



Department
of Labor

Unemployment Insurance Division

Notice to Employees

Employer Registration Number

3-22 ER# 56-08466 0
J & J SHEET METAL LLO
ATTN CARRIE EDWARDS
414 COMMERCE RD
VESTAL NY 13850-2204

Employees of this firm you are covered by the New York State Unemployment Insurance Law.

- Your employer may not deduct from your wages for this purpose.
- **If you are laid off, work less than four days a week, or resign:**
 - Get a "Record of Employment," form from your employer. Keep it for your records to use if you file for Unemployment Insurance benefits.
 - The "Record of Employment," form must have your employer's name, registration number, and address where payroll records are kept.
- **If you file an application for Unemployment Insurance:**
 - Call the Telephone Claims Center at (888) 209-8124 (translation services are available) or
 - Go to our website at www.labor.ny.gov
 - Hearing impaired individuals who have telephone Device for the Deaf (TTY/TTD) equipment may file a claim by calling a relay operator at (800) 662-1220 and requesting the operator call (888) 783-1370. Service at this number is provided only to callers using TDD equipment.

Roberta Reardon

Commissioner, New York State Department of Labor

Lars Thompson

Associate Commissioner of Unemployment Insurance

To Employer: You must post this poster conspicuously in each workplace.

For additional posters, write to the: New York State Department of Labor, Liability and Determination Section, Harriman State Office Campus, Albany, NY 12240

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Equal Opportunity Employer/Program – Auxiliary aids and services are available upon request to individuals with disabilities.