



State Separation Notices

Revised May 2025

If you wish to learn more about how Equifax can help your company manage this State Separation Notice process, please visit our Offboarding Forms Solution website by clicking [here](#).

State	Form	Requirement	Forms
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AK	Notice to Employees (rev 12/24)	Emergency Rule 8 AAC 85.060, .440	https://labor.alaska.gov/estax/forms/Separation_Notice.pdf
AL	Notice of Availability of Unemployment Compensation	Administrative Code 480-4-2-.19	For sample language: https://labor.alabama.gov/docs/posters/NoticeOfAvailabilityOfUnemploymentCompensation.pdf
AR	Appendix A to Rule 5	Rule 5	https://dws.arkansas.gov/wp-content/uploads/New-Rule-5-1-1.pdf
AZ	UIB-1241A (rev 01/25)	Section 23-772	Pamphlet – Take Care of Unemployment Business By The Internet or Telephone. For Copies: https://des.az.gov/digital-library/take-care-unemployment-business-internet-or-telephone
CA	No Form-employer must create	Section 1089	“Notice to Employee as to Change in Relationship” required for discharges, layoffs, leaves of absence, employment status change. To view sample, go to page 12 in Employer’s Guide – Required Notices and Pamphlets - at http://www.edd.ca.gov/pdf_pub_ctr/de44.pdf
CA	DE 2320 (rev. 01/24)	Give to employee for discharges, layoffs and LOAs	For Your Benefit - California’s Programs for the Unemployed (DE 2320) http://www.edd.ca.gov/pdf_pub_ctr/de2320.pdf

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CT	UC-21A (rev 02/24)	Reg. 31-222-9	<p>For copies:</p> <p>https://portal.ct.gov/dol/-/media/dol/2022-new-design-system/divisions/unemployment-insurance-benefits-division/separation-pocket-uc-21.pdf?rev=f1e064f0c712443392f0dd266e1ed1a3&hash=CE373F4418CF22522F9305F7F8BA0408</p> <p>Scroll to form UC-21A near the end of the packet.</p>
CO	Form 22-234	8-74-101 (4)	<p>For copies:</p> <p>https://cdle.colorado.gov/sites/cdle/files/documents/Employer-Separation-Form-22-234-fillable.pdf</p>
DE	UC 300	Title 19, Section 3317(a)	Temporary Rule – expired 9/2020
GA	DOL-800 (rev 02/24)	Section 34-8-190 (c)	<p>For copies: https://dol.georgia.gov/documents</p> <p>In the Name search field, type “800” and the link to a PDF and interactive version will return. Please select the version you prefer.</p> <p>GA will accept a (pdf) facsimile rendering of the DOL-800 form, as long as the form has the signature of an officer, authorized employee of the employer or authorized agent of the employer on the form.</p>
HI	Notice to Employees (rev 9/21/20)		<p>https://labor.hawaii.gov/wp-content/uploads/2020/09/20200921-Labor-Law-Poster-UI-1.pdf</p>

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IA	IWD 60-0154	Iowa Administrative Code Section 871-22.19	<p>Visit: https://workforce.iowa.gov/employers/resources/separations-and-refusals to complete various separation and job refusal online.</p> <p>The <i>Notice of Separation or Refusal to Return to Work</i> is completed online and provided to the state only</p>
ID		FFCRA	<p>For copies:</p> <p>https://www.labor.idaho.gov/dnn/Portals/0/Publications/worker_protections_related_to_COVID_19.pdf (English)</p> <p>https://www.labor.idaho.gov/dnn/Portals/0/Publications/worker_protections_related_to_COVID_Spanish.pdf (Spanish)</p>
IL	CLI111L (rev date not listed)	Required to provide if workers are laid off for 7 days or more or separated from payroll for any reason	<p>– What Every Worker Should Know About Unemployment Insurance</p> <p>https://ides.illinois.gov/content/dam/soi/en/web/ides/ides_forms_and_publications/CLI111L.pdf</p>
IN		IC 22-4-17-1 (e)	<p>For copies:</p> <p>https://www.in.gov/dwd/indiana-unemployment/employers/forms-downloads/required-employer-posters/</p>

