

IMPORTANTE: TENGA ESTO TRADUCIDO INMEDIATAMENTE
UC-21 (Rev. May/2025) UNEMPLOYMENT INSURANCE SEPARATION PACKET STATE OF CONNECTICUT – DEPARTMENT OF LABOR
<u>INSTRUCTIONS FOR EMPLOYER:</u> Please turn to UC-21A at end of packet
<u>INSTRUCTIONS TO EMPLOYEE:</u> This packet has been prepared to assist you in filing a New Claim for Unemployment Compensation benefits. Your employer should have completed the Unemployment Notice on the last page of this packet. However, if it was not completed, you should file your claim without it.

TO FILE A NEW UNEMPLOYMENT CLAIM or **REOPEN AN EXISTING CLAIM**, visit WWW.FILECTUI.COM to access *ReEmployCT* (which is available 24/7).

ReEmployCT is CTDOL's Unemployment Insurance system where you will also file weekly unemployment claims, look up past claim activity, select your method of payment, and enter and update your banking information, ask questions, and access links that provide information about unemployment payments.

Please read the following information and follow the instructions provided throughout the packet.

Keep in mind:

- While your eligibility for Unemployment Insurance (UI) benefits is only determined by CTDOL, you have the right to file for unemployment benefits. This right cannot be taken away from you by agreement or any other way.
- Be sure that all information you provide is accurate. Any information you provide is subject to verification. Intentionally making a false statement or failing to disclose material facts to obtain benefits is a violation of the law.
- By initiating a claim for unemployment benefits you will be authorizing the release of wage and other information to the Connecticut Department of Labor that may be required to determine your eligibility.

The Labor Department will never request confidential information via text messaging. If you receive a text message that is asking you to act on your unemployment claim, please report this immediately to the CTDOL Integrity Division at DOL.Integrity@ct.gov

SECTION A – GENERAL INFORMATION

Q. What will I find in this packet?

- Information and specific instructions on filing your Unemployment Insurance (UI) claim for benefits.
- Information about voluntary income tax withholding from your UI benefits.
- Employment Services offered by the *Connecticut Department of Labor*.

Q. Do I need a separation packet to file for UI benefits?

- No. You have legal right to file a claim for unemployment benefits, whether you receive a separation packet or separation letter. To protect your benefits, **do not delay filing**. The EFFECTIVE DATE of your unemployment claim depends upon the **date that you complete your claim for benefits**.

Q. How do I file a claim for unemployment benefits?

- If you do not have an existing *ReEmployCT* account and want to file a new unemployment claim, go to www.filectui.com and select the Start a New Claim option.
- If you want to re-open an existing unemployment claim in *ReEmployCT*, go to www.filectui.com and select the Weekly Filing option.

Q. What if I am unable to use the Internet?

- You may visit your nearest *Department of Labor/American Job Center* or local public library for access to the Internet. To find the nearest *Center*, directions, and scheduled hours of assistance available, please visit <https://www.ctdol.state.ct.us/ajc/FactSheets.htm>

Q. Will I qualify for unemployment benefits?

- There are important conditions that must be met for you to be able to be found eligible for benefits.
 - 1) **How much did you work in the 12 to 18-month period before filing a claim?** You must have earned enough wages in the 12 to 18 months prior to filing a claim; and
 - 2) **Why are you no longer working for your past employer?** The reason you are no longer employed helps determine whether you can receive unemployment benefits.
- You may be scheduled for a fact-finding hearing to determine your eligibility to receive benefits. Please visit our website at: www.filectui.com.

Q. What will the Labor Department need to know?

- Information about you, your work history, and your dependents are be used by the *Connecticut Department of Labor* to establish your claim. Your employer will be asked for information regarding your claim, all eligibility determinations are made by the *Labor Department*.

Q. How will the Labor Department contact me?

- When you open your account in *ReEmployCT*, you will be asked to choose how *CTDOL* will contact you for important information (method of correspondence), which can be by email or by *USPS* mail. We encourage you to select email, as it will ensure you receive correspondence more quickly and more securely. When you select email, a notification that you have important

correspondence in your account will be emailed to you. You will then need to sign into your account to see the information. Even when you select email, some correspondence may still be mailed via *US Mail*, **so it is very important that you keep your address updated in the system.**

Q. If approved, how will I receive my benefits?

- In the application, you will be asked to select debit card or direct deposit. Your debit card will be sent to the address you entered in your *ReEmployCT* account. If you select direct deposit, you will be required to enter the account number and routing number of the account you wish to have benefits deposited to. **It is very important that this information is accurate and current to avoid delays in receiving your unemployment benefits.**

SECTION B – EMPLOYMENT SERVICES AVAILABLE

Register on CTHires.com for no-cost access to new jobs. Schedule a virtual or in-person appointment with our *American Job Center* team for one-on-one job search help and learn about recruiting events with hiring employers.

