Guide to calculate the amount entered on Line 1 of IRS Form 1099-G

Line 1 of your 1099-G will show the total/gross amount of unemployment benefits paid to you during the calendar year (including any deductions or offsets).

To verify that Line 1 of your 1099-G is accurate, you must add up all payments made to you.

**STEP 1. Go to** [www.uimn.org](http://www.uimn.org) **and select Applicants.**
STEP 2. Select **Log in to my Account**. You will find the link near the bottom of the page, under *I Need To...*
STEP 3. Log in to your account.

Under *Existing Applicants*, enter your Social Security number, password and then select Login. If you do not remember your password, select the checkbox for *Forgot your password* and then Login. Follow the steps on the page to reset your password.

STEP 4. Select View and Maintain My Account.
STEP 5. Select My Payments.

View and Maintain My Account Home

My payments - My supplemental payments - My contact information -
Issues that may affect my eligibility - Determination and issue summary My 1099-G -
My direct deposit or debit card - My overpayments -
My tax withholding - My repayments -
My child support -

STEP 6. Payment Information.

In the Request Payment History section, enter the date range for the calendar year (01/01/20XX to 12/31/20XX) you would like to view and then select the Search button.

Payment Information

The payment information details your account balance, current method of payment and tax withholding status for
Account Balance: $14,404
Total Overpayment Balance: $0.00
Tax Withholding Status: Federal and Minnesota State Taxes Withheld (Update)
Current Method of Payment: Debit Card (Update)

Requests for Payment History

Click "Search" to view one year of payment requests or expand the date range to view two years of payment requests. Here of benefit payments for specific dates.

Date Range: 01/01/20XX to 12/31/20XX

In order to view payments by account, select this checkbox and click Search. (NOTE: The date range above will be disregarded)
STEP 7. Payment Information – Request for Payment History results display

You will see a list of every payment that was made to you during the date range entered (there could be a lot of them).

The far-left column (“Week Requested Begin Date”) shows the week FOR WHICH the payment was made. The next column over (“Payment Process Date”) shows the date the payment was made.

For each row, add together the amounts in the “Other Distributions” and “Net Payment” columns (example: $163.00 Other Distributions + $441.00 net payment = $604.00 Gross payment for that week). The sum of these two columns is the total/gross payment for that week. Write down your total/gross payment for each week.

Once you have calculated the total/gross payment for each week, add them all together. This will give you the total/gross payments made to you for the year.

* This information is not to be used for tax or assistance filings. Click [here](#) to get a printable version.