

# NEW YORK TAXI WORKERS ALLIANCE

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## *Yellow and Green Cab Drivers Guidance to Filing a New Unemployment Insurance (UI) or Pandemic Unemployment Assistance (PUA) Claim\**

**Before starting your application, we recommend that you watch this short video from the DOL:** <https://youtu.be/shXF675SjEc>

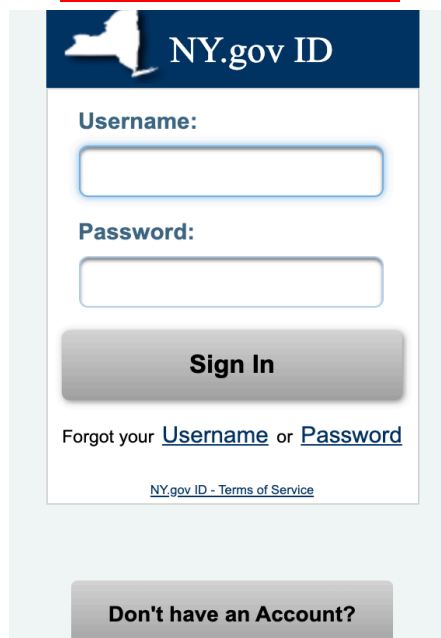
**Step 1:** Go to <https://unemployment.labor.ny.gov/login>

**Step 2:** Log in using you NY.GOV username and password. *If you do not have an account, click on “Don’t have an Account” to create one.*

**Step 3:** After logging in, follow the step-by-step instructions below to complete your application.

**Step 4:** Check your email and DOL Imbox and respond to any communication or request for additional documentation. The DOL might call you after reviewing your application if they need additional information. After your application is marked as complete with the DOL, you will be then be able to certify for weekly benefits. Be sure you check your email daily for updates on your claim.

### START APPLICATION



\* Published 5/31/2020. This pamphlet is intended for informational purposes only and is not intended as legal advice. If you have more questions, you can contact NYTWA for more guidance. For the DOL's UI Claimant Handbook, click [here](#). For info from the DOL on UI and PUA, click [here](#).

*Drivers Serve The World. We Serve The Drivers.*

[www.nytwa.org](http://www.nytwa.org)

After entering your Social Security Number, you will be asked to create a PIN number and to enter your mother's maiden name.

## Unemployment Insurance Claimant

You might have to enter your Social Security Number (SSN) more than once because when we SSN is correct and really yours. This step ensures your protection from identity theft. Once you you will not have to enter your SSN again.

Social Security Number

Confirm Social Security Number

## Enter Pin

The use of your unique Personal Identification Number (PIN) is required for security purposes. Please enter your PIN below.

4-Digit PIN

 Pin number is required

Confirm PIN

This is the PIN you will use to certify your claim every week. If you forget your PIN, you can reset it by calling (888) 209-8124 and selecting "for PIN or address change"

Mother's Maiden Name

 Mother's maiden name is required

Confirm Mother's Maiden Name

The following sections are about your personal circumstance, your last day of work and other personal information.


Personal Circumstance

1. This week, beginning Monday 4/20/20, how many days have you worked?

2. This week, beginning Monday 4/20/20, were your gross earnings more than \$504?

Yes  No

3. What was the last day that you worked?

4. Are you filing this claim because your workplace closed, you were isolated or you were quarantined due to COVID-19, also known as the Coronavirus?

Yes  No

5. Did you work in New York State in the last 18 months?

Yes  No

6. Do you currently live in New York State?

Yes  No

Enter the number of days you worked for that week listed. This includes any day you worked, even if it wasn't a full work day. Any day that you completed rides counts as a day worked.

If you stopped working because you got sick from COVID-19 or you were told to isolate or quarantine, or if you are not able to continue working because of the virus, you can answer "yes" to question 4.

Personal Information (Part 1)

1. Your Name

First Name

Middle Initial

I don't have a middle initial

Last Name

E-mail Address

2. Any other last name under which you worked during the last 18 months:

I did not work under any other name during the last 18 months

If you did not work under any other names, check this box

3. Date of Birth

4. New York State Driver's License or the number of your NYS Non-Driver Photo ID

5. How many employers have you worked for in the past 18 months?

Count each app-based company you drove for, count driving a taxi as "1", and add 1 for any other job you had.

## Personal Information (Part 2)

1. Your Mailing Address

Enter the number and street name or enter a PO Box number

City

State

 Field is required

Zip code

Telephone (including area code)

I don't have a Telephone

3. What is your Gender?

4. Are you a veteran?

Yes  No

5. Are you a citizen of the U.S.?

Yes  No

**IMPORTANT:** you DO NOT have to be a citizen to receive unemployment, but you have to be authorized to work in the US. If you are not a US Citizen, you must provide your Alien Registration Number, also known as A Number.

6. Do you want 10% of your weekly Unemployment Insurance benefits withheld for Federal taxes?

Yes  No

7. Do you want 2.5% of your weekly Unemployment Insurance benefits withheld for State taxes?

Yes  No

This is your choice. If you choose to not have taxes taken out of your weekly benefits right now, you will owe taxes later.

8. Would you like to register to vote or make changes to your current voter registration?

Yes  No

9. Ethnicity

10. Race

This section relates to the nature of your employment.

## Earnings

Was all the money you earned in 2019 and up until today in 2020 from running your own business?

Yes  No

Was all the money you earned in 2019 and up until today in 2020 from being self-employed?

Yes  No

Yellow and Green cab drivers are considered self-employed.  
**IMPORTANT:** this guide is Yellow and Green cab drivers only.  
If you are an app driver, see our App Driver guide on our website.