DOL/American Job Centers offer a variety of Employment Services, including Resumé assistance, Veteran’s Assistance, Labor Market Information and a variety of Employment Workshops.

Please visit: [American Job Centers](http://AmericanJobCenters.com)

Have an unemployment question or problem?

You may access ReEmployCT 24/7, except during maintenance & updates, to get information on your claim.” (www.reemployct.com) For further assistance, please reach out to the *Consumer Contact Center* at:

Consumer Contact Center Hours:

Monday – Friday: 7:30 AM – 4:30 PM

Closed Saturdays, Sundays, & CT State Holidays

Phone Numbers:

(203) 941-6868

(860) 967-0493

(800) 956-3294

TTY – 711 or (800) 842-9710

SECTION C – VOLUNTARY WITHHOLDING OF INCOME TAX FROM UNEMPLOYMENT BENEFITS

IMPORTANTE - TENGA TRADUCIDO INMEDIATAMENTE

BENEFITS ARE TAXABLE - Any Unemployment Insurance benefits you receive are fully taxable as income by the *IRS* and the *Connecticut Department of Revenue Services*, **PROVIDED YOU ARE REQUIRED TO FILE A TAX RETURN.**

- You may voluntarily have taxes withheld for Federal and Connecticut income taxes.
- The *Internal Revenue Service* has set the amount to be withheld at 10%, rounded to the nearest whole dollar, of your total weekly unemployment benefit payment.
- Connecticut has set the amount to be withheld for Connecticut income tax at 3%, rounded to the nearest whole dollar, of your unemployment benefit payment.
- State law requires that the choice to withhold applies to both taxes, not one or the other.
- If you would like to change your withholding status at any time access *ReEmployCT*. From the Benefit Maintenance tab, select the Tax Withholding and Payment Option.
- The *Department of Labor* CANNOT REFUND any taxes withheld. Refunds will have to be resolved with the tax agency.
- Any legally-required reductions in your weekly benefit amount, such as part-time earnings, retirement payments, severance or vacation pay, offsets of prior unemployment payments, or child support intercept payments (CSI), will be taken from your weekly benefits PRIOR to any voluntary tax withholding. The amount of the CSI deduction or overpayment offset will be considered part of the weekly payment against which the tax withholding amounts are calculated. Listed below are examples of withholding deductions.

Weekly Benefit	10 % Federal Withholding	3% Connecticut Withholding	Total Withholding	Child Support Intercept	Payment Amount
\$150	\$15	\$5	\$20	\$0	\$130
\$225	\$23	\$7	\$30	\$75	\$120
\$300	\$30	\$9	\$39	\$0	\$261
\$350	\$35	\$11	\$46	\$90	\$214

SECTION D – BABEL NOTICE

Babel Notice for Limited English Proficient Individuals with 11 Language Translations (Spanish, Chinese, French, German, Tagalog, Italian, Vietnamese, Korean, Polish, Russian, and Portuguese)

English

IMPORTANT! This document(s) contains important information about your unemployment compensation rights, responsibilities and/or benefits. It is critical that you understand the information in this document.

DEADLINE FOR APPEAL: If you disagree with this determination or decision, you must file an appeal before the deadline noted in this document.

IMMEDIATELY: If needed please visit one of our American Job Centers for assistance in the translation and understanding of the information in the document(s) you have received. Visit www.filectui.com for office locations.

Spanish

¡IMPORTANTE! Este documento(s) contiene información importante sobre sus derechos, obligaciones y/o beneficios de compensación por desempleo. Es muy importante que usted entienda la información contenida en este documento.

PLAZO LÍMITE PARA APELAR: Si usted está en desacuerdo con esta determinación o decisión, debe presentar una apelación antes del plazo límite indicado en este documento.

INMEDIATAMENTE: Si es necesario, visite uno de nuestros Centros de Trabajo Estadounidense para obtener ayuda en la traducción y comprensión de la información contenida en los documentos que ha recibido. Visite www.filectui.com para ver las ubicaciones de las oficinas.

Chinese

重要提示! 这份文件包含有关失业补偿的权利、责任和/或利益的重要信息。您需要理解本文件中的信息，这一点至关重要。

上诉截止日期: 如果您不同意本裁定或决定，您必须在本文件所载截止日期前提出上诉。

即刻: 如有需要，请访问我们的美国就业中心网站之一以获得翻译协助，并了解您收到的文件内容。请访问www.filectui.com 以了解办公地址。

French

IMPORTANT! Ce document contient des informations importantes sur vos droits d'allocation de chômage, vos responsabilités et/ou vos bénéfices. Il est indispensable que vous compreniez le contenu de ce document.

