# Pennsylvania
# Unemployment Compensation Tax Services
# E-Audits Initiative

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# E-Audits

## Remotely Provide Records

- Easily
- Securely

If you are interested in having your audit conducted remotely, please be assured that your data will be secure with us

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# Secure Website

https://www.uctax.eaudits.pa.gov/

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# UC Tax Services E-Audit

**Account Number** (Where to find it?)

**Audit Assignment ID** (Where to find it?)

Submit

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OFFICE OF UNEMPLOYMENT COMPENSATION TAX SERVICES

Date: Month DD, YYYY
Account Number: 0000005
Audit Assignment ID: 1000417

Business Name
123 1st Ave
PO BOX 123
TEST, PA 15555

Close



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# Audit Appointment Letter

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OFFICE OF UNEMPLOYMENT COMPENSATION TAX SERVICES

Date: Month DD, YYYY
Account Number: 00-00005
COMPAS Assignment ID: 1000417

ABC Company
123 1st Ave
P O BOX 123
TEST, PA 15555

Dear Employer:

**You have been selected for an Unemployment Compensation (UC) Tax Compliance audit**.

The Office of UC Tax Services is responsible for administering the taxing provisions of the PA UC Law. One of these responsibilities is to verify that employers are properly and accurately reporting their employees' wages, and are in compliance with PA UC Law, 43 P.S. § 751 et seq.

Details of the audit are as follows:

- Date & Time: **Month DD, YYYY at 09:00 AM**
- Location of Audit: **123 1st Ave**
  **TEST, PA 15555**
- Audit Period: **1st Quarter YYYY to 4th Quarter YYYY**

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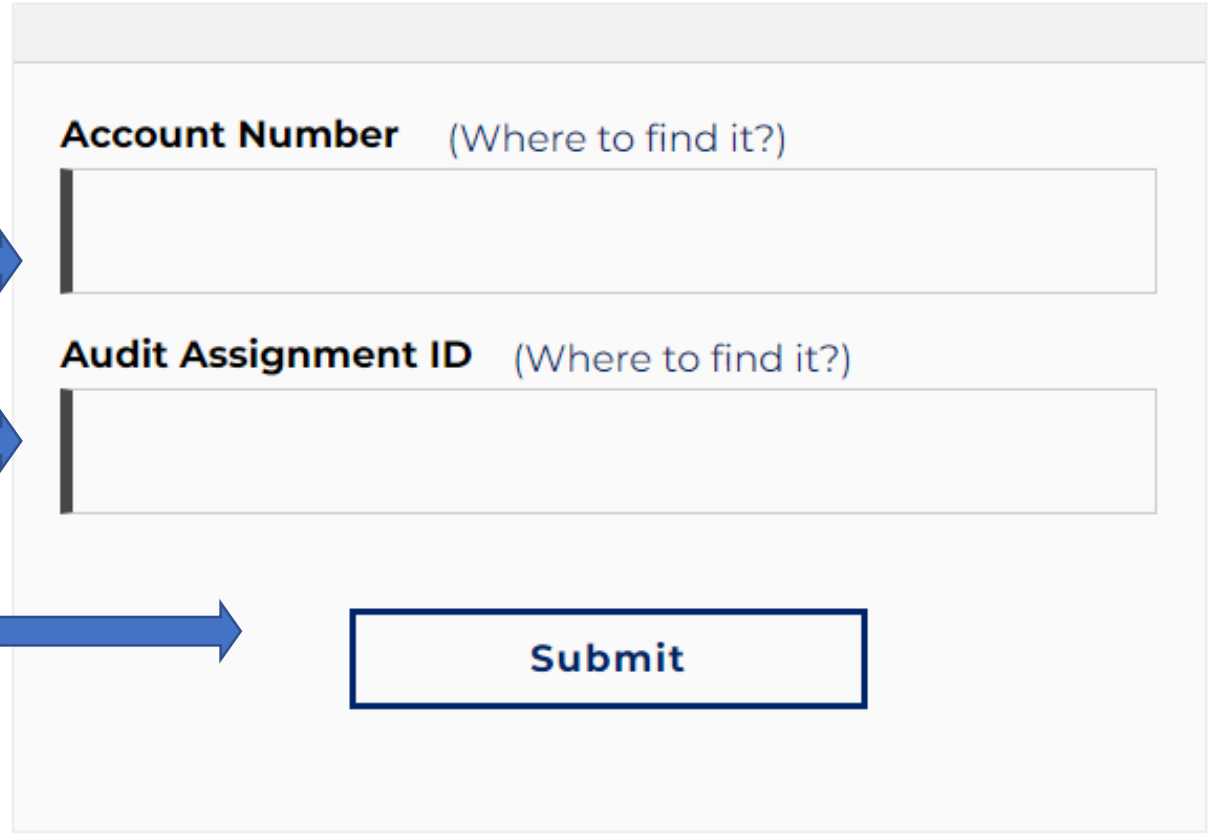
Enter Account Number

