



Apply for Maryland UI Benefits in BEACON

Applying for unemployment insurance (UI) benefits, also called **filing an initial claim**, is the first step in your UI process. You may file online in **BEACON** or by calling **667-207-6520** (Monday to Friday, 8:00 a.m. to 4:00 p.m.). The steps are **the same whether you file in BEACON or by phone**.

Step 1 - Begin the Initial Claim Process

If you are filing for Maryland UI benefits for the first time:

- Visit beacon.labor.maryland.gov. Select the **Get Started with BEACON** link.
- Answer **No** to the question about whether you previously filed for UI benefits in Maryland. Select **Begin My BEACON Application**.
- Enter personal details and **create a username and password**.

Tip: Make sure your name matches your Social Security card.

NOTE: If you previously filed for UI benefits in BEACON, log in, select **Apply for Benefits** from the left menu, and follow the prompts to file.

Get Started with BEACON

Get Started

Have you ever filed for unemployment insurance benefits in Maryland? Yes No

Begin My BEACON Application

Step 2 - View Claim Effective Date and Answer Initial Questions

- Your **benefit claim effective date** (the Sunday before you file an initial claim) will be displayed. This date determines when your benefits begin.

Benefit Claim Effective Date

A claim filed today will be effective 02/16/2025.

If you wish to backdate your claim, you must contact a claims agent at 667-207-6520.

- Enter your residential and mailing address.
- On the next screen, provide details about your **employment during the last 18 months**. Select the options that apply to you (worked outside of Maryland, served in military, worked as a federal civilian employee, etc.).

* 1. Indicate all type(s) of employment you had since 10/01/2023:

- I have not worked since 10/01/2023
- I worked for an employer in Maryland (excluding military and federal civilian employment)
- I worked for an employer in another state (excluding military and federal civilian employment)
- I was employed by the Military in Active Duty
- I was employed as a Federal Civilian

NOTE: If you see a banner about out-of-state wages, read it carefully and respond accurately.

Step 3 - Provide General Information

- Enter your **contact information** and choose a **communication preference** (the way the Division will send information to you).
- Provide **personal details** (race, education, citizenship, veteran/disability status, etc.).
- If you have **dependent children under 16**, list them now. You can not add dependents later. However, you can add their Social Security numbers within 30 days of filing an initial claim.

Step 4 - Select Payment Method and Tax Withholding

- Choose your **benefit payment method** (direct deposit or check). You **must enroll** in direct deposit payments **online**. If you opt for check payments, you must verify your mailing address in BEACON.
- **UI benefits are taxable**. You will choose whether to have only federal tax withheld (10%), only Maryland state tax withheld (7%), both (federal and state withheld), or no taxes withheld from your UI benefits.

Step 5 - Enter Work and Employment Details

- If you are a **union member** seeking work through a union hiring hall, provide information about your union (including union name and local number).
- List **your customary occupation** (the type of job you have the most experience in).
- Enter **your employment information**. BEACON will populate all in-state employment it has on record for you (for the past 18 months). If an employer is missing, enter that employer's information. Use your W-2s to find employer information.

Employment Information		
A complete list of employment from 10/01/2023 to today is needed to determine your eligibility and benefit amount.		
Select an employer and select 'Update' to complete the information for that employer. You must update all employers		
Select	Employer Name	Employer Doing Business As (DBA) Name
<input checked="" type="radio"/>	DOGS R US COMPLETE PET GROOMING INC	
<input type="radio"/>	Federal Employment	Federal Employment
<input type="button" value="Update"/>	<input type="button" value="Delete"/>	

- Then, provide additional employment details for each employer, including:

<ul style="list-style-type: none"> ○ Your most-recent, physical work address (for each employer); ○ Employer contact information; ○ Your first and last days of employment; 	<ul style="list-style-type: none"> ○ Full-time or part-time status; ○ Hourly pay rate; ○ Reason for separation; ○ Return-to-work date (if applicable).
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NOTE: Do not enter the employer’s mailing address or headquarters as your work address if you did not physically work there.

Step 6 - Answer Eligibility Questions

- Report any payments you received or know you will receive (see below). Do not report Social Security income.

