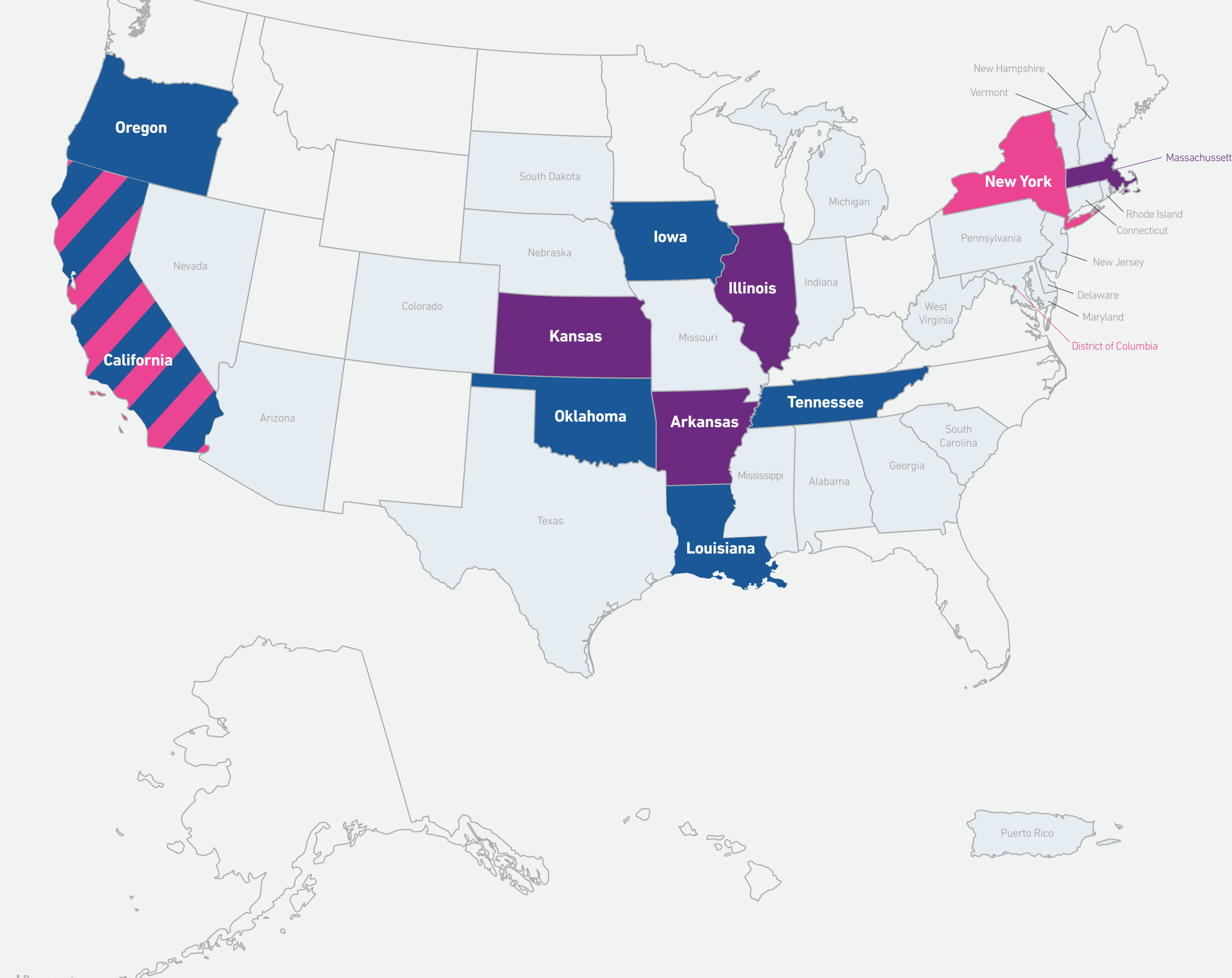


# Termination Letter & Separation Notice Requirements by State

Timeframe for submissions, the penalties for late submission, benefits of timely submission, and tips on how to submit in each state.



Timeframe for Separation Notice Submission

■ At time of separation    
 ■ Relaxed Submission Timeline    
 ■ Time Sensitive Submission Timeline    
 ■ Requires Multiple Forms of Documentation

