

# UNEMPLOYMENT FILING INSTRUCTIONS



## How do I file for unemployment?

If you plan to file for unemployment, here are your next steps:

1. Visit your local unemployment office or your state's unemployment benefit website to start a new claim.
2. Have your personal info and recent work history available, including your dates of employment with Atrium.
3. Please list Atrium as your employer using the information below; incorrectly listing your employer may result in delayed benefits administration.
4. Submit your application and follow any instructions your state provides.

Each state runs its own program, so please refer to your state's site for the most accurate guidance.

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