

BONUS PAY – CLAIMANT

K-BEN 3121 (Rev. 3-16) Web

MAIL:	Unemployment Contact Center P.O. Box 3539 Topeka, KS 66601-3539
FAX:	(785) 296-3249
EMAIL*:	KDOLforms@dol.ks.gov

Complete this form and return it within **seven days** of the date you filed your claim. **Failure to reply by the due date may result in a denial of benefits or possible overpayment.**

IMPORTANT: Attach a copy of documentation from your employer indicating the date and amount of bonus pay received.

Claimant name: _____ Social Security number: _____

Employer from whom you have or will receive bonus pay:

Your last day of work for this employer (mm/dd/yyyy): _____

Do you plan on returning to work for this employer? YES NO If YES, indicate date: _____

How was the bonus payment(s) made and gross (total) amount?

Lump sum: \$ _____ Date paid (mm/dd/yyyy): _____

- OR -

Paid as on a regularly scheduled pay period: Weekly Bi-weekly Monthly Other _____

Gross amount per pay period: \$ _____

Beginning/scheduled date (mm/dd/yyyy): _____ Ending date (mm/dd/yyyy): _____

Name and phone number of an individual in the company's payroll office who could, if necessary, give additional information regarding your bonus payment(s):

Name: _____ Phone: () _____

CERTIFICATION: I certify that the information I have provided is correct and complete, and I understand the willful or intentional misrepresentation or failure to disclose a material fact is punishable under the Kansas Employment Security Law.

Signature: _____ Phone: () _____

Date (mm/dd/yyyy): _____

Submit

*NOTE: Protecting claimants' identity is important to us. Please be advised that: (1) email communication is not a secure method of communication; (2) any email that is sent between you and this agency may be copied and held by various computers it passes through as it is transmitted; (3) persons not participating in the communication between you and KDOL may intercept the communication by improperly accessing your computer or this agency's computer or even some computer unconnected to either of us that this email passes through. If you do not want to communicate with KDOL through email, please call KDOL or mail your communication to KDOL, instead of using email.