Guidance for Self-Employed Individuals
How to file an Unemployment Insurance Claim on New York State Department of Labor’s Website

PERSONAL INFORMATION, PART I

“How many employers have you worked for in the past 18 months?”

In answering this question, count yourself as an employer if you were self-employed.
In the example below, if you had no other employment in the past 18 months, select “One employer” from the drop-down.

One employer

Do not use your browser’s back button as you may lose information. Review your responses at the "Review of Application Responses" section.
ELIGIBILITY INFORMATION, PART 1

Question #5. “Other than part-time work, on-call work, or owning a single-family rental unit, do you have a business or are you engaged in any activity which brings in or may bring in income?”

In answering this question, think of your self-employment as a “business or any activity” and identify whether you are still self-employed or if that still “brings in or may bring in income.”

In the example below, select “No” if you are no longer self-employed or if your self-employment no longer brings in income.

**NO**
MOST RECENT EMPLOYER INFORMATION, PART 1

“The Federal Employer Identification Number (FEIN) is a 9-digit number which can be found on your copy of the W-2 form from the employer.”

“Federal Employer Identification (FEIN):” Leave blank

“If you do not know the FEIN, enter your most recent employer’s New York State Employer Registration Number (ER) Number. The ER number is a 7-digit number which can be found on the IA 12.3 Record of Employment form which your employer may have provided you.”

“New York State Employer Registration Number (ER Number)” Leave blank
**Most Recent Employer Information, Part 2**

Provide the following information about your most recent employer. When you have finished, click Continue.

<table>
<thead>
<tr>
<th>Last Employer Name</th>
<th>Type “Self-employed”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Enter either your business or residential address</td>
</tr>
<tr>
<td>Employer’s telephone number</td>
<td>Enter either your business or residential phone number or cell number</td>
</tr>
</tbody>
</table>

What was your first day of work with this employer? April 14, 2007 (e.g. 2007)

Last day worked 05/12/2019