



Guidance for Self-Employed Individuals

FILING A PANDEMIC UNEMPLOYMENT ASSISTANCE CLAIM

myunemployment.nj.gov

Please print this guide or keep it viewable on your computer while you complete the application. If you applied and received a confirmation of your application for unemployment assistance during the pandemic before viewing this guide, there is no need to re-apply. Your application will be assessed.

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 NJ non-driver identification card
- 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. If you applied and received a confirmation of your application for unemployment assistance before viewing this guide, there is no need to re-apply. Your application will be assessed.

When completing Step 1: General Information, refer to this guide:

 UNEMPLOYMENT INSURANCE BENEFITS
STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

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General Information * required field Cancel & Exit

Please be advised that if your computer is idle for 30 minutes or more, your session will "time out" and all of your claim information will be lost. If you exit for any reason before completing the application, all of your information will be lost.
If your Name is not correct, then please [click here](#) to change your information.

SSN: xxx-xx-xxxx
Date of Claim: 03-05-2017
Date of Birth: 07-23-1972
Legal First Name: UITRA
Middle Initial:
Legal Last Name: DAYS

1.1 Please select your suffix, if applicable: "-Select-"

* 1.2 Please select your gender: Male Female

1.3 Please select the applicable form of identification:
* ID Type: New Jersey Driver's License or State Issued ID

Please enter the number including letter of the New Jersey issued ID or driver's license.

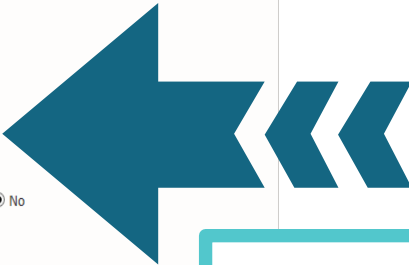
ID Number: j05563942512214
Re-enter ID Number: j05563942512214

* 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-"

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If you do not have a NJ driver license or a NJ non-driver identification card, file your unemployment claim over the phone.

When completing Step 2: Personal Information, refer to this guide, fill in all fields, and review for accuracy:

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Personal Information * required field Cancel & Exit

* 2.1 Are you a citizen or national of the United States? Yes No

* 2.2 Please enter your home telephone number: - -

2.3 Please enter your alternate telephone number: - -

2.4 Please enter your email address:
Re-type email address:

* 2.5 If you are scheduled for an appointment, do you need an interpreter? Yes No
If "Yes," please select the language you speak.
If "Other," please specify the language you speak.

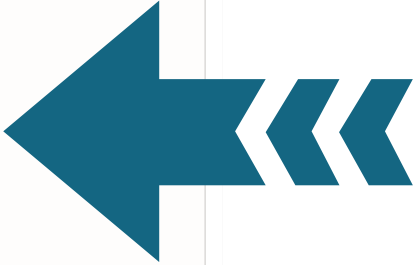
* 2.6 Please select the number of years of education you have completed.

* 2.7 What is your ethnic group?

* 2.8 What is your race?

* 2.9 When you are working, are you the primary / main wage earner in your household? Yes No

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When completing Step 3: Eligibility Information, refer to this guide:



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Update Address/Telephone

Claim Inquiry

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Eligibility Information

* 3.1 Are you ready, willing and able to immediately work full-time? Yes No

* 3.2 Are you or have you been a student in full-time attendance at an educational institution with...

* 3.3 Are you currently enrolled in job training or college? Yes No

If "No," do you plan to enroll in job training or college?

If "Yes," do you have a definite date to start in job training or college?

If "Yes," enter the definite date planned to start in job training or college.

* 3.4 Do you wish to have 10% Federal Income Tax withheld from your benefit payments?

* 3.5 Do you wish to claim a dependency allowance? Yes No

* 3.6 Are you a member of a union? Yes No

If "Yes," do you seek work through a Union hiring hall?

* 3.7 Are you currently registered with Vocational Rehabilitation?

