

REQUEST FOR FACTS ABOUT A FORMER EMPLOYEE'S EMPLOYMENT

The person named in Item 5 has signed up for unemployment benefits. Give us the reason he or she does not work for you and tell us about any payments, other than wages, that you gave the person. We may charge your account if we pay benefits based on this employment. We must receive this completed form by 09/06/2016. **Failure to respond timely (see Item 2) may result in a decision based on available claimant information, and your right to protest the payment of UI benefits may be denied, unless good cause exists for the untimely response.** Mail or fax the completed form to the above address or fax number; do not do both. Attach any documentation you have to support your statements. **Attachments must include the business name, claimant name, and social security number.** We will mail you a Notice of Decision to tell you whether we will pay benefits. We usually do not mail a Notice of Decision if the employee was laid off or if a payment you made does not affect benefits. Contact your former employee if you have work for him or her. Call or write us if he or she refuses the work. Our telephone numbers and address are above.

CORPORATE MANAGEMENT GROUP INC
12000 WASHINGTON ST STE 350
THORNTON, CO 80241-0000

1. Date Mailed 08/23/2016	2. Due Date 09/06/2016
3. First day of claim 08/21/2016	4. Social Security Number 521-21-3544
5. Person who signed up for Unemployment Benefits BARTUSIAK/ROBERT E	
6. Employer Account Number 624474005	
7. Amount your Account May be Charged 0.00	
8. Check this box if this person did not work for you. ☐ In a separate envelope, you will receive a Notice of Unemployment Insurance Claim, Wages Reported, and Possible Charges form. The form provides details about the amount you may be charged if we pay benefits based on this employment. Follow the instructions on that form if you need to request that wages for this person be corrected.	

9. Why is this person no longer working for you? (Check one.) ☐ No Work at this Time/Laid Off ☐ Quit (complete Items 17 and 20) ☐ Fired (complete Items 18 and 20) ☐ Strike (complete Item 20) ☐ Other Reasons (complete Item 20)		10. Please check if appropriate: This person was hired full-time (32 hours or more) and is now working reduced hours. ☐ This person was hired part-time and continues to work part-time. ☐	
11. First Day Worked (mm/dd/yyyy) /		13. Rate of Pay \$ ☐ Hour ☐ Month ☐ Week ☐ Year	
12. Last Day Worked (mm/dd/yyyy) /		14. Number of Regularly Scheduled Hours per Week	
15. Did you pay this person vacation pay, wages in lieu of notice, or any other payment because his or her employment ended? (Do not include information about this person's final wages.) ☐ Yes ☐ No			
Type of Payment	Gross Amount (Before Taxes)	Date Paid	Number of Weeks Days Hours
	\$		
	\$		
	\$		
	\$		
16. Did this person receive a pension or retirement into which you paid? (Answer No if you did not pay into the pension or retirement.) ☐ Yes ☐ No		How is/was the pension paid? ☐ Lump Sum Gross Amount _____ Date Paid _____ ☐ Monthly Monthly Amount \$ _____ First Date Paid _____	



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AUG 25 2016

BY: _____

Employer Account Number 624474005	Due Date 09/06/2016	First Day of Claim 08/21/2016	First Four Letters of Last Name BART	Social Security Number 521-21-3544
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17. **REASON FOR SEPARATION: QUIT**

If the employee quit or resigned, check off the **primary reason** why (attach additional sheets or documentation if needed).

- | | | |
|---|---|--|
| ☐ No Reason Given | ☐ Move for Spouse's Job | ☐ Physically or Mentally Unable to Work |
| ☐ Another job | ☐ Change in Hours or Pay | ☐ Enter a Drug-Treatment Program |
| ☐ Move for Personal Reasons | ☐ Dissatisfied with Working Conditions | ☐ Domestic Violence |
| ☐ Return to School | ☐ Problems with Supervisor or Other Employee | ☐ Voluntary Retirement |
| ☐ Personal or Family Medical Problem | ☐ Transportation Problems | ☐ Other Reasons (attach explanation) |

- a. Did the employee provide you with notice or inform you why he or she was quitting? Yes ☐ No ☐.
- b. Did the employee discuss any concerns with you prior to quitting? Yes ☐ No ☐. If Yes, what were those concerns, and how did you address the concerns? _____
- c. Was there a final incident that motivated the employee to quit? Yes ☐ No ☐. If Yes, what happened and when? _____
- d. Had the employee's hours, pay, or work responsibilities changed prior to quitting? Yes ☐ No ☐. If Yes, why? _____
- e. If the employee resigned due to health, did you request, and did he or she provide, you with medical documentation? ☐ Yes ☐ No ☐.
- f. Please include a detailed statement explaining why the employee quit. Attach additional sheets if necessary.

18. **REASON FOR SEPARATION: DISCHARGE**

If the employee was discharged, check off the **primary reason** why (attach additional sheets or documentation if needed).

- | | | |
|---|--|---|
| ☐ Attendance (Absenteeism or Tardiness) | ☐ Violation of a Company Rule or Policy | ☐ Careless or Shoddy Work |
| ☐ Incarceration | ☐ Inadequate Job Skills | ☐ Insubordination |
| ☐ Taking Unauthorized Vacation or Leave | ☐ Rude or Offensive Behavior | ☐ Damage to Employer's Property |
| ☐ Theft/Unauthorized Removal of Property | ☐ Substance Abuse/Fail Drug or Alcohol Test | ☐ Loss of License or Certification |
| ☐ Failed to Meet Established Standards | ☐ Threats or Assault | ☐ Other Reasons (attach explanation) |

- a. What and when was the *final incident* that caused you to discharge this employee? _____
- b. Was the employee aware of company rules, policies, and performance expectations prior to the discharge? Yes ☐ No ☐
- c. Did the employee have the necessary education, skills, experience, and physical capabilities to perform the job? Yes ☐ No ☐
- d. Was the employee made aware of the job's requirements and the employer's expectations prior to the discharge? Yes ☐ No ☐
- e. Was the employee previously warned about performance, attendance, rule or policy problems prior to discharge? Yes ☐ No ☐
- f. If the employee had been previously warned, how and when was he or she warned? What is the name and the title of the individual who made the warning? What was the employee specifically told, and how did he or she respond to the warning?
- g. Was the employee given the opportunity to change his or her behaviors to meet expectation prior to discharge? Yes ☐ No ☐
- h. Please include a detailed statement explaining why the employee was discharged. Attach additional sheets if necessary.

19. **If you are a temporary help contracting firm, please complete this box, and attach additional documentation if necessary.**

At the time of hire, did you give the employee written notice to contact you for other work when the assignment was over? Yes ☐ No ☐

On what date did this person finish his or her last assignment? _____

Did this person request a new assignment when the last assignment was finished? Yes ☐ No ☐

If Yes, on what date? _____ Did you offer this person a new assignment? Yes ☐ No ☐ If Yes, on what date? _____

If offered a new assignment, did this person accept it? ☐ Yes ☐ No

If Yes, on what date? _____ If No, what reason did the person give? _____

20. **Additional Information:** If you would like to include additional information, please attach additional sheets to this form.

AFFIRMATION: The information provided is true, correct, and complete to the best of my knowledge and belief.

I understand there are severe penalties, including fines and jail, for not telling the truth.

Name of Person to Contact for Additional Information	Title	E-mail Address
Phone Number (with area code)	Signature of Person Who Completed Form	
	Date	
The person who completed and signed this form is: ☐ The employer ☐ An employer representative		

