



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 – when entering, only input the last two digits of your Employment Start Date **year** (e.g., 6-18-**17**, **NOT** 6-18-2017)
- 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.
- Missing Signature (if a form does not prompt the digital ID, typing in your name will work)
- 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 Tax Withholding Form
Doe, Jane Additional Income Form
etc.
- 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.

