

February 19, 2021


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This letter is to notify you that you must take action on your Pandemic Unemployment Assistance (PUA) claim.

Section 241(a) of the Continued Assistance to Unemployed Workers Act of 2020, signed into law on December 27, 2020, requires you to provide documentation of your employment, self-employment, or planned commencement of employment or self-employment that occurred between the effective date of the PUA application and the tax year that occurred prior to that date.

Example 1: John filed his PUA application effective the week of April 19, 2020. John must provide documentation of employment or self-employment that occurred between January 1, 2019 (prior tax year) and April 18, 2020.

Example 2: John filed his PUA application effective the week of January 3, 2021. John must provide documentation of employment or self-employment that occurred between January 1, 2020 (prior tax year) and January 2, 2021.

You must submit this documentation within 90 days of the date of this letter. Failure to comply will result in an overpayment and you will be required to repay all PUA benefits, as well as any Federal Pandemic Unemployment Compensation, paid to you for the week(s) of December 27, 2020 and later. Even if your claim ends within 90 days, you must provide the documentation for all weeks claimed.

Acceptable forms of documentation include:

- **Employment:** paycheck stubs, earnings and leave statements showing the employer's name and address, and W-2 forms;
- **Self-employment:** business licenses, tax returns, business receipts, and signed affidavits from persons verifying the individual's self-employment;
- **Peace Corps, AmeriCorps, and educational/religious organizations:** documentation provided by the organization and signed affidavits from persons verifying the individual's attachment to such organizations;
- **Proof of the planned commencement of employment:** letters offering employment, statements/affidavits by individuals (with name and contact information) verifying an offer of employment;
- **Proof of the planned commencement of self-employment:** business licenses, written business plans, or a lease agreement.

**Upload your documentation in your portal at
<https://my.unemployment.wisconsin.gov>**

If you are unable to upload your documentation, you may mail or fax it:

Mail to: PUA; PO Box 7905; Madison WI 53707; **Fax to:** (608) 327-6193. Include a cover sheet noting ATTN: PUA; Your complete name and social security number, and number of pages in the fax (excluding the cover sheet.)



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