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LA	LWC-77 (now filed online only) Required Notification to Employees of the Availability of Unemployment Compensation (rev 4/29/20)	Rule 323 Pursuant to Emergency Rule under LAC 40:IV.381	Must be filed online within 3 days of separation. Click on the following link: https://www.louisianaworks.net/hire/vosnet/Default.aspx From this home page, click on File Employee Separation Notice located under Employer Services For employers without online access, click on the following link for a PDF version: http://www.laworks.net/Downloads/UI/WTS/UI_AvailabilityNoticeToSeparatingEmployees.pdf
MA	Form 0590-A (rev 01/24)	Section 32	For copies https://www.mass.gov/lists/unemployment-workplace-posters-and-pamphlets#how-to-apply-for-unemployment-insurance-benefits-(pamphlet)-
MD	Availability Of UC	Labor and Employment Article Section 8-603 Annotated Code of Maryland	For copies: http://www.dllr.state.md.us/forms/uiavailnotice.pdf
MI	UIA-1711 (rev 09/21)	Rule R421.204	For copies: https://www.michigan.gov/documents/uia_UC1710_76109_7.pdf

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MO	MODES-INF-288-5 (rev 03/25)		For copies: https://labor.mo.gov/sites/labor/files/pubs_forms/M-INF-288-5-AI.pdf
MS	Unemployment Insurance Information for Employees (rev 3/20)	Executive Order 1502 (6/26/2020)	Copies of the Unemployment Insurance Poster should be provided to impacted workers. https://mdes.ms.gov/media/190875/ui_insuranceforemployerlrsizesign033120update_rev4.pdf (English) https://mdes.ms.gov/media/190878/ui_insuranceforemployerlrsizesign033120update_rev4_spanish.pdf (Spanish)
MT	Notice to Employees	FFCRA	For copies: https://dli.mt.gov/docs/covid-19/Available-Benefits.pdf
NC		Emergency Rule modifying 04 NCAC 24G .0102	Expired 5/14/2021
NJ	BC-10 (rev 08/23)	Section 6 (a) Reg. 12:17-3.1	INSTRUCTIONS CLAIMING UNEMPLOYMENT BENEFITS http://www.nj.gov/labor/forms_pdfs/ui/BC10.pdf
NV	DETR-ESD (rev 04/20)	NRS 612.455	For copies: https://cms.detr.nv.gov/Content/Media/Employer_notification_of_UI_to_employees_4-24-20.pdf
NY	IA 12.3 (rev 11/23)	Regulation 28	For copies: https://dol.ny.gov/system/files/documents/2023/11/ia12.3_0.pdf

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OH		FFCRA	Temporary rule
OK	OES-44 (rev 12/23)		For copies: https://oklahoma.gov/content/dam/ok/en/oesc/documents/forms/OES-044.pdf
PA	UC-1609P (rev 08/24)	Act 9 of 2020 Section 206.1	For copies: https://www.pa.gov/content/dam/copapwp-pagov/en/dli/documents/uc/uc-forms/uc-1609.pdf
RI		Rhode Island Gen. Laws § 28-42-2	For explanatory memo and sample language, visit: https://dlt.ri.gov/emergencyui/Employer%20Notice%20Requirement%20Memo.pdf https://dlt.ri.gov/documents/requiredposters/uitdiposter.pdf
SC		S.C. Code Ann. Regs. §§ 47-11 to -13	For sample language, visit: https://www.dew.sc.gov/sites/dew/files/Documents/families-first-required-notice_uie646d9b195084b58bcfaf2b06f0ca5ff%20(1).pdf
SD	Notice to Employees: (rev 02/24)		For copies of hardcopy and email versions: https://dlr.sd.gov/employment_laws/posting_requirements.aspx

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TN	LB-0489 (rev 08/20)	Reg. 0800-9-1-.02	<p>Copies at: https://www.tn.gov/content/dam/tn/workforce/documents/Forms/LB-0489.pdf</p> <p>Doesn't have to be given if employed less than a week, or if a worker will be recalled in less than 7 days.</p>
TX	Y-10C (rev 4/2020)	40 TAC §815.1 (14) (B)	<p>Copies at: https://www.twc.texas.gov/sites/default/files/fdcm/docs/texas-unemployment-compensation-act-and-texas-payday-law-poster-twc.pdf</p>
VA	B-29 (eff. 3/2024)		<p>Copies at: https://www.vec.virginia.gov/sites/default/files/documents/B29%20Notice%20to%20Workers_Effective%203_24.pdf</p>
VT	A-24 (rev 12/19)	21 V.S.A. § 1346 (c) (2)	<p>Copies at: https://labor.vermont.gov/sites/labor/files/doc_library/A-24%20Unemployment%20Poster.pdf</p>
WI		Emergency Rule	Expired 3/31/2021
WV	21A—7-2 (rev 7/22)	WVUC-B-59	<p>Copies at: https://workforcewv.org/wp-content/uploads/2024/07/UC-Benefit-Rate-Poster-Updated-7.24.pdf</p>

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