



UNITED STATES OF AMERICA  
**RAILROAD RETIREMENT BOARD**  
<OFFICE NAME >  
<OFFICE ADDRESS>  
<OFFICE CITY, STATE, ZIP CODE>  
WWW.RRB.GOV

Form Approved  
OMB No. 3220-0164

**CURRENT**

OFFICE HOURS: M-T-TH-F 9:00 AM TO 3:30 PM  
WEDS. 9:00 AM TO 12:00 PM - CLOSED FEDERAL HOLIDAYS

TOLL-FREE NUMBER: 1-877-772-5772

In reply refer to

To receive unemployment benefits, you must be unemployed, ready to work, and willing to work on all days for which you claim benefits. In your case, this means that you must be actively seeking work to be eligible for unemployment benefits. This includes both railroad and nonrailroad work. Your efforts to find work should include the local newspaper want-ads, employers and businesses listed in the telephone yellow pages who need the skills you have, union halls and employment services.

Please follow the instructions for the item(s) checked below:

- Read Booklet UB-12 for guidance and tips on how to conduct a successful job search.
- Report in person to the State Employment Service in **<Local State Office>** on or before **<Deadline Date>** to apply for work. Present that office with the Form ES-21 you have been given. Failure to report as instructed can cause you to lose unemployment benefits for 30 days.
- Record your work-seeking efforts on page two of this form and mail the completed form to this office by **<Deadline Date>**.
- Record the work-seeking efforts you made in the last 60 days on page two of this form and mail the completed form to this office within 15 days of the date of this letter.
- Record the work-seeking efforts you made in the last 60 days on page two of this form and present the completed form to the Railroad Retirement Board (RRB) representative at your next interview.
- Apply for work with the following employers: **<Employer Names>**

If you have been instructed to complete and return the second page of this form, failure to do so may result in denial of benefits. Contact the RRB office shown above if you need more information or if you become employed.

Railroad Retirement Board

**REPORT OF EFFORTS TO FIND WORK**

**Paperwork Reduction Act and Privacy Act Notices**

This notice is given under the Privacy Act of 1974 and Paperwork Reduction Act of 1995. Under section 12(l) of the Railroad Unemployment Insurance Act, the RRB is authorized to collect the information requested on this form. The information will be used to determine your availability for work and your eligibility for benefits. While you are not required to provide us with this information, your failure to do so may prevent us from paying you additional benefits.

We estimate this form takes an average of 11½ minutes per response to complete, including the time for reviewing the completed form. Federal agencies may not conduct or sponsor, and respondents are not required to respond to, a collection of information unless it displays a valid OMB number. If you wish, send comments regarding the accuracy of our estimate or any other aspect of this form, including suggestions for reducing the completions time to Associate Chief Information Officer for Policy and Compliance, Railroad Retirement Board, 844 North Rush Street, Chicago, IL 60611-1275.

**PLEASE GIVE THE FOLLOWING INFORMATION ABOUT YOUR ATTEMPTS TO FIND WORK**

EMPLOYER	ADDRESS	KIND OF WORK	DATE CONTACTED	RESULTS
A.				
B.				
C.				
D.				
E.				
F.				
G.				
H.				
I.				
J.				
K.				
L.				

CERTIFICATION: I know that disqualifications and civil and criminal penalties may be imposed on me for false or fraudulent statements or for withholding information to get benefits. I certify that all the information given on this form is true, correct, and complete.

Signature: \_\_\_\_\_ Date \_\_\_\_\_