Enter Audit Assignment ID

Click Submit

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An Official **Pennsylvania** Government Website

UC Tax Services E-Audit

# Audit Details

**Audit Assignment ID**
1000186

**Employer Name**
ABC Company

**Auditor Name**
First Last

**Auditor Email**
auditorname@pa.gov

**Auditor Phone**
8145551234

☐ **Please check, if the above details are correct**

**Back to Home Page**

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OFFICE OF UNEMPLOYMENT COMPENSATION TAX SERVICES

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Auditor Information

The Department representative conducting the audit is **Auditor Name. Please call 814-555-1234 or email auditorname@pa.gov to confirm the date and time of audit.** If you would like to discuss the logistics of conducting the audit remotely, have questions or need additional information regarding the audit, please address them with the representative when you call to confirm the audit appointment. If conducting the audit remotely is preferred, audit documents can be provided using the departments E-Audit document upload site (see enclosed "UC Tax Services E-Audit Document Upload Site" for instructions). Please note that during an in-person audit, the employer representative(s) and auditor must follow all PA Department of Health and CDC guidelines that are effective at the time of the audit.

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Check box if correct

Box will appear after check mark

Click Box to Upload

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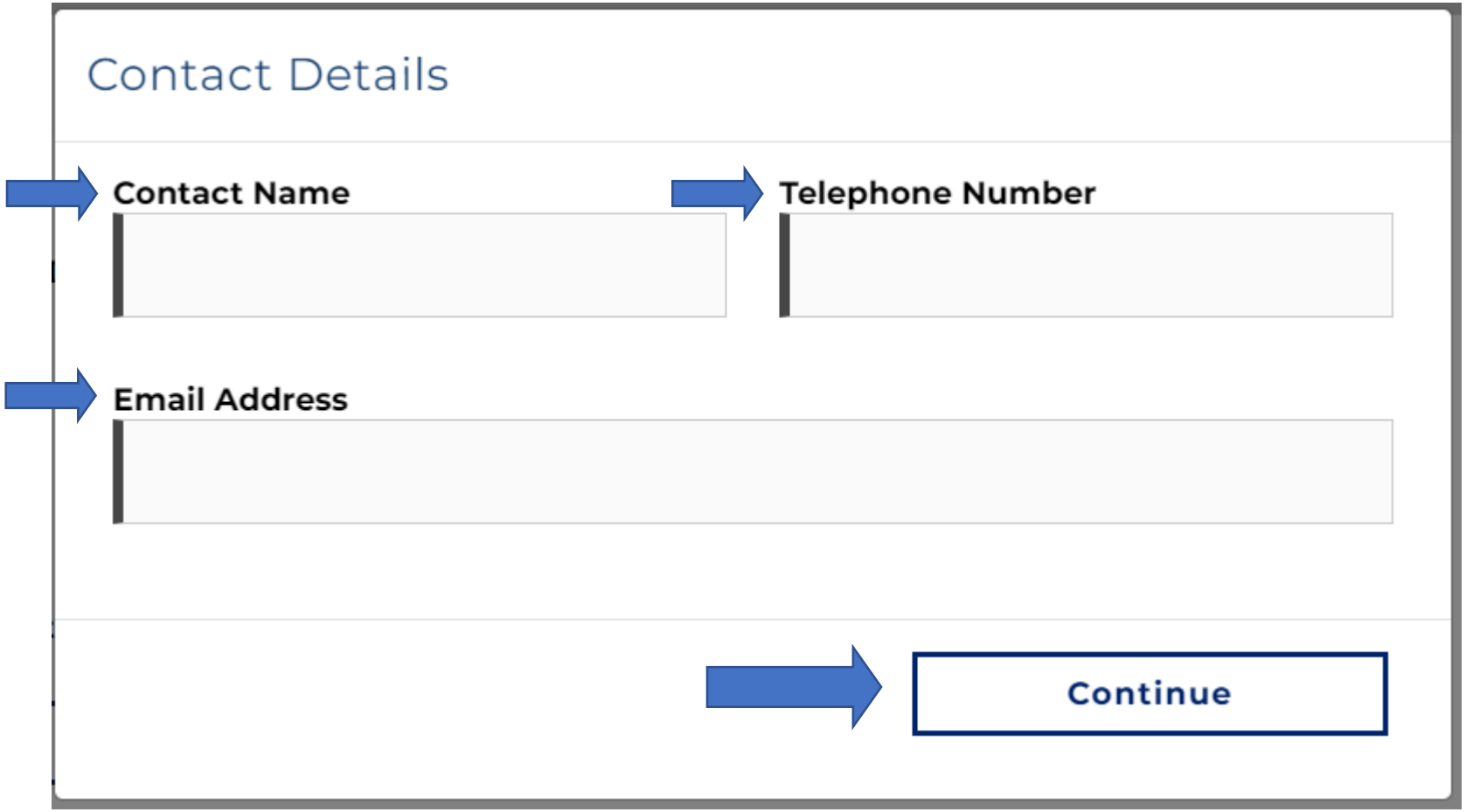
# Contact Details

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# Upload Documents

Assignment Info

| Audit Assignment ID | Employer Name | Auditor Name | | Auditor Phone |
|---|---|---|---|---|
| 1000417 | ABC Company | First Last | auditorname@pa.gov | 8142157865 |

⚠ Individual File size can't be more than 1GB.