* 3.8 How do you wish to receive your Benefit Payment?

If you selected "Direct Deposit," please enter the

* Account Type:

* Routing Number:

* Re-enter Routing Number:

* Account Number:

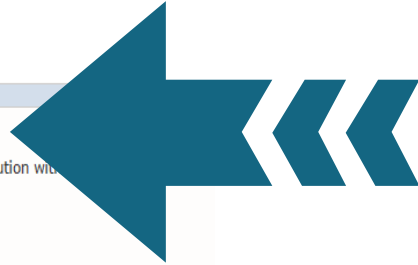
* Re-enter Account Number:

John Q. Public
123 Any Street
Trenton, NJ 08608 101

PAY TO THE ORDER OF

Memo:

VOID



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 a self-employment/employer closure related to the coronavirus and expect to return to your job; OR
3. You are able and available for work



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Employment Summary

* required field

Cancel & Exit

Employers Added

Please select the "Add" button below if you have worked for any employer(s) from 10-01-2015 to 03-04-2017 . If you have no employer(s) to add from 10-01-2015 to 03-04-2017 , then select the "Continue" button.

Add NJ Employer

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Continue



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.

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Add NJ Employment

* required field
[Cancel & Exit](#)

* Employer Name:

Employer FEIN:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Zip Code: -

Telephone Number: - -

State Employer Payroll Number:

If work location different
City:

State:

* What was the start date for this employer? (mm-dd-yyyy)

* What was the last day you worked for this employer? (mm-dd-yyyy)

* Are you still employed by this employer? Yes No
If "Yes," explain the reason.

* Are you self employed or the owner of this business? Yes No

* Are you a corporate officer or do you have 5% or more equitable or debt interest in this employer? Yes No

* Are you related to the owner of this employer? Yes No
If "Yes," was this business a corporation or partnership?
If the business is not a corporation or partnership, what is your relationship to the owner?

* Please select your reason for separation from this employer.

If your reason for separation was not "Lay Off/Lack of Work" or "Still Employed," please provide further explanation below.

255 characters left

If your reason for separation was "Discharged/Fired", "Suspended" or "Unsatisfactory Work Performance", what was your discharge date? (mm-dd-yyyy)

* Do you expect to be recalled by this employer? Yes No
If "Yes," do you have a definite date of recall?
If "Yes," enter your definite date of recall. (mm-dd-yyyy)

If you expect to be recalled, is your work seasonal?

If there is a business name, enter it here. Otherwise, enter your own name.

NOTE: If you have multiple employers, make sure you are answering correctly for the employer listed at the top of this screen.



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Add NJ Employment

* required field
Cancel & Exit

* Employer Name: YOUR BUSINESS NAME

Your FEIN: 000000000

Address Line 1: | MAIN ST

Address Line 2:

Address Line 3:

* City: TRENTON

* State: New Jersey

* Zip Code: 08625 -

Telephone Number: 609 - 555 - 1212

State Employer Payroll Number:

If work location different
City:
State: *-Select-

* What was the start date for this employer? 01-01-2015 (mm-dd-yyyy)

* What was the last day you worked for this employer? 01-01-2017 (mm-dd-yyyy)

* Are you still employed by this employer? Yes No
If "Yes," explain the reason. *-Select-

* Are you self employed or the owner of this business? Yes No

* Are you a corporate officer or do you have 5% or more equitable or debt interest in this employer? Yes No

* Are you related to the owner of this employer? Yes No
If "Yes," was this business a corporation or partnership? *-Select-
If the business is not a corporation or partnership, what is your relationship to the owner? *-Select-

* Please select your reason for separation from this employer. Lay Off/Lack of Work

If your reason for separation was not "Lay Off/Lack of Work" or "Still Employed," please provide further explanation below.

