

Instructions for ES-935
Claimant's Affidavit of Federal Civilian Services,
Wages and Reason for Separation

The ES-935 is used to establish potential eligibility for unemployment benefits for individuals who worked in a civilian capacity for the Federal Government. Not all employment with the Federal Government is considered covered employment and may not be usable to establish a claim for unemployment benefits. If you receive benefits based on this affidavit and are subsequently found to have not been entitled to the amounts paid, you may be liable to repay the money you received.

Complete the following boxes and requested information:

- Box 2: Complete your name in the format Last Name, First Name, Middle Initial *Example: Public, John Q Not John Q Public*
- Box 3: Complete your social security number. Use digits. If you have more than one social security number, complete the number you used while working for the Federal Government.
- Box 6: Complete the Federal Agency shown on your Form SF-8 or SF-50. If you did not receive a Form SF-8 or SF-50 on or after your separation from employment with the Federal Agency, you may not use the form ES-935 to claim credit for this employment. You must wait for the Federal Agency to respond to the notice of claim filing to be determined potentially eligible. You must enclose a copy of either your SF-8 or SF-50 when returning the ES-935.
- Box 7: Complete the DUTY STATION to which you were assigned. Complete the city, county and state. This information is found on the Form SF-50. *Example: If your DUTY STATION was Reno, Nevada but you were assigned to a post in Doyle, California, list Reno, Washoe, Nevada.*
- Box 8: Enter the dates you worked for the agency in the following format: MM-DD-YY to MM-DD-YY. If you worked for this agency for more than one period during the previous year and a half, enter both periods of employment. *Example: 01-01-01 to 12-01-01*

Line(s) 11: Complete this information if you received any Terminal Annual leave at the time you separated from Civilian Service, including any unused vacation pay or other lump sum terminal leave payments made you. Do NOT include severance pay. Enter the Gross Amount (before taxes taken) under A, the date you were paid under B and the number of hours compensated under C. Do NOT complete section D.

Line 13: Write a brief description of why you no longer work for this agency.

SIGN the form in the line provided under Signature of Claimant and Date the form under Date Signed. Return the form to the address at the bottom of the form. Remember to include **COPIES** of your SF-8, SF-50 as well as any evidence you may have of your earnings, including paycheck stubs, W2 forms or leave and earnings statements. Do not send any wage information that is more than a year and a half old.
Example: You filed your claim in June, 2002. Submit wage information for all of 2001, and January through June 2002.

Remember! Completion of this form does not guarantee you payment of benefits for earnings while a civilian employee of the Federal Government and that any benefits you MAY be paid as a result of completion of this form are subject to adjustment and overpayment, for which you may be liable.