⚠ Adobe (.pdf) files are acceptable files, however the files must not contain encrypted formatting. If you receive an error message when uploading a .pdf file this means there is encrypted text. Please print the file to a pdf printer and/or select save as pdf and upload again.

Types of Records Categories

Number of Files Upload

| | |
|---|---|
| Corporate Documents | File Count: |
| + Disbursement Documents | File Count: |
| + Federal Tax Documents | File Count: |
| + Payroll Documents | File Count: |
| + State Tax Documents | File Count: |

Click "+" for Subcategories

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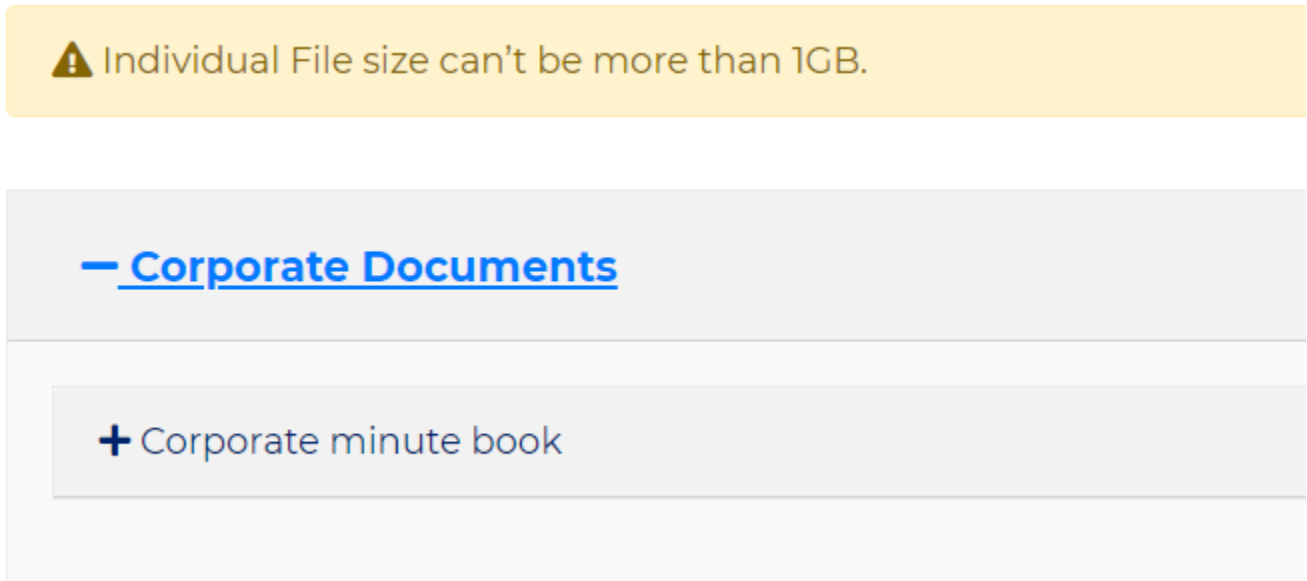


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## — Disbursement Documents

+ Checkbook and/or check register

+ Disbursements journal

+ Bank statements and/or online banking information

+ Credit card statements

+ Cancelled checks, check images and/or check stubs

+ Petty cash records or cash payment records

+ General ledger

+ Chart of accounts

+ Master vendor list

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## − Federal Tax Documents

+ W-3 (Transmittal of Wage and Tax Statements)

+ All W-2s (Wage and Tax Statement)

+ 940 (Employer's Annual Federal Unemployment (FUTA) Tax Return)

+ 941s (Employer's Quarterly Federal Tax Return)

+ Federal income tax returns

+ 1096 (Annual Summary & Transmittal of U.S. Information Return)

+ All 1099s issued for the period of the audit

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+ Supporting documentation such as invoices, receipts, insurance certificates, and/or contracts for all 1099 recipients and all payments to individuals

