

**Oklahoma Employment Security Commission
Employer Response Statement**

Claimant Information

Claimant Name: _____ Claimant ID: _____ SSN (Last 4 Digits): _____

Employer Information

Employer Name: _____ Acct #: _____

Mailing Address: _____
(Include street address, city, state and ZIP code)

Phone #: _____ FAX #: _____

Contact Name: _____ Contact Email: _____

Separation Information

Reason or Exception:	Voluntary quit	Individual never worked here	Other (explain below)
	Discharge	Employee still employed full-time	_____
	Lack of work	Reduced hours to less than full-time	

First Day Worked (MM/DD/YYYY): _____ Date of Separation (MM/DD/YYYY): _____

Separation Income

Severance Pay:	Gross Payment _____	Required due to law or contract?	Yes	No
Frequency:	Weekly Bi-weekly Monthly	Lump Sum Other	_____	

Retirement Pay:	Gross Payment _____	Did employer contribute or maintain plan?	Yes	No
Frequency:	Weekly Bi-weekly Monthly	Lump Sum Other	_____	

If the claimant received other payment[s] not associated with their normal salary or hourly payments (e.g., pay in lieu of notice, bonus pay), please provide payment type, amount, date paid and reason for payment below.

Separation Details

Please provide any additional information you feel is necessary corresponding to the reason for the employee's separation. **If the claimant left voluntarily**, include the reason they provided to you as well as any related information. **If the claimant was discharged**, describe the incident that led to their discharge, as well as any warnings or justifications.

**If additional space is needed to provide necessary information, please use the space available on page 2.*

Claimant Name: _____

Claimant ID: _____

Employer Name: _____

Employer Account #: _____

Separation Details – Continued

Notice to Employer: Attach any documentation (such as copies of warnings) you would like to be considered during the adjudication process. Remember, to be considered an interested party to any subsequent determination, you must protest benefits in accordance with Section 2-503 of the Oklahoma Employment Security Act.

Untimely Response

Submitting an untimely response to separations may cause you to not be considered an interested party to the adjudication of this claim, unless good cause can be shown. If this response is being submitted after the deadline, and you believe there is good cause, please provide your justification below.