

## Extended Benefits (EB) Work Search Log

**Texas Workforce Commission**  
**UI Administration & Operational Support**  
**P.O. Box 149137**  
**Austin, TX 78714-9137**  
**Fax: (512) 322-2866**

**Name**

**Social Security No.**

TWC must receive your log within 7 days of submitting your payment request. If you do not send a log, meet the work search requirements, or submit the correct week's information, then you will be disqualified for that week AND all future EB weeks.

To submit a work search log, sign on to [Unemployment Benefits Services \(UBS\)](https://twc.texas.gov/ubs) when requesting a payment or through the UI submission portal at <https://twc.texas.gov/uidocs>. This form can also be faxed or mailed to the address in the upper left-hand corner. If you mail or fax this log, processing will be delayed.

Please write all dates in month-month/day-day/year-year format (August 16, 2021 should be 08/16/21).

<b>Week 1:</b>		<b>Number of required work search activities per week:</b>			
Activity Date	Name, location, and telephone number of employer/service/agency	Person contacted	Method of contact/Type of activity	Type of work sought	Results/Outcome
<b>Week 2:</b>		<b>Number of required work search activities per week:</b>			
Activity Date	Name, location, and telephone number of employer/service/agency	Person contacted	Method of contact/Type of activity	Type of work sought	Results/Outcome