

ORIGINAL DATE: 4-2-2020

Hello Michigan Auto-Wares Team Members,

We suspect as you begin applying for unemployment that you will encounter a few questions that you may be unsure of how to answer. We hope the following information can help guide you through this process. Below you will find the answers to the most frequently asked questions we have received over the past few days.

FEIN: 38-3511468

EAN: 1377264000

\* Occupation Code (This is looking for your position. Enter and search for generalized related positions such as the following):

- Driver
- Manager
- Retail
- Sales

\* Separation Reason: Laid Off

\* Circumstance of Separation from this Employer (Select one of the following):

- Confirmed Diagnosis of COVID-19
- Caring for Someone with COVID-19
- Layoff/Temporary Leave Due to COVID-19
- School Closure Due to COVID-19
- Self-Quarantine/Self Isolating Due to COVID-19

\* Please direct any additional questions to the Auto-Wares Helpdesk ([help@autowares.com](mailto:help@autowares.com)) or to HR via phone at 616-243-2125 X 1310 or email [HR@autowares.com](mailto:HR@autowares.com).

Sincerely,

AWI Leasing- Human Resources Dept.