

STATE SEPARATION NOTICE GUIDE

STATE	FORM #	REQUIREMENT	LINK	DETAILS
AZ	UIB-1015A (rev 06/15)	Section 23-772	https://des.az.gov/sites/default/files/legacy/dl/UIB-1015APAMNA.pdf	
CA	No Form- employer must create	Section 1089	http://www.edd.ca.gov/payroll_tax/s/pdf/NoticetoEmployeeastoChangeinRelationship.pdf	“Notice to Employee as to Change in Relationship” required for discharges, layoffs, leaves of absence, employment status change. To view sample, go to page 75 in Employer’s Guide – Required Notices and Pamphlets.
CA	DE 2320 (rev. 01/16)	Give to employee for discharges, layoffs and leaves of absence	http://www.edd.ca.gov/pdf_pub_ctr/de2320.pdf	
CT	UC-61 (rev 12/17)	Reg. 31-222-9	https://www.ctdol.state.ct.us/HP/UI/Services.htm	Scroll down until you see Unemployment Separation Package link in the bullet list. Click to access current UC-61 form.
GA	DOL-800 (rev 08/05)	Section 34-8-190	http://www.dol.state.ga.us/pdf/form/s/dol800fillable.pdf	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.
IA	IWD 60-0154 (rev 09/16)	No statutory requirement Form	https://www.iowaworkforcedevelopment.gov/sites/search.iowaworkforcedevelopment.gov/files/documents/60-0154%20Notice%20Of%20Separation%20Or%20Refusal%20Of%20Work.pdf	
IL	CLI111L (rev 01/15)	Required to provide if workers are laid off for 7 days or more or separated from payroll for any reason	http://www.ides.illinois.gov/IDES%20Forms%20and%20Publications/CLI111L.pdf	

LA	LWC-77	Rule 323	https://www.louisianaworks.net/hire/vosnet/Default.aspx?plang=E	From the home page, click on File Employee Separation Notice located under the Employer Services tab. Must be filed online only within 3 days of separation.
MA	0590-A (rev 06/13)	Section 32	http://www.mass.gov/lwd/docs/dua/0590a-508.pdf	
MI	UIA-1711 (rev 06/12)	Rule R421.204	http://www.michigan.gov/documents/uia_UC1711_76111_7.pdf	
NV	NUCS-4139 (rev 04/14)	Regulation 612.180 separation notice requirement repealed 2/23/2006	http://ui.nv.gov/PDFS/Information_for_Unemployed_Worker_ENG.pdf	Voluntary use
NJ	BC-10 (rev 07/11)	Section 6 (a) Reg. 12:17-3.1	http://lwd.dol.state.nj.us/labor/ui/content/forms_index.html	Scroll down to Employer Forms and click on BC-10
NY	IA 12.3 (rev 06/11)	Regulation 28	https://labor.ny.gov/formsdocs/ui/employer-forms-publications.shtm	Scroll down to Record of Employment (IA 12.3)
PA	UC-1609P (rev 05/16)	No statutory requirement	http://www.uc.pa.gov/Documents/UC_Forms/UC-1609.pdf	
TN	LB-0489 (rev 06/15)	Reg. 0800-9-1-.02	https://www.tn.gov/content/dam/tn/workforce/documents/Forms/LB-0489.pdf	The form does not have to be given if employed less than a week, or if worker will be recalled in less than 7 days.