



Response to Unemployment Wage Request

We are aware of the additional paperwork that MA Unemployment is requesting about your claim. The Unemployment application process is changing daily in some states in order to address the overwhelming number of claims.

The state unemployment office is requesting this information and Jordan's does not have the ability to provide this information for you. You will need to provide this information.


We have put together information to assist you with this request.

You can access your Pay Statements and W-2 information on your phone at the MyADP app or on the ADP website. Your User ID and Password are the same for both the App and the Website. Use the Forgot Your User ID or Password feature on the site. If you still need assistance resetting your password, you can email HelpADP@jordans.com.

The Unemployment office is requiring copies of either pay statements or your W-2 form.

Here are a few suggestions:

- Print or make a copy of your 2019 W-2 form. Using the Gross Wages, estimate your quarterly earnings. Put these amounts on the Unemployment Wage Request form for each quarter. (4/1/2019 – 6/30/2019, etc.)

2019 W-2 and EARNINGS SUMMARY 

This blue section is your Earnings Summary which provides more detailed information on the generation of your W-2 statement and W-4 profile. The reverse side includes instructions and other general information.

1. Your Gross Pay was adjusted as follows to produce your W-2 Statement.

	Wages, Tips, other Compensation Box 1 of W-2	Social Security Wages Box 3 of W-2	Medicare Wages Box 5 of W-2	MA, State Wages, Tips, Etc. Box 16 of W-2
Gross Pay	87.44	87.44	87.44	87.44
Reported W-2 Wages	87.44	87.44	87.44	87.44

2. Employee Current W-4 Profile. To make changes, file a new W-4 with your payroll department.

- Print or make a copy of your Pay Statements for the end of each quarter. Use these pay statement check dates: 6/28/2019, 9/27/2019, 12/27/2019 and 3/27/2020.
- Create an Affidavit with a written statement that includes the following information:
 - Employer (Jordan's Furniture), Job Title, Dates you worked, and how much you were paid in the calendar quarter
 - Be sure to sign the document, print your name and put the date.

Mail the Wage Request Form and include the Quarterly Gross Wages written on the bottom of the form, your affidavit, and the pay statement or W-2.

Mail it to the address on the Wage Request Form.

Department of Unemployment Assistance
P.O. Box 9511
Boston, MA 02114

I. MyADP Website -Download Pay Statements & Tax Forms

\$X,XXX.XX \$X,XXX.XX GTL \$X,XXX.XX
Mar 13, 2020
 Take Home \$X,XXX.XX Gross Pay \$X,XXX.XX
Mar 6, 2020
 Take Home \$X,XXX.XX Gross Pay \$X,XXX.XX
[VIEW ALL PAY STATEMENTS](#)
[DOWNLOAD PAY STATEMENT](#)

1. Select Year
2. Check off up to 10 statements to download at once
3. Select Download
4. Select this download icon to download individual statements

