

## EMPLOYER INFORMATION

**THIS FORM PROVIDES THE EMPLOYEE WITH THE EMPLOYER'S INFORMATION TO BE USED IF HE/SHE WISHES TO APPLY FOR UNEMPLOYMENT COMPENSATION BENEFITS.**

Employer: You must provide this completed form to separating employees and/or employees working reduced hours. It is important for the claimant to use accurate information and include the PA Unemployment Compensation (UC) account number when filing for UC benefits. By doing so, the department can ensure that employers receive requests for separation information timely. Providing this form to employees can help reduce inaccurate UC benefit charges to your account that may increase your UC tax rate.

Employee: Unemployment Compensation (UC) benefits are available to workers who are unemployed and who meet the requirements of state UC eligibility laws. You may file a UC claim in the first week that employment stops or work hours are reduced. For more information about how to file and what you need when you contact us, see page 2 of this form.

**Employer PA UC Acct. No.:**   -

(seven-digit number followed by R or M, or enter zero)

**Employer Legal Name:** \_\_\_\_\_  
(as it appears on the PA Enterprise Registration Form PA-100)

**Employer Address (or TPA address):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*Complete the section below only if the employee is expected to return to work at your company.*

**Employee Name:** \_\_\_\_\_ **Last 4 digits of Social Security no.:** \_\_\_\_\_

**Expected Date of Recall (MM/DD/YY)** \_\_\_\_\_

**Employer Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **INSTRUCTIONS FOR EMPLOYERS WHEN COMPLETING THIS FORM**

**PA Employer UC Account Number** This seven-digit number is shown on the New Employer Confirmation Letter (Form UC-1408), Notice of Pennsylvania Unemployment Compensation Responsibilities (Form UC-851), and the Contribution Rate Notice (Form UC-657). If an account number has not been assigned, please register with the department by submitting the Pennsylvania Enterprise Registration Form (PA-100) at [www.pa100.state.pa.us](http://www.pa100.state.pa.us). The UC number is also on the UC-44FR (Request for Relief from Charges), UC-44F(3) (Notice of Financial Determination), and the UC-640 (Monthly Notice of Compensation Charged).

**Employer Address** - Enter your mailing address or the address where you want the Employer's Notice of Application (UC-45), unemployment fact-finding forms, and determinations to be mailed. If your company uses a Third-Party Administrator (TPA) to handle your unemployment claims, please enter the address for the TPA. If your address changes, please complete the UC-1212 online at [www.uc.pa.gov](http://www.uc.pa.gov).

**Contact Person, Email Address** - Provide the name, title, telephone number, fax number and email address of the human resource representative in your company that the department can contact if additional separation information is needed.

### **SIDES: STATE INFORMATION DATA EXCHANGE SYSTEM**

**SIDES E-Response** enables employers to receive and respond securely to Pennsylvania's **Employers' Notice of Application** (UC-45) ELECTRONICALLY, rather than by mail. For the form to enroll (UC-504) to this free-of-charge program or for more information on SIDES, please go to the Employers' section of our website: [www.uc.pa.gov](http://www.uc.pa.gov).

## **INSTRUCTIONS FOR EMPLOYEES WHEN FILING AN APPLICATION FOR UNEMPLOYMENT COMPENSATION BENEFITS**

**When to file:** If you have worked your full, regular hours for this work week, then file on Sunday following your last day of work. If your separation from your employer caused a change to your normal working hours for the week, then file right away.

### **What you need to provide in order for the department to process your application:**

- Full legal name
- Social Security Number
- Your authorization to work (if you are not a US Citizen or resident)
- Home address and mailing address (if different)
- Telephone number
- Valid email address
- PIN -Personal Identification Number (optional) - if you have previously filed a UC claim using your previous PIN can prevent you from having to re-enter information.
- Direct Deposit bank information (optional) - bank name, address, account and routing number
- Employer information: Use the information on the front of this form to enter the employer address and account number
- First and last day worked with employer
- Reason for leaving
- Pension or severance package information (if applicable)



### **Different Ways to File:**

- **Online:** Complete an online application using our secure website 7 days a week, 24 hours a day at [www.uc.pa.gov](http://www.uc.pa.gov) or by scanning the QR code on this form.
- **Phone:** Call the statewide toll-free number **888-313-7284**.
- **TTY:** Services for the Deaf and Hard of Hearing is available at **888-334-4046**.
- **Paper Form:** A paper application can be downloaded from the website [www.uc.pa.gov](http://www.uc.pa.gov) and mailed to the address indicated on the instructions. This method of filing can take longer to process.
- **Videophone Services:** Individuals who use American Sign Language (ASL) can call **717-704-8474** every Wednesday from noon to 4 p.m.

If you have questions about the status of your UC claim, you can call 1-888-313-7284 or e-mail [uchelp@pa.gov](mailto:uchelp@pa.gov).

*Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program*