## − Payroll Documents

+ Time and payroll records including individual earnings and summaries

+ Supporting payroll work papers including time sheets, commission records, etc

+ Workers compensation- current policy

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Click “+” to Upload

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## — State Tax Documents

### — PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports

Click anywhere in box to select Files

**Choose files to Upload**

Or Drop files Here

Click Upload Files button to complete the upload

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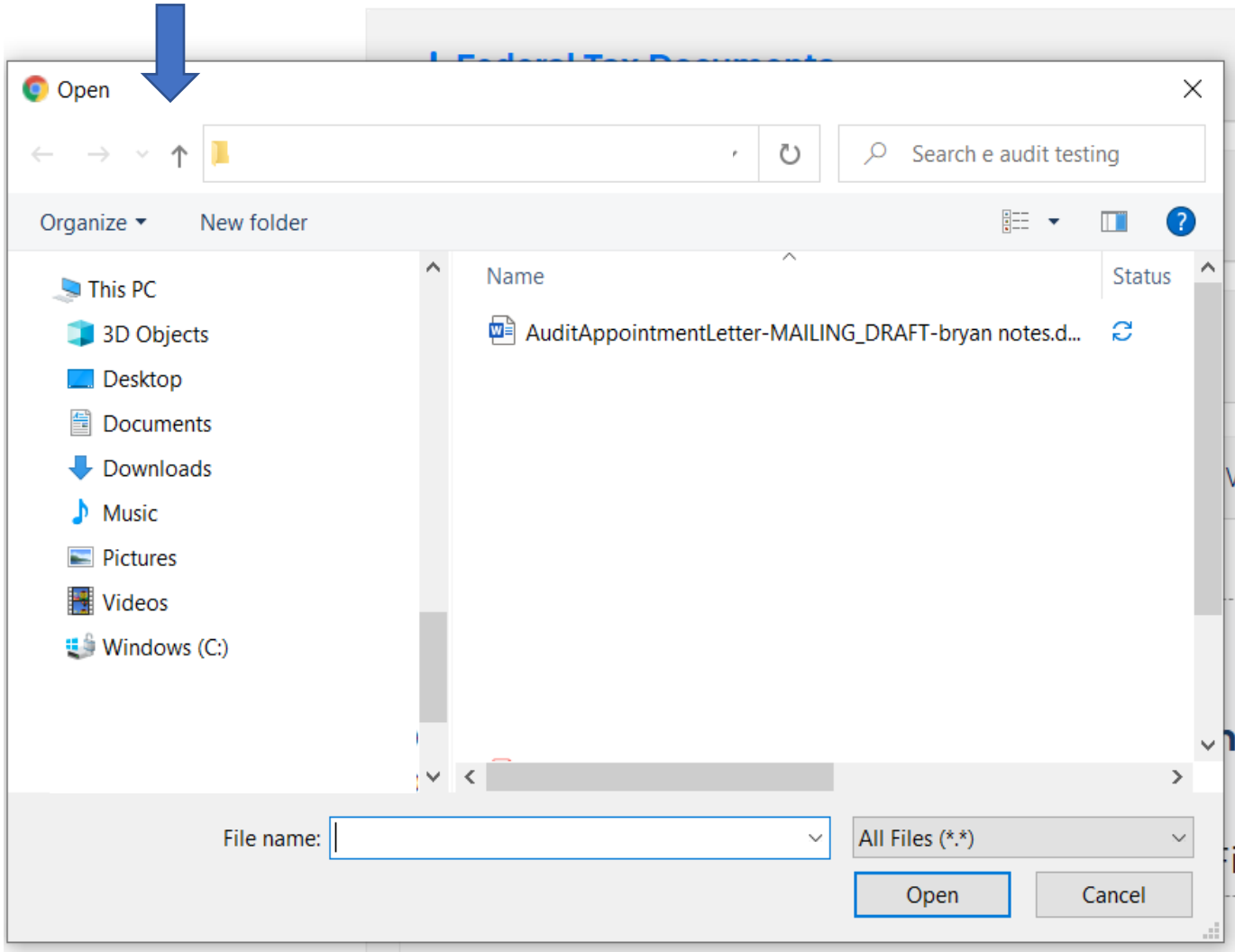
Pop Up Box Appears