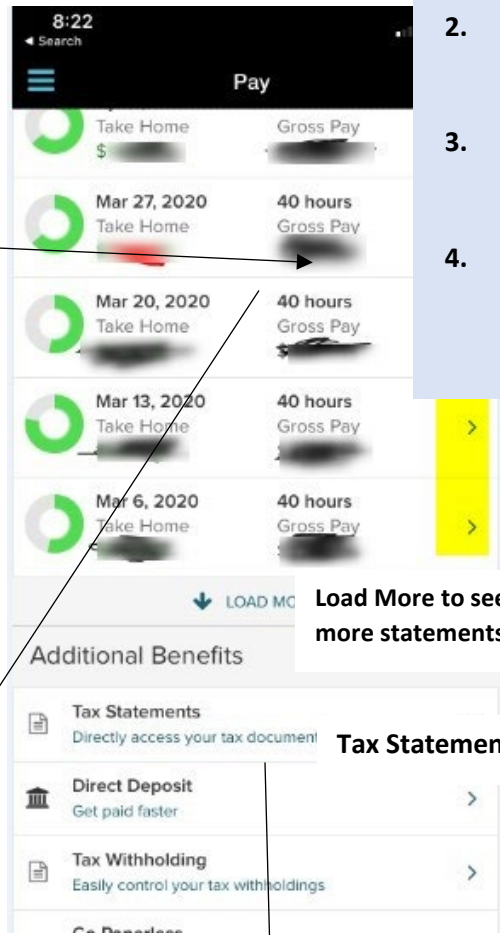
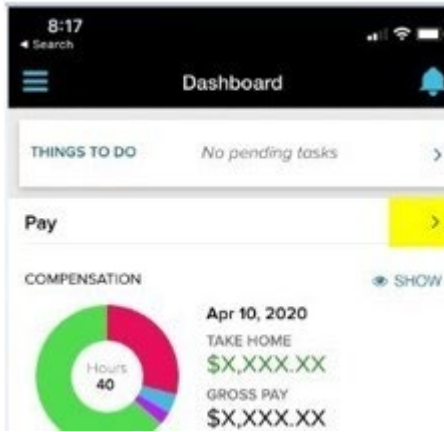
< PAY
 Year: 2020 (16), 2019 (54), 2018 (55), 2017 (38)
Available Pay Statements
 [1] 2020 [16]
 [2] Apr 10, 2020
 Gross Pay \$X,XXX.XX Take Home \$X,XXX.XX Total 40 hours [View] [4]
 Apr 3, 2020
 Gross Pay \$X,XXX.XX Take Home \$X,XXX.XX Total 40 hours [View] [4]
 Mar 27, 2020
 Gross Pay \$X,XXX.XX Take Home \$X,XXX.XX Total 40 hours [View] [4]
 Mar 20, 2020
 Gross Pay \$X,XXX.XX Take Home \$X,XXX.XX Total 40 hours [View] [4]
 Mar 13, 2020
 Gross Pay \$X,XXX.XX Take Home \$X,XXX.XX Total 40 hours [View] [4]
 [3] [DOWNLOAD\(2\)](#) [CLEAR](#) You can download up to 10 statements at a time

In Pay, scroll down to Tax Statements. Select the Tax Year and Download Statement.

Tax Statements
 Tax Year: 2019
 1095-C
 JORDANS FURNITURE INC
[DOWNLOAD STATEMENT](#)
 W2
 JORDANS FURNITURE INC
 \$X,XXX.XX
[DOWNLOAD STATEMENT](#)

II. MyADP Mobile App -Download Pay Statements & Tax Forms

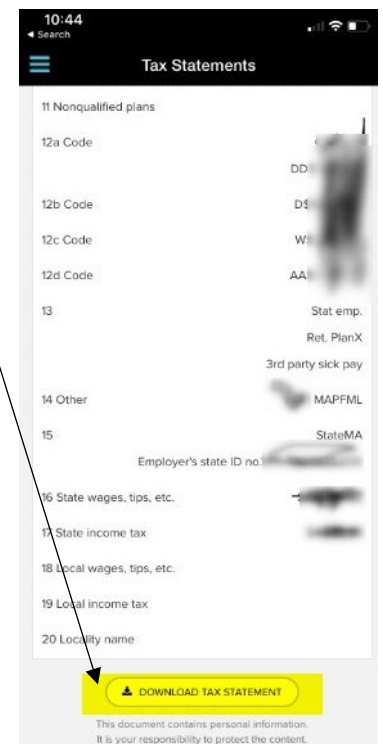
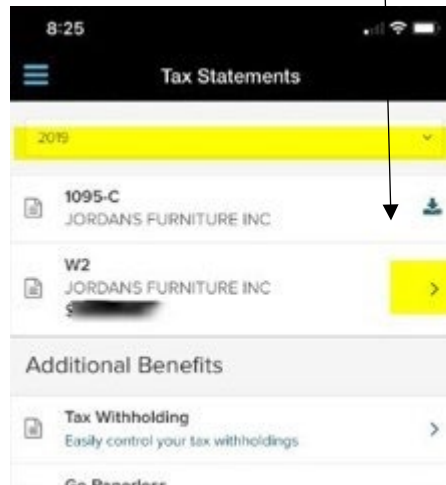
Use the Pay menu to view/download pay statements



1. Select Pay
2. Select the arrow on the pay week to see more/download
3. Click LOAD More to see more statements
4. Scroll to Tax Statements to access your W2 tax statement(s).

Load More to see more statements

Tax Statements



DOWNLOAD TAX STATEMENT

This document contains personal information. It is your responsibility to protect the content.