

INSTRUCTIONS
for Completing the UC-9A Refund Claim Form
& Obtaining Employer Certifications

Type or Print Clearly: Ensure all information is legible to avoid delays in processing your refund.

1. TYPE or PRINT your full name, your current address, and your Social Security Number at the top of the claim form.
2. SIGN and DATE the refund claim (“Statement of Claimant”).
3. TYPE or PRINT the exact name and location of each employer who deducted contributions from your 2025 wages for New Jersey Family Leave Insurance, Workforce Development Partnership Fund, Unemployment, and Disability Insurance. State the total amount of wages from which these deductions were made.

Employer Certifications: Your refund claim **must** include certifications of the deductions made by each employer listed on your claim. You can obtain these certifications in one of the following ways:

1. Have your employer complete Form UC-52, “Employer Certification of Wages and Deductions for New Jersey Workforce Development Partnership Fund, Unemployment, Temporary Disability Insurance, and Family Leave Insurance.”

OR

2. Provide a copy of your W-2 Tax Statement, ensuring it shows the amounts withheld as worker contributions for the specified funds.

MAIL the completed original UC-9A form, along with ALL employer certifications to:

Worker Refund Unit
Division of Employer Accounts
PO Box 910
Trenton, New Jersey 08625-0910

Make sure to include ALL certifications when filing your claim.

Processing Time: Your claim will be audited and verified after receipt. However, no refunds will be issued before August 31, 2026, as claims must be cross-matched with Gross Income Tax records to prevent duplicate credits or refunds. Please allow 6-8 weeks for processing.

Questions: If you have questions about your claim, you may write to the address above or call (609) 633-6400. When contacting the agency about your claim, please refer to your Social Security Number.

Note: If any one employer deducted more than the maximum allowable amount for New Jersey Family Leave Insurance, Workforce Development Partnership Fund, Unemployment, or Disability Insurance, contact that employer directly for a refund of the excess amount.