Wage Reports

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Or Drop files Here

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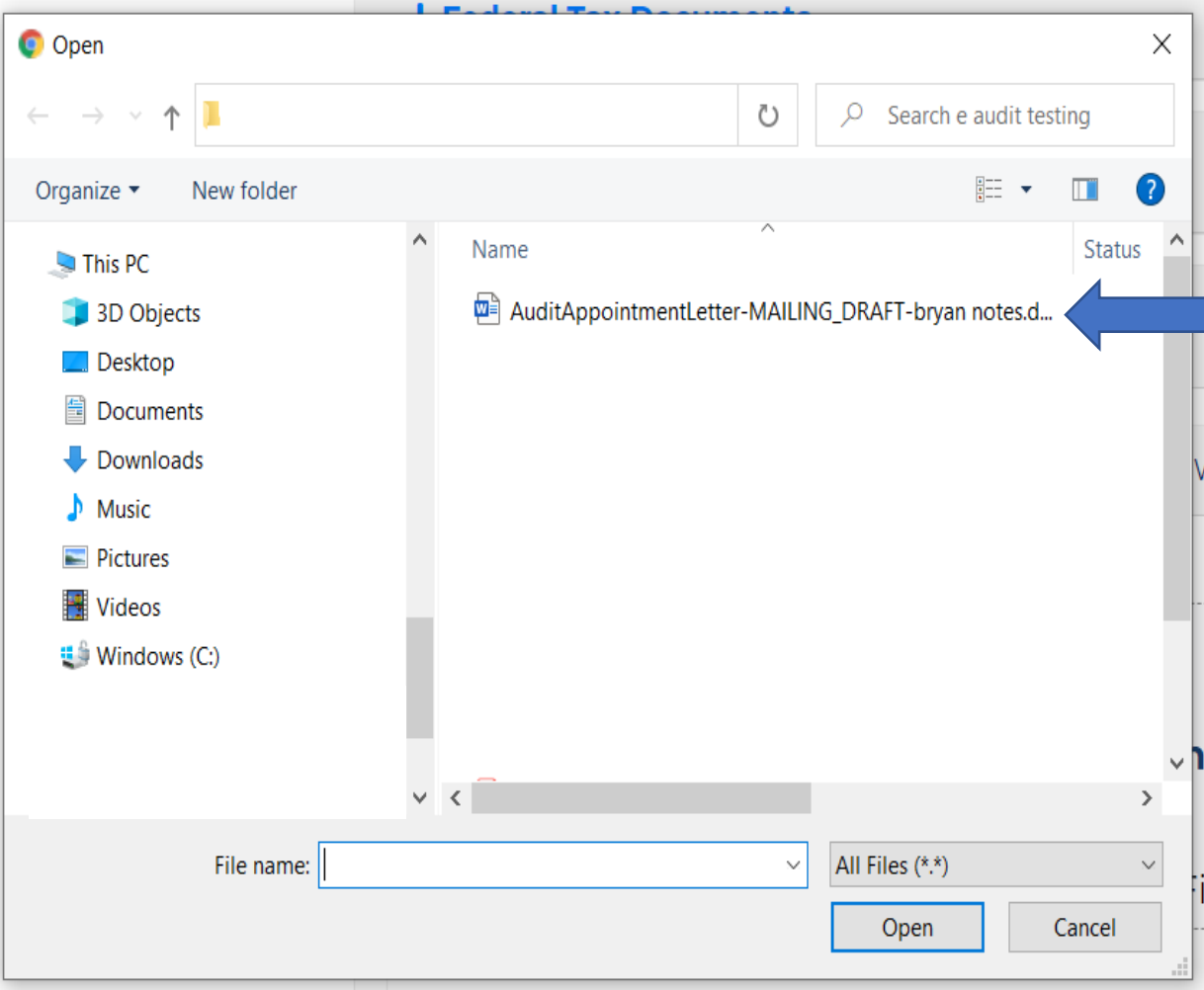


Double Click on file or drag file into box and drop

Wage Reports

oose files to Upload

Or Drop files Here

iles button to complete the upload

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## — State Tax Documents

### — PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports

**Choose files to Upload**

Or Drop files Here

Click Upload Files button to complete the upload

**Files to be Uploaded**

| File Name | |
|---|---|
| AuditAppointmentLetter-MAILING_DRAFT-bryan notes.docx | |

**Upload Files**

File appears under “Files to Be Uploaded”
You may upload more than one file at a time

