

## IMPORTANT NOTICE TO EMPLOYER

A. You must complete and return the attached "Request for Separation Information" only if the claimant:

- was separated for other than lack of work
- is receiving a company pension
- received payment for a period after the last day of work
- has a defined date of recall

If any of the above apply, return the "Request for Separation Information," within ten calendar days from the date of mailing shown in item 4, to the office shown on the front of this form. **This information will be used to determine the claimant's eligibility to receive benefits and your liability for benefit charges.** Chapter 255, P.L. 1997, effective for claims filed on or after January 4, 1998, provides that employers may be relieved of benefit charges if the claimant was separated under disqualifying conditions. If you fail to comply, payments to the claimant and charges to your Experience Rating account will be processed based on available information.

- B. Item 6(c) (MAXIMUM CHARGEABLE AMOUNT) indicates the total amount of benefits that may be charged to your account if the claimant is otherwise eligible for benefits. This amount is calculated based on the total wages the claimant earned during the base year with you and with all other base year employers. If the amount is "0.00," there is no charge to your account.
- C. If you have work for this claimant any time during the benefit year, you should so notify him/her. If you offer this claimant work and he/she fails to apply for or refuses to accept this work, you should prepare Form BC-6 (Notice of Failure to Apply for or to Accept Suitable Work) and forward it promptly to the office at the address shown on the front of this form.
- D. If the return address shown on the front of this form is "P.O. Box 956, Trenton, New Jersey," the claimant has filed for disability or family leave insurance benefits while unemployed. These benefits are **not** chargeable to your account.