**ATTENTION:** It is really important that you answer these questions correctly. Follow the instructions listed next to each question.

## Telework and Paid Leave

Are you able to telework for the same hours of your customary job?

Yes  No

This question is asking if you can do your work from home. Drivers should select "no"

Are you receiving paid leave, including sick pay, for more than your customary work week?

Yes  No

Unless you are receiving sick pay from any of the companies you work for, you should answer "no."

## Availability

Are you only seeking part-time employment?

Yes  No

Answer "yes" only if you are looking for part-time work

What was your last day of work, or the date that you became unable to work, as a direct result of COVID-19?

This date should be the last day you completed any rides, even if it wasn't a full day of work

Are you unemployed for COVID-19, but otherwise able and available to work?

Yes  No

If you are physically and mentally able to return to work, but can't because of COVID-19, you would answer "yes."

This section is about how you want to receive your benefit. There are two options: the DOL can mail you debit card that you can use to make purchases and withdraw cash. If you don't want a debit card, can sign up for direct deposit in which case your benefits will be deposited in your bank account each week.

### Benefit Payment Details

Do you want to receive your benefits by direct deposit or debit card?

9-Digit Bank Routing Number

Field is required

Checking Account Number

Field is required

If you have a bank account you should enter the information here. The routing number is the first 9 digits on the bottom left corner of a check and the account number is the second set of 9 digits.

### This section relates to the nature of your self-employment

## Pandemic Unemployment Assistance

Name of the business/Employer name

Field is required

Yellow and Green cab drivers should enter "Self Employed"

Employer Registration Number or Federal Employer Identification Number (FEIN) of your most recent employer

Field is required

The FEIN can be found on your W-2 and Record of Employment from your employer. If you are self-employed, please enter 99-23246 in this box

What was your annual net income for your most recently filed tax year?

Field is required

This is asking for your net income, after expenses. This is can be found on your 1040 Tax Form, Schedule C, Line 31.

You can get this information from Line 31 of Schedule C of your federal 1040 form. You will be required to provide a copy of that form within 21 days of your application.

This section allows you to certify for benefits for the week that you stopped working.

**Weekly Certification**  
For the week of 4/6/20 - 4/12/20

Including self-employment, did you work the week of 4/6/20 - 4/12/20?  
 Yes  No

How many days did you work?

Not including what you earned from self-employment, did you earn more than \$504, before taxes?  
 Yes  No

Did you refuse any job offer or job referral for any reason other than the following?  

- Personal or family illness due to COVID-19
- Lack of childcare during the closure of a school or facility due to COVID-19
- Quarantine restrictions issued by authorities or a medical provider

 Yes  No

**Field is required**

Federal Law provides Pandemic Unemployment Assistance if you are unable to work for the following reasons:

- Diagnosed with COVID-19- Being tested for COVID-19
- Member of household was diagnosed with COVID-19
- Caring for someone diagnosed with COVID-19
- Caring for a child or other person who is unable to attend school or another facility that is closed due to COVID-19
- Can't reach place of employment due to a quarantine imposed by authorities
- Can't reach place of employment due to a self-quarantine ordered by a medical provider
- Workplace closed due to COVID-19
- Became the primary breadwinner of the household because the head of the household died of COVID-19
- Scheduled to start work but don't have a job due to COVID-19
- Quit a job because of COVID-19

Other than for these reasons, were there any other days that you were not ready, willing, or able to work?  
 Yes  No

How many days did you receive sick leave or other paid leave benefits?

This includes any day you completed rides, even if it wasn't a full day of work

This means if someone/company made an offer to hire you for a job. Emails from TLC to all drivers advertising per-day food delivery does not count. So if no one made you a specific job offer, you would say, no.



### Check the box and submit your application.

I have reviewed all sections of this application and verified that the information is true and accurate, and I understand that the law provides penalties for false statements. I have provided accurate and complete contact information, including my mailing address (required), valid email address (required), and phone number. I consent to receiving communications from the New York State Department of Labor (DOL) by voice, mail (regular and electronic), and any of my contact information changes, I agree to promptly update it. I agree to check and respond to secure messages and questionnaires that are sent through my NY.gov account and all messages, forms and letters I may receive by mail within the timeframe specified in those communications. I consent to DOL requesting and receiving any relevant 1099s from any state or federal agency for the purpose of processing, considering, and deciding my application for unemployment insurance benefits. I understand if I am not eligible for benefits, I am entitled to a hearing before the administrative law judge at no cost or obligation. If I fail to repay benefits I received or failed to pay any penalties assessed because I withheld information or gave false information to Department of Labor, the Department of Labor may take legal action to file a judgment against me. Once entered, a judgment is good and can be used against me for 20 years, and my money, including a portion of my paycheck and/or bank account, may be taken. Also, a judgment will hurt my credit score and can affect my ability to rent a home, find a job, or take out a loan. I also confirm that I did not find this claim during any time while I was outside of the United States, a US territory or Canada.

< PREV

SUBMIT

### After submitting your application, you will see this confirmation.



## Submission Confirmed

Thank you for submitting your unemployment insurance claim with the New York State Department of Labor.

To complete your claim, a Department of Labor call center agent will call you within 72 hours. You do not need to contact the Department of Labor -- we will contact you at the number that is listed in your claim. To verify that a caller is from the Department of Labor, they will verify the date you filed your claim.

**\*\* IMPORTANT - READ AND PRINT THIS PAGE \*\***

**IMPORTANT: Make sure to continue certifying every Sunday. It is the only way for you to continue getting your benefits. Make sure to regularly check both your email associated with your NY.GOV account and your “DOL Imbox” for communications from DOL.**