To remove file before uploading click

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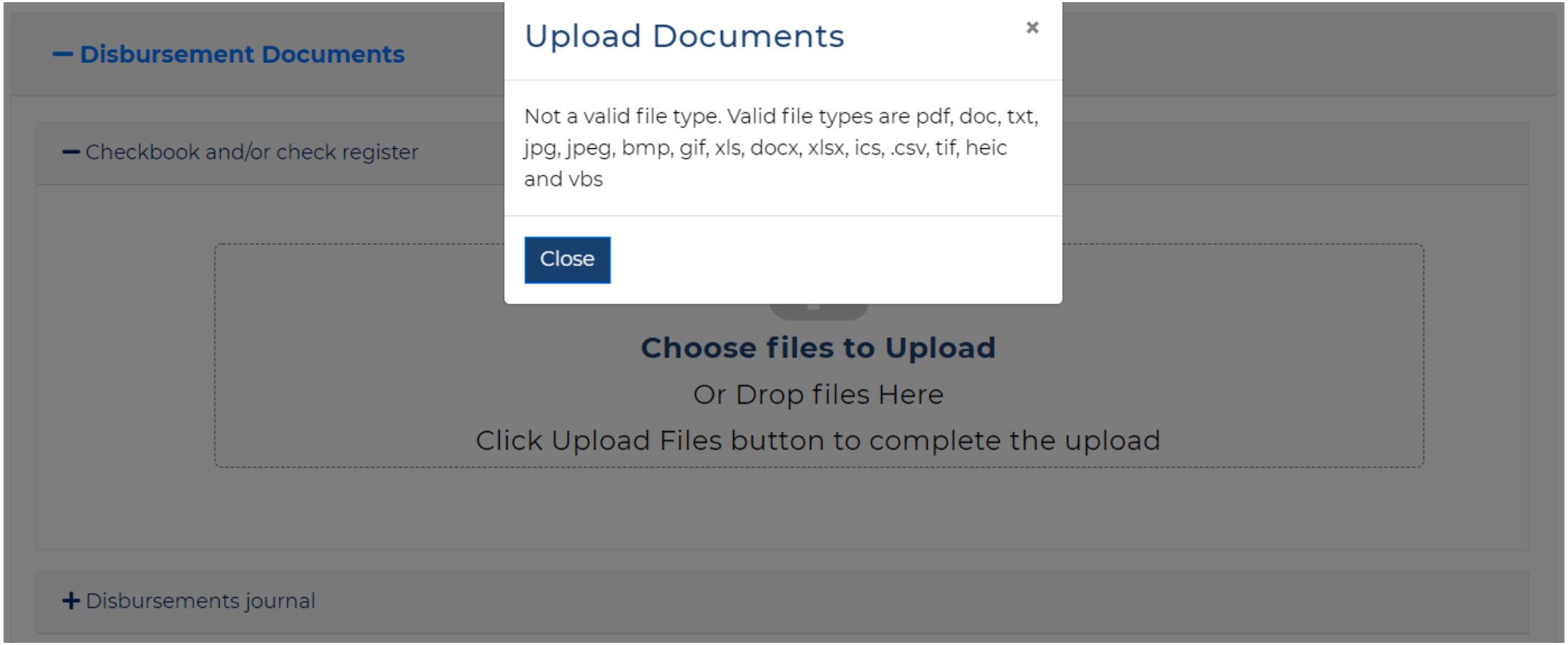
# If you attempt to upload a document with an invalid file type, you will receive an error message

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# Acceptable File Types

- .pdf
- .doc
- .txt
- .jpg
- .jpeg
- .bmp
- .gif
- .xls
- .docx
- .xlsx
- .ics
- .csv
- .tif
- .heic
- .vbs

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— State Tax Documents

— PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports

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Or Drop files Here

Click Upload Files button to complete the upload

**Files to be Uploaded**

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**Upload Files**

To Upload the Selected file(s)
click Upload Files Button

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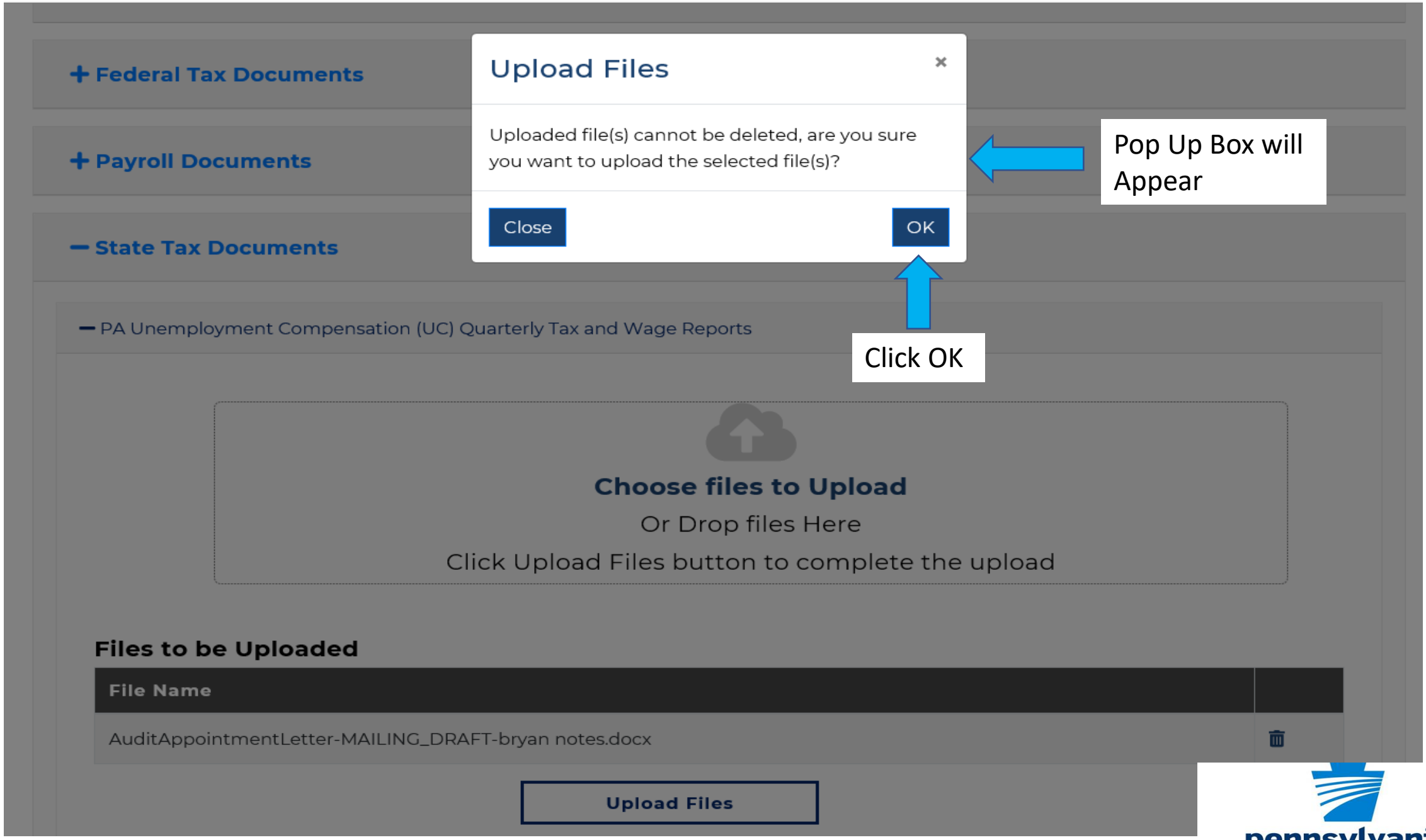