255 characters left

If your reason for separation was "Discharged/Fired", "Suspended" or "Unsatisfactory Work Performance", what was your discharge date? (mm-dd-yyyy)

* Do you expect to be recalled by this employer? Yes No
If "Yes," do you have a definite date of recall? *-Select-
If "Yes," enter your definite date of recall. (mm-dd-yyyy)

If you expect to be recalled, is your work seasonal? *-Select-



Enter your business FEIN if you have it, otherwise enter all zeros.

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Add NJ Employment * required field
Cancel & Exit

* Employer Name:

Your FEIN:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Zip Code: -

Telephone Number: - -

Date Employer Payroll Number:

If work location different
City:

State:

* What was the start date for this employer? (mm-dd-yyyy)

* What was the last day you worked for this employer? (mm-dd-yyyy)

* Are you still employed by this employer? Yes No
If "Yes," explain the reason.

* Are you self employed or the owner of this business? Yes No

* Are you a corporate officer or do you have 5% or more equitable or debt interest in this employer? Yes No

* Are you related to the owner of this employer? Yes No
If "Yes," was this business a corporation or partnership?
If the business is not a corporation or partnership, what is your relationship to the owner?

* Please select your reason for separation from this employer.

If your reason for separation was not "Lay Off/Lack of Work" or "Still Employed," please provide further explanation below.

If your reason for separation was "Discharged/Fired", "Suspended" or "Unsatisfactory Work Performance", what was your discharge date? (mm-dd-yyyy)

* Do you expect to be recalled by this employer? Yes No
If "Yes," do you have a definite date of recall?
If "Yes," enter your definite date of recall. (mm-dd-yyyy)

If you expect to be recalled, is your work seasonal?

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If you are self-employed, use your own business or home address.



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Add NJ Employment * required field
Cancel & Exit

* Employer Name: YOUR BUSINESS NAME

Your FEIN: 000000000

* Address Line 1: 1 MAIN ST

Address Line 2:

Address Line 3:

* City: TRENTON

* State: New Jersey

* Zip Code: 08625 -

Telephone Number: 609 - 555 - 1212

State Employer Payroll Number:

If work location different:

City:

State: *-Select-

* What was the start date for this employer? 01-01-2015 (mm-dd-yyyy)

* What was the last day you worked for this employer? 01-01-2017 (mm-dd-yyyy)

* Are you still employed by this employer? Yes No

If "Yes," explain the reason. *-Select-

* Are you self employed or the owner of this business? Yes No

* Are you a corporate officer or do you have 5% or more equitable or debt interest in this employer? Yes No

* Are you related to the owner of this employer? Yes No

If "Yes," was this business a corporation or partnership? *-Select-

If the business is not a corporation or partnership, what is your relationship to the owner? *-Select-

* Please select your reason for separation from this employer. Lay Off/Lack of Work

If your reason for separation was not "Lay Off/Lack of Work" or "Still Employed," please provide further explanation below.

255 characters left

If your reason for separation was "Discharged/Fired", "Suspended" or "Unsatisfactory Work Performance", what was your discharge date? (mm-dd-yyyy)

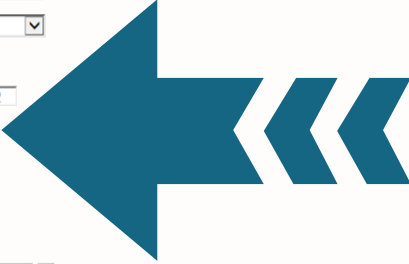
* Do you expect to be recalled by this employer? Yes No

If "Yes," do you have a definite date of recall? *-Select-

If "Yes," enter your definite date of recall. (mm-dd-yyyy)

If you expect to be recalled, is your work seasonal? *-Select-

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Should be blank except if the applicant is an employee of a NJ State department or commission.



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Add NJ Employment

* required field

Cancel & Exit

* Employer Name:

Your FEIN:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Zip Code: -

Telephone Number: - -

State Employer Payroll Number:

If work location different

City:

State:

* What was the start date for this employer? (mm-dd-yyyy)

* What was the last day you worked for this employer? (mm-dd-yyyy)

* Are you still employed by this employer? Yes No

If "Yes," explain the reason.