Report the following:

- Payments from a pension or retirement account (periodic or lump sum payments from union pension funds, 401K accounts, and profit sharing paid by your employer into a retirement account).
- Severance pay or wage continuation pay.
- Bonus pay or special pay (payments made from your employer that is not holiday, vacation, paid time off, severance, or pension pay).

- Confirm your **availability for work**. Questions include:

- Are you able and available to work full-time (at least 35 hours per week)?
- Can you work all hours, days, and shifts for the type of work you are seeking?
- Are you attending school or training during your normal work hours?
- Are you self-employed?
- Are you an excepted (essential) federal employee?

NOTE: To be able and available for work means you are physically and mentally capable of performing your customary occupation and are ready to accept work immediately. You must be **available to work all hours, days, and shifts** that are typical for your job, **without restrictions**.

Common **restrictions include:**

- Lack of childcare or transportation;
- Attending school full-time;
- A medical condition that prevents you from working; etc.

Step 7 - Select 1099-G Delivery Method

- Choose whether you will receive Form 1099-G **electronically or by mail**.
 - You will use the 1099-G to report the UI benefits you received on your income tax return. For more, see the [1099-G Information](#) webpage (online at [MDunemployment.com](#)).

Step 8 - Answer Security Questions

- **Answer security questions** to confirm your identity. If you fail to answer these questions correctly, you may need to submit additional documentation and/or speak directly with agency staff.

Step 9 - Read Benefit Rights Information and Submit Claim

- Read and acknowledge the **Benefit Rights Information**.

Benefits Rights Information
<p>You have applied for Unemployment Insurance (UI) Benefits. The Maryland Division of Unemployment Insurance will determine your eligibility to receive benefits and your benefit amount. You will receive a statement of your monetary eligibility in the manner you chose as communicating with us. YOU MAY BE CONTACTED BY TELEPHONE FOR AN APPOINTMENT notice with the specific instructions, date and time. If you do not have a phone, please follow the instructions provided on the appointment notice.</p> <p>IF YOU KNOWINGLY GIVE FALSE INFORMATION, OR FAIL TO DISCLOSE INFORMATION, IN ORDER TO OBTAIN OR INCREASE BENEFITS YOU MAY BE DENIED BENEFITS FOR A PERIOD OF TIME. IF YOU ARE FOUND GUILTY OF FRAUD, YOU MAY BE FINED AND/OR IMPRISONED.</p> <p>You can find the pamphlet "A Guide to Reemployment" on our website at MDunemployment.com by selecting the link, "Maryland Unemployment Insurance Requirements". Failure to comply with the requirements may result in the denial of benefits. The information you provided when you applied for unemployment insurance will be used to determine your eligibility for benefits.</p>

- Check all information before submitting your claim. **Save your Claimant ID and select Finish**.
 - If additional verification of your identity is required, you may be prompted to **complete TrueID**. For more, see the [TrueID Identity Verification Process Frequently Asked Questions](#) (at [MDunemployment.com](#)).

Claim Submitted
<p>We were unable to verify your identity based on the information you provided. Your claim for benefits will not be processed until we verify your identity. You may visit any of our American Job Centers (listed here). To complete the TrueID process, you will need a valid (not expired) government-issued photo ID ("drivers' license, passport, or state-issued ID card), a smartphone or tablet that can capture quality images with a camera. (Click here for more information about the TrueID process.) After you make a selection, please select:</p> <p>* <input checked="" type="radio"/> I will complete the TrueID process. (After you complete the TrueID process, you will receive a confirmation number that will be active for 48 hours.)</p> <p><input type="radio"/> I do not have a smartphone or tablet, or I do not wish to complete the TrueID process online. If you do not complete the TrueID process online, your unemployment insurance benefits will be processed.</p> <p><input type="radio"/> I want to speak to a live agent. (Please note that a live agent can answer your questions but cannot complete the TrueID process for you.)</p> <p>Please select your communication preference: <input type="text"/></p> <p>Your Unemployment Insurance Claim has been submitted on 02/20/2025 07:49:07 AM. Please print a copy for confirmation.</p>

For more, see:

- [Information for New Claimants](#) webpage (at [MDunemployment.com](#))
- [BEACON System Overview](#) webpage (at [MDunemployment.com](#))