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+ Federal Tax Documents

+ Payroll Documents

— State Tax Documents

— PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports

**Choose files to Upload**

Or Drop files Here

Click Upload Files button to complete the upload

**Files to be Uploaded**

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|---|---|
| AuditAppointmentLetter-MAILING_DRAFT-bryan notes.docx | |

Upload Files

## Upload Documents

PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports category files uploaded successfully.

Close

Pop up box will appear when upload is complete

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# After you press Close – back to Upload Documents page

## Upload Documents

| Audit Assignment ID | Employer Name | Auditor Name | Auditor Email | Auditor Phone |
|---|---|---|---|---|
| 1000417 | ABC Company | First Last | auditorname@pa.gov | 8142157865 |

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| + State Tax Documents | File Count: |

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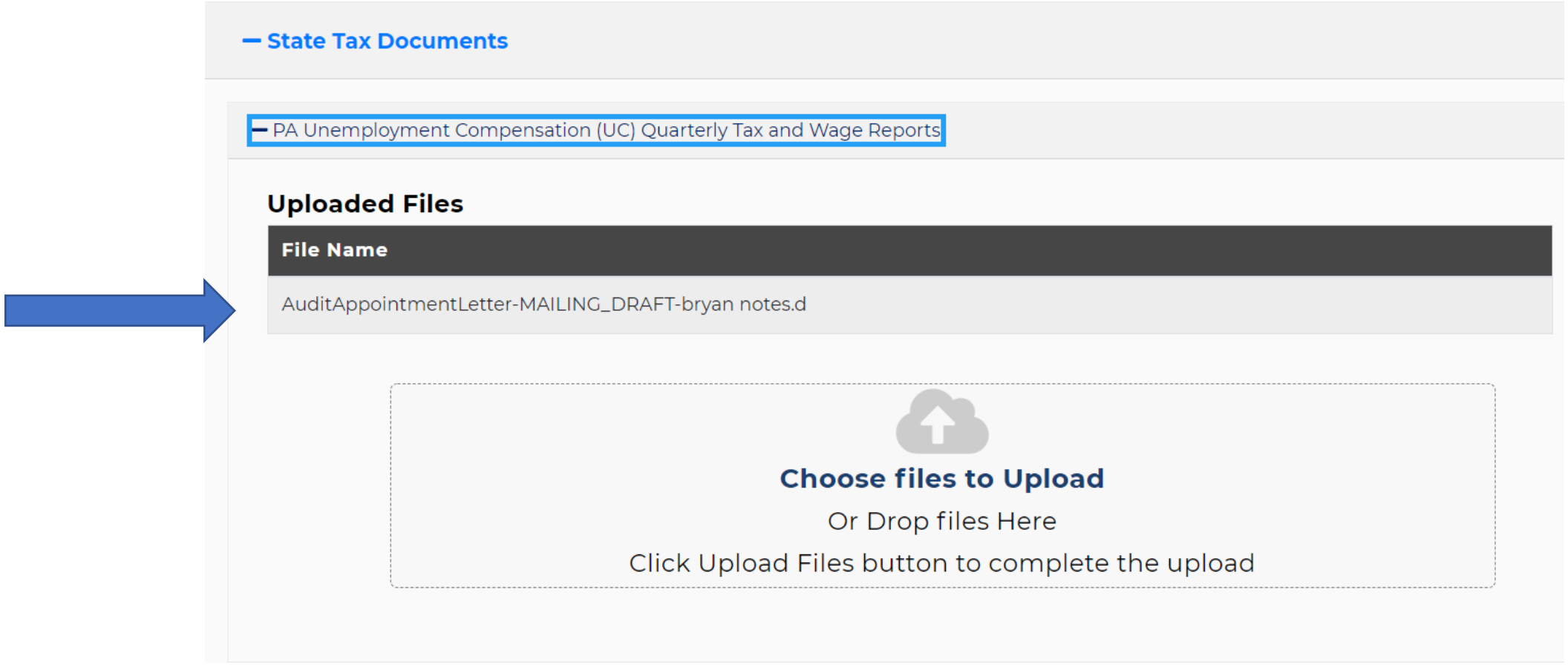
You can upload additional files.  When you go back to the same subcategory, the files you previously uploaded are there, but cannot be accessed or deleted