* Are you self employed or the owner of this business? Yes No

* Are you a corporate officer or do you have 5% or more equitable or debt interest in this employer?

* Are you related to the owner of this employer? Yes No

If "Yes," was this business a corporation or partnership?

If the business is not a corporation or partnership, what is your relationship to the owner?

* Please select your reason for separation from this employer.

If your reason for separation was not "Lay Off/Lack of Work" or "Still Employed," please provide further explanation below.

255 characters left

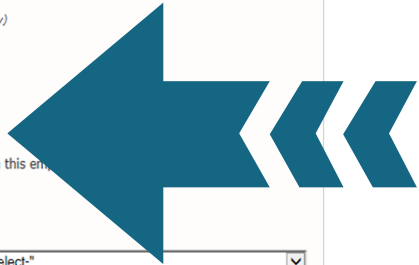
If your reason for separation was "Discharged/Fired", "Suspended" or "Unsatisfactory Work Performance", what was your discharge date? (mm-dd-yyyy)

* Do you expect to be recalled by this employer? Yes No

If "Yes," do you have a definite date of recall?

If "Yes," enter your definite date of recall. (mm-dd-yyyy)

If you expect to be recalled, is your work seasonal?



Enter Yes.

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Add NJ Employment

* required field

Cancel & Exit

* Employer Name: YOUR BUSINESS NAME

Your FEIN: 000000000

* Address Line 1: 1 MAIN ST

Address Line 2:

Address Line 3:

* City: TRENTON

* State: New Jersey

* Zip Code: 08625 -

Telephone Number: 609 -555 -1212

State Employer Payroll Number:

If work location different

City:

State: "-Select-"

* What was the start date for this employer? 01-01-2015 (mm-dd-yyyy)

* What was the last day you worked for this employer? 01-01-2017 (mm-dd-yyyy)

* Are you still employed by this employer? Yes No

If "Yes," explain the reason. "-Select-"

* Are you self employed or the owner of this business? Yes No

* Are you a corporate officer or do you have 5% or more equitable or debt interest in this employer? Yes No

Are you related to the owner of this employer? Yes No

If "Yes," was this business a corporation or partnership? "-Select-"

If the business is not a corporation or partnership, what is your relationship to the owner? "-Select-"

* Please select your reason for separation from this employer. Lay Off/Lack of Work

If your reason for separation was not "Lay Off/Lack of Work" or "Still Employed," please provide further explanation below.

255 characters left

If your reason for separation was "Discharged/Fired", "Suspended" or "Unsatisfactory Work Performance", what was your discharge date? (mm-dd-yyyy)

* Do you expect to be recalled by this employer? Yes No

If "Yes," do you have a definite date of recall? "-Select-"

If "Yes," enter your definite date of recall. (mm-dd-yyyy)

If you expect to be recalled, is your work seasonal? "-Select-"



Enter "No" if business is an LLC.

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Add NJ Employment * required field

[Cancel & Exit](#)

* Employer Name:

Your FEIN:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Zip Code: -

Telephone Number:

State Employer Payroll Number:

If work location different

City:

State:

* What was the start date for this employer? (mm-dd-yyyy)

* What was the last day you worked for this employer? (mm-dd-yyyy)

* Are you still employed by this employer? Yes No

If "Yes," explain the reason.

* Are you self employed or the owner of this business? Yes No

* Are you a corporate officer or do you have 5% or more equitable or debt interest in this employer? Yes No

* Are you related to the owner of this employer? Yes No

If "Yes," was this business a corporation or partnership?

If the business is not a corporation or partnership, what is your relationship to the owner?

* Please select your reason for separation from employment.

If your reason for separation was "Still Employed," please provide a brief description of your current employment.

