INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT

RELEASE OF EMPLOYMENT HISTORY
CITIZEN INSTRUCTIONS

To obtain a copy of employment history records which will be released directly to the citizen, please complete the attached form in its entirety and return with a copy of a valid identification card to wagerequest@dwd.in.gov. Submitting a copy of your valid identification card is required before information will be released.

IC 4-1-6-2(13)(B) stipulates the circumstances under which IDWD may release employment history information. Before information will be released, IDWD must understand how releasing the information will benefit you. Requests to release information will be denied if a brief written statement explaining how releasing the information will benefit you is not included on the form.

The Indiana Department of Workforce Development (IDWD) will release wage or employment history information to a third party only via the Last Known Employer (LKE) website. Third parties should navigate to https://uplink.in.gov/lke to submit requests for employment history information or apply for a Last Known Employer website account.

***Please Note:**

- **Non-IDWD forms will not be completed by IDWD staff.**
- **Unemployment insurance (UI) benefit information:** Applicants who have had an Indiana UI claim can obtain benefit information via their Claimant Self Service (CSS) account at uplink.in.gov/CSS/CSSLogon.htm. CSS support can be reached by navigating to webapps.dwd.in.gov/AskWorkOne or calling 800-891-6499.
- **Copies of IRS Form 1099-Misc:** Applicants who have had an Indiana unemployment claim can obtain copies of Form 1099-Misc issued by DWD for UI payments via CSS.

Information regarding employment history available via IDWD employer Unemployment Insurance Tax records:

- **DWD retains wage information solely for the last eight completed quarters and is unable to offer details beyond this timeframe. If you need complete employment history records**, we recommend contacting the Social Security Administration, Internal Revenue Service, or Indiana Department of Revenue.
- The information IDWD has available is employer, not employee, records for the purposes of assessing an employer's Unemployment Insurance Tax **which is often not an accurate reflection of an individual's income or employment history.**
- IDWD employer tax records **do not include wages earned** in other states or U.S. territories, income earned which was or will be reported on a 1099-Misc Form (self-employment, contract employment, etc), or income earned through the performance of non-covered or excluded services described in IC 22-4-8.
- Employers report wages to IDWD quarterly. Even timely reports are often 4-6 months in the arrears.

Thank you,

Employment History Verification Unit
Indiana Department of Workforce Development
wagerequest@dwd.in.gov

INDIANA
DEPARTMENT OF
WORKFORCE
DEVELOPMENT

Release of Information

Citizen Request for Employment History

***APPLICANT'S NAME** *(print)*:_____

*Additional names used during employment (print):*_____

***SOCIAL SECURITY or INDIVIDUAL TAX IDENTIFICATION NUMBER: _____-_____-_____**

***EMAIL ADDRESS: _____ PHONE NUMBER: _____-_____-_____**

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

I authorize the Indiana Department of Workforce Development to release all wage information as per stipulated in the instructions.

_____ _____

***SIGNATURE OF APPLICANT** ***TODAY'S DATE:**

NOTE: RELEASE MUST BE SUBMITTED WITHIN 90 DAYS OF APPLICANT SIGNING RELEASE FORM.

☐ **Check this box if a Power of Attorney is attached.**

*** How will releasing this information benefit you?**

_____

_____

_____

***Copy of a valid ID is required before information will be released. Type of ID submitted with form:**

☐ **Driver's License** ☐ **State ID Card** ☐ **Military ID** ☐ **Other** _____

***REQUIRED FIELDS**

Submit completed form and copy of valid ID to wagerequest@dwd.in.gov.