

UNEMPLOYMENT FILING INSTRUCTIONS

HOW DO I FILE FOR UNEMPLOYMENT?

1. Gather your assignment details by logging into your **Atrium eOffice account**. You can find your dates of employment and all relevant assignment details by clicking on "Past Assignments" or under the "Pay History" tab.
2. Visit your local Unemployment Office or your State's Unemployment Benefit Website.
3. Please list Atrium as your employer using the information below; incorrectly listing your employer may result in delayed benefits administration.

***Atrium Payroll Services LLC
387 Park Avenue South, 3rd Floor
New York, NY 10016
Federal Employer Identification Number (FEIN): 20-5698427***

WHAT'S NEXT?

Let's keep in touch about your career! Check out the **Atrium Career Column** for tips and career advice from a team of experienced recruiters and staffing professionals.

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