



Return Signed Request to:
Goldleaf Partners
Attention: Payroll
Fax: 612.339.0248
Email: payroll@goldleafpartners.com
Phone: 1.866.882.8442, opt. 6

EMPLOYEE UNEMPLOYMENT INSURANCE CLAIM FORM

Complete this form at the time of separation and retain it in the employee's file. If you receive an unemployment claim, send this completed form, along with any supporting documents (e.g., warnings, notices, disciplinary notes) to Goldleaf Partners Employer Services.

Company Code: \_\_\_\_\_ Company Name: \_\_\_\_\_

State Where Claim was Filed: \_\_\_\_\_ State Unemployment Account Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Rate of Pay at Termination: \_\_\_\_\_ [ ] Full Time [ ] Part Time [ ] Seasonal [ ] Temporary

Additional Payments Made to the Employee: [ ] Vacation/PTO Payout Hours \_\_\_\_\_ \$ \_\_\_\_\_

[ ] Wages in Lieu of Notice Hours \_\_\_\_\_ \$ \_\_\_\_\_ [ ] Severance \$ \_\_\_\_\_

Severance Paid Through \_\_\_\_/\_\_\_\_/\_\_\_\_ [ ] Workers Compensation [ ] Pension [ ] Other

Payment Explanation: \_\_\_\_\_

Reason for Separation: [ ] RIF/Lack of Work [ ] Voluntary/Quit [ ] Discharge - Misconduct
[ ] Discharge - No Misconduct [ ] No Separation - Still Employed [ ] Retirement

Describe the recent events leading up to the separation?

Three horizontal lines for describing recent events leading up to the separation.

Was there a final incident that caused the separation? If yes, please explain.

Three horizontal lines for explaining a final incident causing separation.

Was there any assistance offered to the employee to rectify the issue?

Three horizontal lines for describing assistance offered to rectify the issue.

Further details that will help the state reach a determination (attach additional pages if necessary):

One horizontal line for further details.

Completed By: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please return the form to the email or fax number at the top of this page.