To apply online for Pandemic Unemployment Assistance benefits, you should first collect:

- Social Security Number
- Alien Registration Number (if you are not a US citizen)
- NJ driver license or state ID number (if available)
- Pension information (if you are receiving any pension or 401k from a recent employer)
- Amount and duration of any separation pay you may be receiving from any past employer
- Recall date (if you expect to be recalled to your job; may be left blank)
- Union hiring hall information, including local number and address (if you get work through a union)
- Military Form DD-214 (if you were in the military in the last 18 months)

Next, prepare the following information about your self-employment, platform or “gig” work and all other employment, if any. For each self-employment or employer that you worked for in the last 18 months, please collect the following:

- Name and address of employer (if there were additional employers other than yourself)
- Employer’s telephone number (may be left blank if unknown)
- Your occupation with that employer
- Beginning date and last dates you worked for each employer
- Reason for separation

If you have never created an account with myunemployment.nj.gov, follow the instructions here to create an account: https://myunemployment.nj.gov/labor/myunemployment/before/createaccount/index.shtml.

Please note that it is not possible to save your online application and return to it. You must complete it and submit it all at once.

To file an application for benefits, please refer to the following instructions for self-employed, independent contractor, gig, and platform workers. Please print this guide or keep it viewable on your computer while you complete the application.
When completing Step 1: General Information, refer to this guide:

<table>
<thead>
<tr>
<th>Field</th>
<th>Example Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td>1000-00-000x</td>
</tr>
<tr>
<td>Date of Claim</td>
<td>05-05-2017</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>07-23-1972</td>
</tr>
<tr>
<td>Legal First Name</td>
<td>UETRA</td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Legal Last Name</td>
<td>DAVY</td>
</tr>
<tr>
<td>ID Type</td>
<td>New Jersey Driver's License or State Issued ID</td>
</tr>
<tr>
<td>ID Number</td>
<td>06563943512342</td>
</tr>
<tr>
<td>Re-enter ID Number</td>
<td>06563943512342</td>
</tr>
</tbody>
</table>

1.4 In the past 18 months, have you worked under a name different from above?  
- Yes ☐  
- No ☐

If "Yes," please enter the name you worked under:
- First Name: 
- Middle Initial: 
- Last Name: 
- Suffix: [Select]

1.5 When you worked in New Jersey, did you live out of state?  
- Yes ☐  
- No ☐

If "Yes," will you continue seeking work in New Jersey? [Select]

1.6 Have you filed an Unemployment Insurance in a State other than New Jersey in the past 12 months?  
- Yes ☐  
- No ☐

If "Yes," please select the state in which you filed a claim in the past 12 months: [Select]

If you do not have this number, leave these fields blank.
When completing Step 2: Personal Information, refer to this guide, fill in all fields, and review for accuracy:
When completing Step 3: Eligibility Information, refer to this guide:

Answer “Yes” if

1. You were physically able to do your work before your self-employment ended (and you lost your job/hours due to your own coronavirus illness, your need to care for a family/household member with coronavirus, or your employment situation changed because of coronavirus public health emergency); OR

2. You are out of work temporarily due to an self-employment/employer closure related to the coronavirus and expect to return to your job; OR

3. You are able and available for work
Click on “Add NJ Employer” to list all self-employment, independent contract, as well as any other employment in the last 18 months.
When completing Step 4: Employment Information, refer to this guide:

Identifying your Employer Name:
If you are self-employed, enter your business name (if one exists), or your name in the “Employer Name” field.

NOTE: If you have multiple employers, make sure you are answering correctly for the employer listed at the top of this screen.
When completing Step 4: Employment Information, refer to this guide:

**Identifying your Employer Name:**
- If you are self-employed, enter your business name (if one exists), or your name as the EMPLOYER NAME.
- If you are an independent contractor, gig or platform worker, and you work for an entity, app, website, or other online platform, you could be considered an employee of that business and would enter their business/platform/app name as the EMPLOYER NAME.

Note: You would be considered an employee if that business controls/directs your work; and your work is part of the usual course of business or is within the places of business of that entity for which your service is performed; and if you are not engaged in an independently established trade, occupation, profession or business

**Enter your business FEIN if you have it, otherwise enter all zeros.**
When completing Step 4: Employment Information, refer to this guide:

**Identifying your Employer Name:**

If you are self-employed, enter your business name (if one exists), or your name as the **EMPLOYER NAME**. If you are an independent contractor, gig, or platform worker, and you work for an entity, app, website, or other online platform, you could be considered an employee of that business and would enter their business/platform/app name as the **EMPLOYER NAME**.

Note: You would be considered an employee if that business controls/directs your work; and your work is part of the usual course of business or is within the places of business of that entity for which your service is performed; and if you are not engaged in an independently established trade, occupation, profession, or business.

