

**TEXAS ASSOCIATION OF COUNTIES  
UNEMPLOYMENT COMPENSATION GROUP ACCOUNT FUND  
QUICK REFERENCE GUIDE TO  
UNEMPLOYMENT COMPENSATION PROCEDURES**

TO CONTROL YOUR UNEMPLOYMENT COMPENSATION COSTS, YOU MUST ACCURATELY DOCUMENT EACH TERMINATION AND FOLLOW THE PROCEDURES DESCRIBED BELOW.

1. When Employee Terminates:

- a) Complete the appropriate employee separation form. Make certain you identify the exact Social Security number, last day worked, and reason for termination.
- b) Mail or fax a copy to TALX immediately.

2. When Claim Is Filed By A Former Employee:

- a) You may receive one or more forms (see #4); forward to TALX immediately.
- b) TALX will investigate and respond if necessary to the State Agency on claims filed against your location.
- c) TALX may contact you via telephone or email for additional facts concerning a claimant's termination.

3. When Hearing Notice Is Received:

- a) CHECK THE HEARING DATE: Call TALX at 1-866-848-4623 if hearing date is less than 7 days from date received;
- b) TALX Hearing Department will counsel you on the material, presentation, and attendance requirements.
- c) For each Unemployment Hearing, your witness with firsthand knowledge must provide testimony. TALX will discuss this with you.
- d) TALX will attend all unemployment hearings, unless told otherwise by the County.

4. Unemployment Forms Frequently Received At Your Location Are:

- a) Initial Claim Forms:  
Separating Employer - BD610E, Notice to Employer of Claim for Unemployment Benefits  
Base Period Employer – FL62, Notice to Employer of Claim for Unemployment Benefits
- b) Claim Determination B-33, Notice of Claim Determination
- c) Hearing Notice A-5 Notice of Hearing
- d) Hearing Decision A-1, Appeals Tribunal Notice Of Decision

IMPORTANT - Mail these forms and any others upon receipt to:

TALX Employer Services  
ATTENTION: David Thompson  
P.O. 1160  
Columbus, OH 43216  
Phone: 1-866-848-4623  
Fax: 1-866-848-0100  
TX 04/05