

Chapter 4 Unemployment Insurance

How to File an Unemployment Claim

You can apply as soon as you become unemployed. Your application cannot be made retroactive beyond the week in which it is filed. You can apply by telephone or by using the Internet. For more information, please visit www.unemployment.ok.gov or your local Workforce Oklahoma Center.

Unemployment insurance provides a temporary source of income for individuals who are unemployed through no fault of their own.

Filing your claim is quick and easy!

To file your claim on the Internet, go to: www.unemployment.ok.gov

To file your claim over the phone: Inside the Oklahoma City calling area, call 405-525-1500. Outside the Oklahoma City area, call 800-555-1554. (8 a.m. to 4:15 p.m. M-F)

Information You Will Need for Filing Your Claim:

- Your Social Security Number.
- Name, address and dates of work for all employers for whom you have worked in the past 18 months
- If you are a veteran who separated from the armed forces in the past 18 months, you will need a copy of your DD-214 (member 4).
- If you were a federal civilian employee in the same period of time, you will need a copy of your SF-8 or SF-50.
- If you had out-of-state employment in the past 18 months, you will need to provide the name(s) and address(es) of these employer(s).

You have two choices to receive your unemployment payments: by debit card or direct deposit. If you wish to enroll for direct deposit, you must wait until the next business day after you have filed your claim, then call 866-320-8699, which is a toll-free call. If you do not sign up for direct deposit, your payments will be made by debit card, which will be mailed out when you are found eligible for payment. It normally takes 7-10 days to receive the card after it is mailed.