

IMPORTANT INSTRUCTIONS FOR FILING YOUR CLAIM

For Employees of: General Motors Co. – Locals 1112 & 1714, Lordstown, Ohio

Last Day Worked: September 8, 2017 (Temporary Layoff)

The following mass layoff number is being provided to you for use when filing your Application for Determination for Unemployment Benefit Rights. This number may be used only for the application filed because of your layoff on the last day of work shown above.

MASS LAYOFF NUMBER: 1700570 (This number may be used only for this layoff.)

To file your application for Determination of Unemployment Benefits, take the following action **starting September 10 but no later than September 16.**

SEE INSTRUCTIONS BELOW:

INSTRUCTIONS:

File online at: **<http://unemployment.ohio.gov>** (accessible 24 hours a day, 7 days a week). Limited service may be available while our system is being updated nightly. Check the Website for available services. Be sure to follow the prompts given.

If you do not have internet access: Call **1-877-644-6562 and select Option 1** (business hours are **8:00 AM - 5:00 PM**, Monday - Friday, except holidays). We ask that you call on a day associated with the first letter of your last name (i.e., Monday, **A-I**; Tuesday, **J-L**; Wednesday, **M-S**; Thursday, **T-Z**; or Friday, **Open to all**). Filing later in the week will not affect your claim eligibility as claims are effective the Sunday of the week in which you file.

You should be prepared to provide the following information:

- Your social security number and either your driver license or state ID number
- Your name, address, telephone number, and e-mail address (if applicable)
- The name, address, telephone number, and dates of your employment with each employer for whom you worked during the past 6 weeks of employment
- If you had out-of-state employment within the past 18 months, the name, address, telephone number and dates of your employment for each employer with whom you worked out of state during the past 18 months
- If you were separated from military service with any branch of the U.S. armed forces within the past 18 months, your discharge papers (form DD-214, member 4)
- If you were employed by the federal government within the past 18 months, the SF-8 and/or SF-50 form given to you by your government employer at the time of your separation
- Dependents' names, social security numbers and dates of birth, including your spouse's
- Alien Registration Number and the expiration date of your work authorization (if you are not a US citizen or National)
- Direct Deposit Information (if preferred, you will need your bank routing number and account number).
- You must have your PIN number to file for unemployment. If you don't remember the number you can call your processing center or on online at: **<http://unemployment.ohio.gov>**

Instructions continued on back

Once your application has been filed, you will receive further information in the mail.

You must access the ODJFS website or call ODJFS twice to receive benefits. First, you must make application for benefits as shown above. Next, you will need to access your claim again, either by the web at <http://unemployment.ohio.gov> or by the interactive voice response (IVR) system **1-877-644-6562**, to file a claim for benefits for week(s) of unemployment. If you do not return to work, you will need to continue to claim weeks of unemployment this way.

INSTRUCTIONS FOR SUB ELIGIBLE EMPLOYEES ONLY:

After receiving a written determination of benefits from the State of Ohio, you must apply for SUB Benefits. You may call GM Benefits and Servicing Center at 1-800-489-4646 or apply on line at www.layoffbenefits.com. (If you encounter a problem and you are told to fax information to the layoff center the Fax number is 248-365-9809.

ALL NEW HIRES WITH 1 OR MORE YEARS OF SENIORITY WILL BE ELGIBLE TO FILE FOR SUB. USE THE INSTRUCTIONS ABOVE FOR FILING FOR SUB.

Planned return to work date is September 18, 2017.

NOTE: A new layoff instruction sheet and mass layoff number will be provided for the planned layoff weeks of September 25, 2017 and October 2, 2017.