

SASMI-PERIOD B 2020
FILING REQUIREMENTS
CHECK OFF LIST

1. FILL OUT ENTIRE FORM _____

**DO NOT FILL OUT OR SIGN LOCAL UNION SECTION AT
BOTTOM OF FORM**

2. SIGN AND DATE FORM IN AFFIRMATION & AUTHORIZATION SECTION _____

3. PROVIDE NAME & ADDRESS OF EVERY EMPLOYER _____

4. PROVIDE ALL DATES WORKED FOR EVERY EMPLOYER _____

5. PROVIDE HOURS WORKED FOR EVERY EMPLOYER _____

6. PROVIDE TOTAL WAGES FOR EVERY EMPLOYER _____

7. PROVIDE W-2'S FOR 2020 _____

8. PAY STUB FOR EVERY WEEK WORKED FOR EVERY EMPLOYER _____
(IF YOU DON'T HAVE THEM, CALL YOUR EMPLOYER TO GET THEM, WE DO NOT HAVE THEM!)

9. INCLUDE UNEMPLOYMENT APPROVAL DOCUMENT _____
(YOU RECEIVED THIS IN MAIL WHEN YOU APPLIED FOR UNEMPLOYMENT)

10. PROOF OF UNEMPLOYMENT FOR EVERY WEEK COMPENSATED _____
(CHECK STUBS OR DEPOSIT STATEMENTS WITH UNEMPLOYMENT DEPOSITS. OR YOU MUST
GO TO UNEMPLOYMENT OFFICE AND GET IT BEFORE YOU BRING FORM TO THE HALL)

11. FILL OUT SECTION 2. DATES OF UNEMPLOYMENT OR DISABILITY _____

12. PROVIDE REASON IN BOX (SEE CODES IN SECTION 2. (A, B, C, D, E, OR F) _____

***DO NOT SUBMIT FORMS TO LOCAL 25 WITHOUT ALL
PROPER DOCUMENTATION!***

***DEADLINE TO SUBMIT FORMS TO LOCAL 25 IS
MARCH 29, 2021!***

NO EXCEPTIONS!