**COVID-19**

**MARYLAND UNEMPLOYMENT INSURANCE (UI) BULK CLAIM SERVICES INSTRUCTIONS FOR EMPLOYERS**

If your business experiences a layoff/shutdown due to the *COVID-19 health pandemic*, **Maryland** **Unemployment Insurance (UI)** **Bulk Claim Services** will save you and your employees valuable time. Division of Unemployment Insurance (DUI) will initiate the claims process for your employees. Using this service will eliminate the need for employers to submit “Request for Separation Notices” for each individual employee. To use this service, follow these easy steps:

1. For layoffs/shutdowns due to the COVID-19 pandemic, we strongly encourage you to contact Maryland Division of Unemployment Insurance (DUI) via:

[**UI.BulkClaim@maryland.gov**](mailto:UI.BulkClaim@maryland.gov) to initiate the bulk claims process.

1. Youmay also contact DUI by calling the *employer dedicated phone line*at **410-853-1700**

to speak to a Claim Center representative. A Claim Center representative will address any questions or concerns you have about your bulk claim.

1. To initiate the claims process, you will be required to submit a list of your employees who were impacted by layoff/shutdown as a result of the COVID-19 pandemic. The list should include the following:

* Employee’s full name (first, last and middle initial)
* Social Security Number
* Last day worked (day/month/year)
* Gross weekly wage
* All gross monies paid to the employee at the time of separation (severance, vacation, etc.)
* Year-to-date earnings
* Return-to-work date (day/month/year), if applicable

We are ready to assist you during this state of emergency.