



SMITH STAG, LLC

One Canal Place | 365 Canal Street | Suite 2850 | New Orleans, Louisiana 70130
Phone 504 593 9600 | Fax 504 593 9601 | www.smithstag.com | mail@smithstag.com

Stuart H. Smith[†]
Michael G. Stag[†]

Lloyd S. Jolibois, Jr., Ph.D.
Catherine B. Cummins
Robert D. McMillin
Sean S. Cassidy[‡]
Joanne M. Ryan

Of Counsel:
Barry J. Cooper, Jr.[‡]
Alan D. Alario, II

[†] Limited Liability Company
[‡] Also Admitted in Texas
[‡] Also Admitted in New Jersey

Employee Document Request

Following is a general list of documentation you should begin gathering in preparation of filing your claim. Please make a note of any of the below listed documents for which you do not keep records.

1. If you were let go by your employer then we need a letter from your previous employer, on their letterhead, stating the reason for your termination.
2. If you are still employed but your hours have been reduced then we need a letter from you previous employer, on their letterhead, stating the reason for the reduction of hours.
3. A complete copy of your 2007 through 2009 tax returns
4. If you are currently receiving any unemployment compensation then please provide the amount received and the period of receipt
5. A copy of you photo identification
6. Pay stubs for 2009 through present
7. 2009 W2
8. 1099's if you are contract labor