

# 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 information and recent work history available, including your dates of employment with Atrium.
3. List Atrium as your employer using the **correct legal entity information below**. Incorrectly listing your employer may result in delayed benefits administration.
4. Submit your application and follow any instructions provided by your state.

Each state administers its own unemployment program. Please refer to your state's unemployment website for the most accurate and up-to-date guidance.

## Important – List the Correct Atrium Legal Employer

Atrium operates under multiple legal entities. When filing for unemployment, it is critical that you list the exact Atrium legal entity that issued your paychecks during your most recent assignment.

- Your legal employer is listed on your **pay stub** and **W2**.
- Selecting the incorrect entity may delay the processing of your unemployment benefits.

Please reference your pay documentation and use only one of the Atrium entities listed below when completing your unemployment application.

**Atrium Payroll Services LLC**  
Federal Employer  
Identification Number  
**(FEIN): 20-5698427**

**Atrium OmniWORKS LLC**  
Federal Employer  
Identification Number  
**(FEIN): 39-4441301**

**Atrium Aviation LLC**  
Federal Employer  
Identification Number  
**(FEIN): 45-3230158**

**625 Liberty Avenue, Suite 200 Pittsburgh, PA 15222**

*If you are unsure which Atrium entity to select, please refer to your most recent pay stub or contact your Atrium Account Team before submitting your claim. Do not list multiple Atrium entities on your claim—only the one that paid you.*