

## Standard Affidavit Form

This form may be used by parties to appeal under ss. 108.09 and 108.10, Wis. Stats.  
Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wis. Stats].

STATE OF WISCONSIN	)	HEARING NO. _____
	)	
	)	
County of _____	)	In the matter of:
	)	
	)	vs. _____ Claimant/Employee
	)	
	)	Employer _____
		UI Account No. _____

**UNDER OATH, I STATE THAT BASED UPON PERSONAL KNOWLEDGE OR INFORMATION AND BELIEF:**

**IF ANY OF THE ABOVE IS NOT BASED ON PERSONAL KNOWLEDGE, UNDER OATH, I FURTHER STATE THAT THE SOURCE OF THE INFORMATION AND THE REASON FOR MY BELIEF IS:**

Subscribed and sworn to before me this:

\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Notary Public/Other Person Authorized By Law

\_\_\_\_\_  
Affiant Name Printed or Typed

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
Street Address

My commission/term expires: \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip Code

## INSTRUCTIONS FOR STANDARD AFFIDAVIT FORM

Wis. Stats. § 108.14 (26), allows for a standard affidavit form to be used in unemployment insurance appeal hearings by both employers and claimants.

**Use of Standard Affidavit Form in Unemployment Insurance Hearings:** The standard affidavit form is admissible if the authentication is sufficient and the information in the affidavit can reasonably confirm or support the facts for the hearing. The opposing party may cross examine the affiant concerning the facts asserted in the affidavit.

No issue in the hearing may be decided solely on the affidavit without additional first-hand witness testimony.

### How to Complete the Standard Affidavit Form

- Step 1. Caption. Complete the caption information by filling in your county of residence, the Hearing Number, the claimant or employee's name, the employer's name and the UI Account number if known.
- Step 2. Enter your statement. Please print clearly or key in the information on the fill-in form.
- Step 3. If your statement is not based on first-hand observation or personal knowledge, state the source of the information your statement is based on and why you believe your statement is true and correct.
- Step 4. Print your standard affidavit form.
- Step 5. Take your statement to a Notary Public and sign your statement before the Notary Public. You can find a Notary Public at this website:  
<https://apps.dfi.wi.gov/apps/NotarySearch/SearchCriteria.aspx>.
- Step 6. Mail, fax or hand-deliver your completed standard affidavit form to the Hearing Office assigned to the case at least three (3) days before the hearing date. A copy of the standard affidavit form must be sent to the other party.