	 <b>Arkansas</b>	 <b>Alabama</b>	 <b>Arizona</b>	 <b>California</b>
<b>Timeframe for Separation Notice Submission</b>	Within 7 days from the last day of work	At the time of separation	At the time of separation	Immediately upon termination
<b>Penalties for Late Submission /Benefits of Timely Submission</b>	Non-compliance is crucial to avoiding future issues or complications	Failing to provide timely notice may result in compliance issues	Non-compliance may impact employer's UI rates	Avoids penalties; ensures compliance with state labor laws
<b>How to Submit</b>	Deliver the notice directly to the employee in person, electronically, or via mail.	Provide to employee through letter, email, text message, or flyer.	Use UIB-1241A pamphlet available on the state's website for compliance.	Provide DE 2320 pamphlet and written notice for changes in employment status.
	 <b>Colorado</b>	 <b>Connecticut</b>	 <b>Delaware</b>	 <b>Georgia</b>
<b>Timeframe for Separation Notice Submission</b>	At the time of separation	Immediately upon termination	At the time or within 24 hours of separation	Immediately upon separation
<b>Penalties for Late Submission /Benefits of Timely Submission</b>	Non-compliance can lead to fines and legal repercussions	Timely notice may reduce chances of wrongful termination claims	Late notices can lead to potential disputes	Ensures smoother UI claim process for employees
<b>How to Submit</b>	Use fillable form from the Department of Labor and Employment for unemployment insurance notices.	Must use form UC-61, if not in-person, mail to the last known address.	Must use form UC-300 provided to employee at the time of separation or mailed within 24 hours.	Provide signed Separation Notice directly to the employee or via mail.
	 <b>Iowa</b>	 <b>Illinois</b>	 <b>Indiana</b>	 <b>Kansas</b>
<b>Timeframe for Separation Notice Submission</b>	At the time of separation	If laid off, after 7 days of separation	At the time of separation	Must post and maintain printed notices
<b>Penalties for Late Submission /Benefits of Timely Submission</b>	Failing to submit a notice can lead to administrative penalties	Late notices can affect employer's standing in UI disputes	Compliance minimizes legal risks	Ensures adherence to state labor laws
<b>How to Submit</b>	Use form 60-0154 and submit online through the Iowa Workforce Development website.	Utilize Form CLI111L for separated employees.	No specific form required as long as the required information is clearly provided to the employee.	Post K-CNS 405 in a conspicuous place for current employees.
	 <b>Louisiana</b>	 <b>Maryland</b>	 <b>Massachusetts</b>	 <b>Michigan</b>
<b>Timeframe for Separation Notice Submission</b>	Within 72 hours of separation	Upon separation	At the time of separation	At the time of separation
<b>Penalties for Late Submission /Benefits of Timely Submission</b>	Strict compliance required; penalties include chargebacks to employer's account	Compliance is crucial to avoid UI disputes	Avoids delays in UI benefits to employees	Reduces risk of fines and helps in dispute resolution
<b>How to Submit</b>	Use online or paper Form LWC-77, provide copies in-person or mailed within three days. Do not request a signature on the form.	Notice of unemployment availability can be delivered through letter, email, or text.	Deliver Form 0590-A in-person or send to the last known address within 30 days.	Provide Form IA 1711 upon separation unless filing claims on behalf of the employee.
	 <b>Mississippi</b>	 <b>Missouri</b>	 <b>Nebraska</b>	 <b>New Hampshire</b>
<b>Timeframe for Separation Notice Submission</b>	At the time of separation	At the time of separation	At the time of separation	At the time of separation
<b>Penalties for Late Submission /Benefits of Timely Submission</b>	Timely filing simplifies the UI claims process	Compliance ensures smoother transitions and fewer penalties	Protects from potential disputes with former employees	\$15 penalty for each notice
<b>How to Submit</b>	Separation of work can be reported through the state's website.	Use Form M-INF-288-5 to notify separating employees about filing for unemployment benefits.	No specific form required but the content should include all necessary details.	Use Form NHES 0040 and keep a proof of delivery.
	 <b>Nevada</b>	 <b>New Jersey</b>	 <b>New York</b>	 <b>Oklahoma</b>
<b>Timeframe for Separation Notice Submission</b>	At the time of separation	At the time of separation	At the time of separation	Upon request
<b>Penalties for Late Submission /Benefits of Timely Submission</b>	Timely notice crucial for compliance with state laws	Prevents penalties and reduces claim disputes	Non-compliance can lead to penalties and increased scrutiny	Failure to respond can result in the loss of the right to protest future charges
<b>How to Submit</b>	Provide Notice DETR-ESD to all separating employees at the time of separation.	Use Form BC-10 for all separating employees regardless of the reason for separation.	Use Form IA12.3, which includes detailed information about the separation for UI claims.	Use Form NHES 0040 and keep a proof of delivery.
	 <b>Oregon</b>	 <b>Pennsylvania</b>	 <b>Puerto Rico</b>	 <b>Rhode Island</b>
<b>Timeframe for Separation Notice Submission</b>	Upon request	At the time of separation	At the time of separation	At the time of separation
<b>Penalties for Late Submission /Benefits of Timely Submission</b>	Prevents additional wage penalties and potential legal costs	Ensures employer compliance with state UI regulations	Ensures adherence to labor laws	Timely compliance essential for minimizing legal issues
<b>How to Submit</b>	Public employers must provide information to employees of unemployment benefits.	Utilize Form UC-1609 to notify departing employees of unemployment compensation availability.	Provide notice to separating employees of the availability of unemployment compensation.	Inform employees of unemployment compensation availability at the time of their separation.
	 <b>South Carolina</b>	 <b>South Dakota</b>	 <b>Tennessee</b>	 <b>Texas</b>
<b>Timeframe for Separation Notice Submission</b>	At the time of separation	At the time of separation	Within 24 hours of separation	At the time of separation
<b>Penalties for Late Submission /Benefits of Timely Submission</b>	Proper notice helps maintain good standing with state UI office	Non-compliance can lead to legal complications	Non-compliance can lead to immediate financial penalties	Compliance minimizes legal and administrative risks
<b>How to Submit</b>	Provide Notification of the Availability of Unemployment Benefits via m	No specific form required; can be delivered via flyer, text, letter, or email.	Employers must provide Form LB-0489 to employees swiftly to avoid penalties.	Use Form Y-10C (0420) from the Texas Workforce Commission.
	 <b>Vermont</b>	 <b>District of Columbia</b>	 <b>West Virginia</b>	
<b>Timeframe for Separation Notice Submission</b>	At the time of separation	Must post and maintain printed notices	At the time of separation	
<b>Penalties for Late Submission /Benefits of Timely Submission</b>	Prevents the employer from being held liable	Failure to submit paperwork could lead to financial liability	Employer could be held financially liable if documentation is late	
<b>How to Submit</b>	Notice may be based on model notification language provided by the U.S. Secretary of Labor.	Provide a clear notice to the employee at the time of separation.	Use Form WVUC-B-59 and provide to the employee via flyer, text, letter, or email.	