DATE LIMITE POUR FAIRE APPEL: Si vous n'êtes pas d'accord avec cette détermination ou décision, vous devrez faire un appel avant la date limite signalée dans ce document.

IMMÉDIATEMENT : le cas échéant, veuillez consulter une de nos agences pour l'emploi américaines afin d'obtenir de l'aide avec la traduction et la compréhension des informations contenues dans le ou les documents qui vous ont été remis. Pour savoir où se trouvent nos locaux, consultez le site www.filectui.com.

German

WICHTIG! Diese(s) Dokument(e) enthält (enthalten) wichtige Hinweise zu ihren Rechten, Pflichten bzw. Leistungen im Rahmen der Arbeitslosenunterstützung. Es ist entscheidend, dass Sie die Informationen in diesem Dokument verstehen.

FRIST ZUR BESCHWERDEEINLEGUNG: Wenn Sie mit der Feststellung oder Entscheidung nicht einverstanden sind, müssen Sie vor Ablauf der in diesem Dokument aufgeführten Frist eine Beschwerde einlegen.

ALS SOFORTMASSNAHME: Besuchen Sie bitte erforderlichenfalls eines unserer American Job Center, um Hilfe bei der Übersetzung oder dem Verständnis der Informationen in dem/den Dokument(en) zu erhalten, das/die Sie erhalten haben. Geschäftsstellenstandorte können unter www.filectui.com eingesehen werden.

Tagalog

IMPORTANTE! Ang mga dokumentong ito ay naglalaman ng mahalagang impormasyon tungkol sa iyong mga karapatan na makatanggap ng kabayaran, mga responsibilidad at/o benepisyo dahil sa pagkawala ng trabaho. Napakahalagang maunawaan mo ang mga impormasyong nilalaman sa dokumentong ito.

HULING ARAW PARA UMAPILA: Kung hindi ka sumasang-ayon sa pagpapasiya o desisyon, dapat kang maghabol o magharap ng apila bago dumating ang huling araw na nabanggit sa dokumentong ito.

AGARAN: Kung kinakailangan mangyaring bisitahin ang aming mga Amerikanong Sentro ng Trabaho (American Job Center) para sa tulong sa pagsasalain at pag-unawa sa impormasyon sa (mga) dokumento na tinanggap mo. Bisitahin ang www.filectui.com para sa mga lokasyon ng opisina.

Italian

IMPORTANTE: Questo documento contiene informazioni importanti sui Suoi diritti di indennizzo di disoccupazione, sulle sue responsabilità e i suoi benefit. E' cruciale che Lei comprenda appieno le informazioni contenute in questo documento.

SCADENZA PER IL RICORSO: Se non si trova in accordo con questa determinazione o decisione, dovrà presentare ricorso prima della scadenza riportata nel presente documento.

IMMEDIATAMENTE: se necessario, per ricevere assistenza nella traduzione e nella comprensione delle informazioni contenute nei documenti ricevuti, visitare uno dei nostri American Job Center. Visitare www.filectui.com per le sedi degli uffici.

Vietnamese

QUAN TRỌNG: Tài liệu này chứa đựng tin tức quan trọng về quyền hạn, trách nhiệm và/hoặc những lợi lộc được đền bù trong khi thất nghiệp. Đó là điều tối cần thiết mà quý vị phải hiểu rõ những tin tức trong tài liệu này.

HẠN CHÓT KHIẾU NẠI: Nếu quý vị không đồng ý với quyết định này, quý vị phải nộp đơn khiếu nại trước hạn chót ghi rõ trong tài liệu này.

NGAY LẬP TỨC: Nếu cần thiết xin đến một trong những Trung Tâm Việc Làm Hoa Kỳ (American Job Centers) để được trợ giúp trong việc thông dịch và hiểu những thông tin trong (các) tài liệu mà quý vị nhận được. Xin truy cập www.filectui.com để biết địa chỉ các văn phòng.

Korean

중요! 이 문서는 실업보상 권리, 책임 및/또는 혜택에 대한 중요한 정보가 포함 되어 있습니다. 이 문서에 있는 정보를 이해 하는 것은 매우 중요합니다.

항소 마감: 이 결정에 이견이 있으시면 항소인은 문서에 언급된 마감일 전에 항소를 제기하여야 합니다.

