

UI HEARING OFFICE  
P. O. Box 7975  
Madison, WI 53707

## UI Appeal Confirmation

State of Wisconsin  
Department of Workforce Development  
Unemployment Insurance Division

Telephone: (608) 266-8010  
Fax: (608) 327-6498

Date: 8/13/2020

Sent or Mail:

HEARING NO.

In the matter of:

Employee:  APPELLANT  
B.C & S.S. No. 00/\*\*\*-\*\*-  
**vs.**  
Employer: NOT APPLICABLE

UI Account No.

The above referenced appeal was filed timely and has been assigned to the hearing office listed above. While the appeal is under review, continue to file weekly claim certifications until the appeal process is over.

**Start to prepare your case NOW.** Your hearing notice providing the date, time and location will be mailed shortly.

**Immediately** provide the information that applies to your appeal.

- **If your address above is incorrect or you moved.** Correspondence will be mailed to your address of record.
- **If you have dates or times when you and your witnesses CANNOT attend a hearing.** Hearing participants must arrange time off from everyday affairs to attend.
- **If you have a representative, provide his/her name and address.** Include any dates or times when your representative cannot attend.
- **If you need an interpreter or other accommodations.** Interpreters (sign or language) are provided, if needed.

**A request to withdraw the appeal can be made at any time online, by mail, fax or calling the hearing office.** Only the party who requested the hearing (the Appellant) may withdraw. If withdrawn, no further proceeding will be scheduled regarding this matter.

**To learn more, view the handbook, 'Attending an Unemployment Insurance Hearing' online from the General Information page or at <https://dwd.wisconsin.gov/dwd/publications/ui/hearing.htm>.**

**ALSO MAILED TO:**