

# **TDLWD UI Division**

## **Unemployment Insurance Benefits**

#### How to file an Unemployment Claim

- 1. Go to Jobs4tn.gov
- 2. Click on "Unemployment Benefits"
- 3. Select "File a Claim"
- 4. If you have an account sign in by entering your username and password
- 5. If you do not have an account, click "Next" to proceed to the next screen.
- 6. Follow the prompts and enter all required information



### Covid-19

If you were affected by a recent closure due to COVID-19 please answer "Yes" to the question below.

## Are you unemployed as a direct result of COVID-

**19?** During your claim filing process and then follow the prompts and enter all required information.

## Where do I go to file an unemployment claim?

- You can file your claim anywhere and at any time during the week online.
- If you need assistance you can click on the help icon and speak to a representative.
- You can meet our field representative at the Career Centers on specific scheduled days during the week.

#### **Information Needed to Apply for Unemployment**

- Social Security Number
- Driver's License or State Identification Card
- Complete mailing address
- Phone number
- Email address
- Names and addresses of all previous employers for in the last 18 months.
- Banking Information

#### **Need Claim Assistance?**

If you have any questions pertaining to your claim, please contact the help line at 877-813-0950

**Website assistance** <a href="https://tdlwd.zendesk.com">https://tdlwd.zendesk.com</a> (This link will allow you to create an email request ticket, to correspond with an agent regarding any inquiries that you may have.

An agent will respond within 48-72 hours of the ticket being submitted).