



Checklist: After you apply for Unemployment Benefits



Complete your job seeker registration. Unless you're notified that you're exempt, you must complete your registration within three business days. Apply at WorkInTexas.com or at a [Workforce Solutions Office](#). If you live out-of-state, visit a [local public workforce office](#) or a [CareerOneStop](#).



Select a payment option. Decide if you want to receive UI benefits through direct deposit or TWC's debit card. To set it up, go online to ui.texasworkforce.org or call [Tele-Serv](#) at 800-558-8321.



Actively search for full-time work. TWC will tell you how many work search activities you must make per week. Record them on the [TWC Work Search Log](#) or your own log, which must have the same information as TWC's.



Be able to and available for work full-time. You must be physically and mentally able to work, available for work, and have no issues that prevent you from accepting work, such as no transportation or child care. You must be able to begin work immediately if you're offered a [suitable job](#).



Request payment for UI benefits. You must request benefit payments every two weeks, either [online](#) or by calling [Tele-Serv](#) at 800-558-8321. Every time you request payment, you must report any money you earned, even if you haven't been paid yet, in addition to [any other money you received](#).



Sign up for federal tax withholding. Unemployment benefits are [taxable income](#). Decide if you want federal income tax withheld from your benefit payments. If yes, fill out and return the [federal tax withholding request form](#) to TWC.



Follow the rules. Please review all the information in the [Unemployment Benefits Handbook](#) that TWC sent you.



Respond to TWC or your local Workforce Solutions Office. TWC may contact you and instruct you to call the TWC [Tele-Center](#) at 800-939-6631 or to report to your local [Workforce Solutions Office](#).



Prevent UI benefits fraud. When you receive benefits, you are legally responsible for following the rules. If you don't, you may be committing [fraud](#), which can have serious consequences.