즉시: 귀하가 수령하신 문서의 내용에 대한 번역 및 이해를 위해 도움이 필요하시면 미국 직업 센터(American Job Centers)에 방문하십시오. www.filectui.com에 접속하시면 지역별 직업 센터의 위치가 수록되어 있습니다

Polish

WAŻNE! Dokumenty mogą zawierać ważne informacje o Pana(-i) prawach do zasiłków dla bezrobotnych, obowiązków i/lub świadczeń. Zrozumienie informacji zawartych w niniejszym dokumencie jest bardzo ważne.

DATA WYGAŚNIĘCIA TERMINU SKŁADANIA ODWOŁAŃ: Jeśli nie zgadza się Pan(-i) z decyzją zawartą w niniejszym dokumencie, odwołanie należy złożyć przed datą wygaśnięcia terminu wyszczególnionego w treści niniejszego dokumentu.

PILNE: W razie potrzeby odwiedź jedną z placówek American Job Centers, aby uzyskać pomoc w tłumaczeniu i zrozumieniu informacji zawartych w otrzymanym dokumencie. Odwiedź www.filectui.com, aby znaleźć lokalizację najbliższej placówki.

Russian

ВАЖНО! Данный документ(ы) содержит важную информацию о Ваших правах на пособие по безработице, ответственностях и /или выгодах. Крайне важно, чтобы Вы поняли всю информацию, представленную в данном документе(ах).

КРАЙНИЙ СРОК ДЛЯ ОБЖАЛОВАНИЯ: Если Вы не согласны с представленным постановлением или решением, Вы должны подать заявление на обжалование данного документа до крайнего срока, указанного в нём.

НЕЗАМЕДЛИТЕЛЬНО: При необходимости, пожалуйста, посетите один из наших Американских центров по трудоустройству (American Job Center) для получения переводческой помощи и понимания информации, содержащейся в полученном Вами документе (-ах). Посетите сайт www.filectui.com, где указаны адреса офисов.

Português

Importante! Este documento (s) contém informações importantes sobre seus direitos de indemnização do desemprego , responsabilidades e / ou benefícios. É importante que você compreenda as informações contidas neste documento.

Prazo para Recurso: Se você não concordar com esta determinação ou decisão, você deve apresentar e apelar antes do prazo referido no presente documento.

IMEDIATAMENTE: Se necessário, visite um dos nossos Centros Americanos de Trabalho para obter assistência na tradução e compreensão das informações contidas no(s) documento(s) que você recebeu. Visite www.filectui.com para os locais do escritório.

SECTION E – UNEMPLOYMENT NOTICE

STATE OF CONNECTICUT – DEPARTMENT OF LABOR

UC-21A (Rev. March/2025)

IMPORTANTE: TENGA ESTO TRADUCIDO INMEDIATAMENTE

INSTRUCTIONS TO EMPLOYER:

It is your responsibility to give this entire packet to the separating employee at the time of separation, regardless of the reason for separation (see Section L below). If it is not possible to give this packet to the employee at the time of separation, then mail the packet to the employee's last known address.

INSTRUCTIONS TO EMPLOYEE:

Go to www.FileCTUI.com, click on the link "Start a New Claim."

DO NOT SEND A COPY TO THE DEPARTMENT OF LABOR

PLEASE BE SURE THAT ALL THE INFORMATION ENTERED BELOW IS CORRECT.

A. EMPLOYER ACCOUNT NUMBER			-						-	0	-	0	
B. EMPLOYER NAME													
C. EMPLOYER ADDRESS													

D. EMPLOYEE NAME												
E. SOCIAL SECURITY NUMBER				-			-					
F. NCCI CODE (for use only if this employee was employed in a CONSTRUCTION TRADE)												
G. START DATE	/	/		H. LAST DAY WORKED	/	/		I. RETURN TO WORK DATE (if definite)	/	/		

J. YEAR TO DATE EARNINGS	\$ _____	• WAGES FOR THE LAST WEEK OF WORK IF LESS THAN A FULL WEEK (Sunday – Saturday)	\$ _____
K. REASON FOR UNEMPLOYMENT	☐ Lack of Work ☐ Other	☐ Voluntary Leaving ☐ Discharge/Suspension	☐ Leave of Absence
L. DID OR WILL THIS EMPLOYEE RECEIVE DISMISSAL PAY (i.e., TYPE: 1. SEVERANCE, 2. VACATION, 3. HOLIDAY, 4. OTHER) AFTER LAST DAY OF WORK?	☐ YES		☐ NO
If yes, what type?	No. of hours/days covered	Amount	Dates Covered
EMPLOYER SIGNATURE	TITLE		DATE
TELEPHONE NUMBER	FAX NUMBER		