

SEPARATION PAY STATEMENT – CLAIMANT

K-BEN 3119 Web (Rev. 4-20)

MAIL: Unemployment Contact Center
P.O. Box 3539
Topeka, KS 66601-3539
FAX: (785) 296-3249
EMAIL*: **Submit**

Complete this form and return it within **seven days** of the date you filed your claim. **Failure to reply by this date may result in a denial of benefits or possible overpayment.**

IMPORTANT: Attach a copy of documentation from your former employer supporting the terms of your separation, date it started and the amount of separation pay.

Claimant name: _____ Social Security number: _____

Employer from whom you have or will receive separation, termination, severance or other similar pay:

Your last day of work for this employer (mm/dd/yyyy): _____

How was the separation payment(s) made and gross (total) amount?

Lump sum: \$ _____ Date paid (mm/dd/yyyy): _____

- OR -

Paid as if still on the job on a regularly scheduled pay period: Weekly Bi-weekly Monthly Other: _____

Gross amount per pay period: \$ _____

Beginning/scheduled date (mm/dd/yyyy): _____ Ending date (mm/dd/yyyy): _____

Did separation include any vacation/sick leave? YES NO

If YES: Vacation: \$ _____ Date paid: _____ Sick: \$ _____ Date paid: _____

Will company benefits, such as health/life insurance and pension, continue while you receive the separation pay?

YES NO - OR - No company benefits provided

If NO, check which benefits did not continue:

Health insurance Life insurance Pension plan Other

If "Other," explain: _____

Name and phone number of an individual in the company's payroll office who could, if necessary, give additional information regarding your separation payment(s):

Name: _____ Phone: (____) _____

CERTIFICATION: I certify that the information I have provided is correct and complete, and I understand the willful or intentional misrepresentation or failure to disclose a material fact is punishable under the Kansas Employment Security Law.

Signature: _____ Phone: (____) _____ Date: _____

*NOTE: Protecting claimants' identity is important to us. Please be advised that: (1) email communication is not a secure method of communication; (2) any email that is sent between you and this agency may be copied and held by various computers it passes through as it is transmitted; (3) persons not participating in the communication between you and KDOL may intercept the communication by improperly accessing your computer or this agency's computer or even some computer unconnected to either of us that this email passes through. If you do not want to communicate with KDOL through email, please call KDOL or mail your communication to KDOL, instead of using email.