If you are self-employed, use your own business or home address.
When completing Step 4: Employment Information, refer to this guide:

**Idenifying your Employer Name:**

- If you are self-employed, enter your business name (if one exists), or your name as the **EMPLOYER NAME**.
- If you are an independent contractor, gig or platform worker, and you work for an entity, app, website, or other online platform, you could be considered an employee of that business and would enter their business/platform/app name as the **EMPLOYER NAME**.

Note: You would be considered an employee if that business controls/directs your work; and your work is part of the usual course of business or is within the places of business of that entity for which your service is performed; and if you are not engaged in an independently established trade, occupation, profession or business.

**YOUR BUSINESS NAME**

**0000000000**

*Your FEIN:*

Should be blank except if the applicant is an employee of a NJ State department or commission.
When completing Step 4: Employment Information, refer to this guide:

Identifying your Employer Name:
- If you are self-employed, enter your business name (if one exists), or your name as the EMPLOYER NAME.
- If you are an independent contractor, gig or platform worker, and you work for an entity, app, website, or other online platform, you could be considered an employee of that business and would enter their business/platform/app name as the EMPLOYER NAME.

Note: You would be considered an employee if that business controls/directs your work; and your work is part of the usual course of business or is within the places of business of that entity for which your service is performed; and if you are not engaged in an independently established trade, occupation, profession or business.

Enter Yes.
When completing Step 4: Employment Information, refer to this guide:

**Identifying your Employer Name:**
If you are self-employed, enter your business name (if one exists), or your name as the EMPLOYER NAME.

If you are an independent contractor, gig or platform worker, and you work for an entity, app, website, or other online platform, you could be considered an employee of that business and would enter their business/platform/app name as the EMPLOYER NAME.

Note: You would be considered an employee if that business controls/directs your work; and your work is part of the usual course of business or is within the places of business of that entity for which your service is performed; and if you are not engaged in an independently established trade, occupation, profession or business.

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**Enter “No” if business is an LLC.**
When completing Step 4: Employment Information, refer to this guide:

**Identifying your Employer Name:**

If you are self-employed, enter your business name (if one exists), or your name as the EMPLOYER NAME.

If you are an independent contractor, gig or platform worker, and you work for an entity, app, website, or other online platform, you could be considered an employee of that business and would enter their business/platform/app name as the EMPLOYER NAME.

Note: You would be considered an employee if that business controls/directs your work; and your work is part of the usual course of business or is within the places of business of that entity for which your service is performed; and if you are not engaged in an independently established trade, occupation, profession or business.

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**YOUR BUSINESS NAME**

*Your FEIN:*

Only answer yes if:

1. You are not the owner, AND
2. When you work for this employer, you are working for a relative.

If your self-employment has been affected by the coronavirus, select “No.”
Please select your reason for separation from this employer.

- **BUSINESS CLOSED/HOURS REDUCED:** Your client closed their business or halted/reduced your work due to COVID-19.

- **VOLUNTARY LEAVE/REDUCED HOURS:** You made the decision to stop offering or reduce your services due to COVID-19 related concerns.

- **OTHER- COVID19 RELATED:** Any other COVID-19 reason you cannot work, such as you are sick with or caring for someone with coronavirus, or at home with your child whose school has been closed.

If your self-employment has been affected by COVID-19, please choose one of the three COVID-19 options. Write “COVID19 Impact” in the box below.
Next, finish the application.

**Complete Step 5: Employment Details**
In this section you will be asked about the presence of a disability, pension or other related pay, as well as how you were paid by your self-employment or other employer.

**Complete Step 6: Submit Application**
**Complete Step 7: Record your confirmation number.**
Begin collecting all income demonstrating documents, such as W-2s, 1099s, etc. from the past two years.

**What happens next:**
Per federal rules, an applicant for Pandemic Unemployment Assistance (PUA) must first be assessed for traditional unemployment insurance benefit eligibility. If you are denied traditional unemployment benefits, you can always file an appeal, which takes time. Once denied, you are most likely eligible for benefits under Pandemic Unemployment Assistance since ineligibility for regular unemployment is a prerequisite for receiving these expanded benefits due to COVID-19.

In this case you will need to gather the last two years of your tax returns or other evidence of income history, which will be necessary for processing your claim. The Pandemic Unemployment Assistance benefits can be paid retroactively for periods of unemployment, beginning on or after February 2, 2020. Additional details will be posted online as they become available.

The New Jersey Department of Labor is currently working with the United States Department of Labor to develop the process to assess your application for this new federal program. We ask for your patience at this time; once the process is determined, you will be contacted and the Department of Labor’s website will be updated with details and expected timelines.