



## How to Request a “Waiver” for Overpayments of Unemployment Insurance from 2021

**Did you get federal Pandemic Unemployment Assistance benefits (PUA) after January 20, 2021?**

**AND**

**Then get a letter from the Maine Department of Labor (DOL) saying you were overpaid and must pay those benefits back?**

**If so, there’s good news.**

You will now have a chance to request a “waiver” that will forgive your overpayment. If you get this waiver your debt for this issue will go away—you will no longer have to repay this money to DOL.

### **Can I get a waiver of my PUA overpayment?**

Yes, if your overpayment was made because you:

- didn’t give DOL proof that you were working or about to start working OR
- you did give proof and it somehow got lost in the system.

### **How do I get a waiver of my PUA overpayment?**

Just follow these steps. If you have questions call Maine Equal Justice at 207-888-9788 or go to the [Maine Equal Justice website](https://www.maine.gov/unemployment/owr/).

STEP 1: Go to this website: <https://www.maine.gov/unemployment/owr/>

STEP 2: Fill out the “Overpayment Waiver Request Form”.

- This is a “fillable” form, meaning you can type your answers in the box beside the question.

- Answer question #10 on the form by saying: “My overpayment is due to a PUA proof of employment issue. I will provide proof of employment to you when you respond to my waiver request” OR “I do not have proof of employment but I would like to request a waiver of the overpayment and speak to a representative.”
- Next hit “submit” to automatically send it to DOL.
- If you don’t have access to a computer, you can call DOL at 1-800-593-7660 (Customer service available Mon-Fri, 8:00 a.m. to 12:15 p.m.), and ask a representative to help you fill out the form over the phone.

STEP 3: When DOL gets your waiver request they will contact you to get copies of documents that prove you were working or about to start working prior to the pandemic. You will have two weeks to get this information to them.

Here is what DOL will accept as proof that you were working or about to start working based on whether you were employed, self-employed, or had been offered a job or a self-employment opportunity:

**What are acceptable forms of documentation?**

Documentation: Employment	Documentation: Self-Employment	Documentation: Planned Commencement of Employment	Documentation: Planned Commencement of Self-Employment
<ul style="list-style-type: none"> <li>✓ Paycheck stub</li> <li>✓ W-2 Form</li> <li>✓ Earnings and leave statement with employer's name and address</li> </ul>	<ul style="list-style-type: none"> <li>✓ State or Federal employment identification number</li> <li>✓ Business license</li> <li>✓ Tax returns</li> <li>✓ Business receipts</li> <li>✓ Signed affidavits from persons verifying your self-employment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Letters offering employment</li> <li>✓ Statements or affidavits verifying an offer of employment by individuals with name and contact information included</li> </ul>	<ul style="list-style-type: none"> <li>✓ Business license</li> <li>✓ State or Federal employment identification number</li> <li>✓ Written business plan</li> <li>✓ Lease agreement</li> </ul>

**STEP 4:** If DOL accepts your proof you will get a waiver and no longer owe them any money for this overpayment. You will be denied if you do not provide your proof or don't provide everything that is required.

If you think you were incorrectly denied, you can appeal this decision. Read the denial decision carefully and make sure that you appeal right away. It is important to ask for an appeal within 15 days of the date of the decision.

If you have questions about your denial or if you missed the deadline to appeal, call Maine Equal Justice at 207-888-9788 or contact us through [our website](#) for assistance.