255 characters left

If your reason for separation was "Discharged/Fired," "Suspended," or "Unsatisfactory Work Performance," what was your discharge date?

* Do you expect to be recalled by this employer? Yes No

If "Yes," do you have a definite date of recall?

If "Yes," enter your definite date of recall. (mm-dd-yyyy)

If you expect to be recalled, is your work seasonal?

If your self-employment has been affected by the coronavirus, select "No."

Only answer yes if

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

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Please select your reason for separation from this employer.

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Add NJ Employment * required field Cancel & Exit

* Employer Name: YOUR BUSINESS NAME
Your FEIN: 0000000000
* Address Line 1: 1 MAIN ST
Address Line 2:
Address Line 3:
* City: TRENTON
* State: New Jersey
* Zip Code: 08625
Telephone Number: 609
State Employer Payroll Number:
If work location different
City:
State: "-Select-"
* What was the start date for this em
* What was the last day you worked
* Are you still employed by this empl
If "Yes," explain the reason. "-Se
* Are you self employed or the owner
* Are you a corporate officer or do yo
* Are you related to the owner of this
If "Yes," was this business a corporation or partnership? "-Select-"
If the business is not a corporation or partnership, what is your relationship to the owner? "-Select-"
* Please select your reason for separation from this employer. "-Select-"
If your reason for separation was not "Lay Off/Lack of Work" or "Still Employed," please provide further explanation below.
COVID19 Impact
255 characters left
If your reason for separation was "Discharged/Hired," "Suspended" or "Unsatisfactory Work Performance", what was your discharge date?
* Do you expect to be recalled by th
If "Yes," do you have a definite d
If "Yes," enter your definite d
If you expect to be recalled, is yo

Continue

**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.

Continue to **Add NJ Employers** until you have included each employer you have had for the past 18 months. Click on the **“Continue” Button** when all employers have been added.

The screenshot shows the 'UNEMPLOYMENT INSURANCE BENEFITS' application interface for the State of New Jersey. The page is titled 'UNEMPLOYMENT INSURANCE BENEFITS STATE OF NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT'. A progress bar at the top indicates seven steps: Step 1 (General Information), Step 2 (Personal Information), Step 3 (Eligibility Information), Step 4 (Employment Information - highlighted), Step 5 (Employment Details), Step 6 (Submit Application), and Step 7 (Confirmation). Below the progress bar, the 'Employment Summary' section is visible, with a note that an asterisk (*) indicates a required field. A callout box highlights the 'Add NJ Employer' button, which is located next to a dropdown menu for 'Select Employer Name' containing 'YOUR BUSINESS NAME'. Other buttons include 'Update' and 'Delete'. At the bottom right, there are 'Back' and 'Continue' buttons.

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.

Add all of the employers not already listed that you worked for in the dates that auto-populate. Include all employment relationships: your own self-employment/business, a business where you were a corporate officer, or other employers where you were paid on W2.

What happens next:

Per federal rules the first step to access these expanded benefits is that you need to be found ineligible for traditional unemployment benefits, which means you need to apply and be denied. You always have the right to file an appeal for a denial, but that can be a lengthy process, and the NJDOL will contact you regarding next steps and to gather additional information necessary to assess you for PUA. 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.

Once you have been notified that your claim is ready to be processed, you must certify each week to receive benefit payments. Please read this guide **about weekly certification** to ensure you receive your benefits without delay. The PUA benefits can be paid retroactively for periods of unemployment, beginning on or after February 2, 2020, and are currently set to end March 13, 2021. If you believe your claim should be backdated, you'll need to request a backdate **over the phone**, even if you submit your application online. We will then schedule a fact-finding interview to determine if your claim can be backdated.

Important note: Please use the **certification question guidelines** to answer appropriately to avoid a delay in your payment. Review **these guidelines**, keep them available, and use them, question by question, to complete your weekly certification process.



NJ.GOV/LABOR