous employers to cover a two-year period. If you have worked for the City for at least two years, but have also had a second employer, even for a part-time or seasonal job, you need to enter information about that employer for the past two years.
- Missing Signature (if a form does not prompt the digital ID, typing in your name will work)
- Be sure to answer all of the Yes/No questions asked on the initial claim form.
- Upload each form as a separate file (one at a time), not within the same file. They are extracted on the other end separately, and time is saved when uploaded one at a time.
- When uploading each form separately, please use the following naming conventions for each:  
Doe, Jane Initial Claim Form  
Doe, Jane Additional Income Form  
Do, Jane Direct Deposit Form
- Make sure to include all pages with each specific form – don't leave a page out when uploading.

**Please note:** The City is not authorized to determine eligibility for Work Share or other unemployment insurance benefits. Unemployment insurance is determined solely by the State of Oregon. Any information provided by the City is in general only, and individual eligibility questions should be directed exclusively to the State unemployment office.

Thank you, again.

**Ted Wheeler, Mayor**

***We are an equal opportunity employer***

Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.

