

Mail Date: **00/00/0000**

SSN: **000-00-0000**

Claimant's Name  
 Claimant's Address  
 City, CA ZIP Code

EDD Phone Numbers:  
 English 1-800-300-5616  
 Spanish 1-800-326-8937  
 Cantonese 1-800-547-3506  
 Mandarin 1-866-303-0706  
 Vietnamese 1-800-547-2058  
 TTY (nonvoice) 1-800-815-9387  
 website: [www.edd.ca.gov](http://www.edd.ca.gov)

**NOTICE OF UNEMPLOYMENT INSURANCE AWARD**

- 1. Claim Beginning Date: 00/00/0000
- 2. Claim Ending Date: 00/00/0000
- 3. Maximum Benefit Amount: \$0000
- 4. Weekly Benefit Amount: \$000
- 5. Total Wages: 00,000.00
- 6. Highest Quarter Earnings: 0,000.00
- 7. This item does not apply to your claim. For more information, see item 7 on the reverse.
- 8. **You must look for full time work each week.** For more information, refer to the handbook, *A Guide to Benefits and Employment Services*, DE 1275A, available online at [www.edd.ca.gov/forms/](http://www.edd.ca.gov/forms/).
- 9. This item does not apply to your claim.
- 10. This Claim Award is calculated based on the (Standard or Alternate) Base Period.

11. Employee Name:	12. Employee Wages for the Quarter Ending:				13. Employer Name:
	Month/Year	Month/Year	Month/Year	Month/Year	
Claimant's Name	0,000	0,000	0,000	0,000	ABC CO
<b>14. TOTALS:</b>	<b>0,000</b>	<b>0,000</b>	<b>0,000</b>	<b>0,000</b>	

**Important Information On Next Page**

**THE FOLLOWING IS ADDITIONAL INFORMATION REGARDING THE ITEMS ON THE REVERSE OF THIS PAGE**

1. Claim Beginning Date: The date your claim begins.
2. Claim Ending Date: The date your claim ends.
3. Maximum Benefit Amount: The total amount of money you can receive from this claim.
4. Weekly Benefit Amount: The maximum amount you can be paid each week, if you meet the weekly eligibility requirements.
5. Total Wages: The total amount of earnings reported by the employer(s) during the quarters listed on the reverse page in item 12. These earnings were used to compute your maximum benefit amount.
6. Highest Quarter Earnings: The calendar quarter listed on the reverse page in item 12 with the highest amount of earnings. These earnings determine your weekly benefit amount.
7. The award listed on the reverse page in item 7 is your award without the wages earned from a public or nonprofit school. If you worked for a public or nonprofit school during any of the quarters listed on the reverse page in item 12, you may not be able to use those wages in your claim during a school recess period.
8. You must follow the instructions on the reverse page in item 8 to be eligible for benefits. By law you must make all reasonable efforts to find work when claiming benefits.
9. The Unemployment Insurance Code (Section 1277) requires that you work between the beginning and the ending dates of a prior claim to have a valid claim the next year. If this applies to your claim you will receive additional instructions.
10. The type of base period used to establish your claim; it will be either the Standard Base Period or the Alternate Base Period. If you do not have sufficient wages in the Standard Base Period to establish a valid claim, you may be eligible to use the Alternate Base Period. For more information, review the handbook, **A GUIDE TO BENEFITS AND EMPLOYMENT SERVICES, DE 1275A**, available at [www.edd.ca.gov/forms/](http://www.edd.ca.gov/forms/).
11. Employee's Name: The name used by your employer(s) to report your earnings to the Employment Development Department (EDD) during each calendar quarter listed on the reverse page in item 11.
12. Employee's Wages for the Calendar Quarter Ending: These are the potentially usable wages for unemployment insurance purposes that your employer(s) reported you earned during each calendar quarter listed. These earnings determine the amount of your Unemployment Insurance (UI) award.
13. Employer Name: The name(s) of the employer(s) you worked for during the calendar quarters listed on the reverse page on item 13.
14. Totals: The total amount of earnings reported by all employer(s) in each calendar quarter listed on the reverse page in item 12.

**YOUR CLAIM IS INVALID IF:**

- a. Your earnings were not enough to meet the minimum requirements.
- b. You had a prior UI claim and did not meet the requirements for working and earning wages necessary to have a later valid claim.

**IMPORTANT:**

Check this notice carefully to make sure that all employers you worked for in the calendar quarters shown, (on the reverse page in item 12) are listed and that the wages you earned are shown. If an employer is listed and you did not work for them, or if an employer is not listed, or your wages are incorrect, contact an EDD office immediately to protest the accuracy of the computation. You may be subject to disqualifications, overpayments, and/or criminal penalties for failure to notify the EDD immediately of any inaccurate employment and wage information displayed in item 12.

If you worked for a federal agency your wages must be requested from that federal agency. You will receive a *Notice of Amended Unemployment Insurance Award* with these wages added.

If this notice or amended notice is incorrect and you want to protest the accuracy of the computation or recomputation, you must contact the EDD within 30 days after the mail date of the notice or amended notice. Otherwise, a wage investigation or recomputation of wages may be denied. The 30-day period may be extended for good cause. If you need to contact the EDD, you will need to provide your full name, address, and Social Security number and, if necessary, any wage and employment information you would like to add to your claim, or to remove any employers for whom you did not work and earn wages.

**YOU ARE RESPONSIBLE FOR KNOWING THE CONTENT OF THE *UNEMPLOYMENT INSURANCE BENEFITS: WHAT YOU NEED TO KNOW*, DE 1275B, AND THE CONTENT OF THE HANDBOOK, *A GUIDE TO BENEFITS AND EMPLOYMENT SERVICES*, DE 1275A. BOTH PUBLICATIONS EXPLAIN YOUR UNEMPLOYMENT RIGHTS AND RESPONSIBILITIES AND ARE AVAILABLE AT [WWW.EDD.CA.GOV/FORMS/](http://WWW.EDD.CA.GOV/FORMS/).**

**TO RECEIVE UI BENEFITS, YOU MUST CERTIFY FOR BENEFITS USING ONE OF THE FOLLOWING METHODS: UI ONLINE<sup>SM</sup>, EDD TELE-CERT<sup>SM</sup>, OR SUBMIT A PAPER *CONTINUED CLAIM FORM*, DE 4581. FOR MORE INFORMATION ON CERTIFYING FOR BENEFITS, REFER TO THE DE 1275A HANDBOOK WHICH IS AVAILABLE ONLINE AT [WWW.EDD.CA.GOV/FORMS/](http://WWW.EDD.CA.GOV/FORMS/).**

**HOW TO CANCEL A UI CLAIM**

You have an option of cancelling a regular California UI claim after you have been mailed your *Unemployment Insurance Award* notice. If you want to cancel your claim, you need to contact the EDD right away. Do not certify for UI benefits using UI Online<sup>SM</sup>, EDD Tele-Cert<sup>SM</sup>, or by submitting a paper *Continued Claim Form*, DE 4581. The law only allows you to cancel a UI claim if no benefits have been paid, no notice of disqualification has been mailed to you, no overpayment has been established on the claim, and the benefit year of your claim has not ended. If the claim is cancelled, it cannot be reopened. You must file a claim with a later date.