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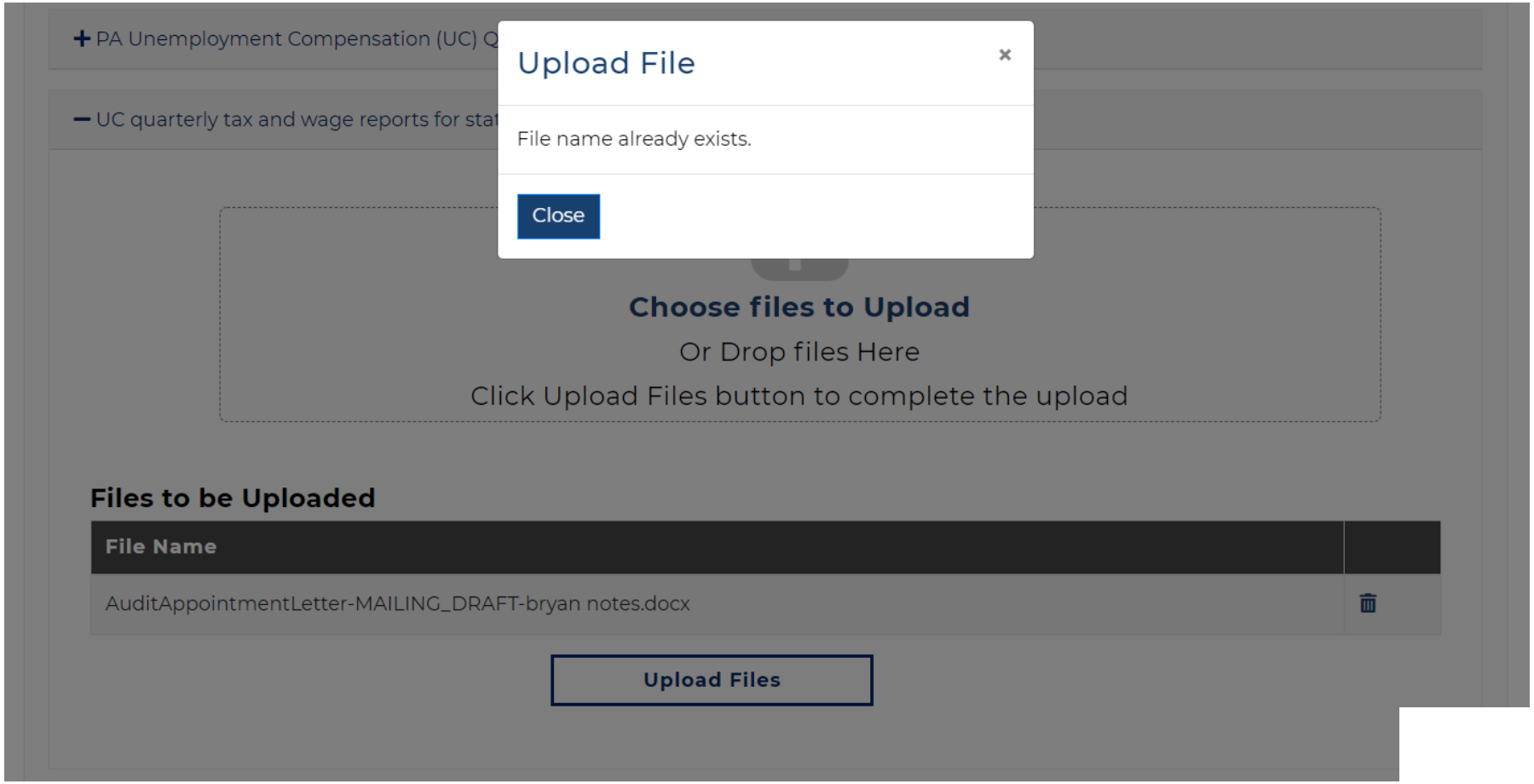
# If you attempt to upload a file with the same file name (even if under another subcategory) you will get an error message and the file will not upload

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# Audit Process

- Agent will access files through the Commonwealth's secure portal
- The uploaded files will be purged as per agency records retention policy

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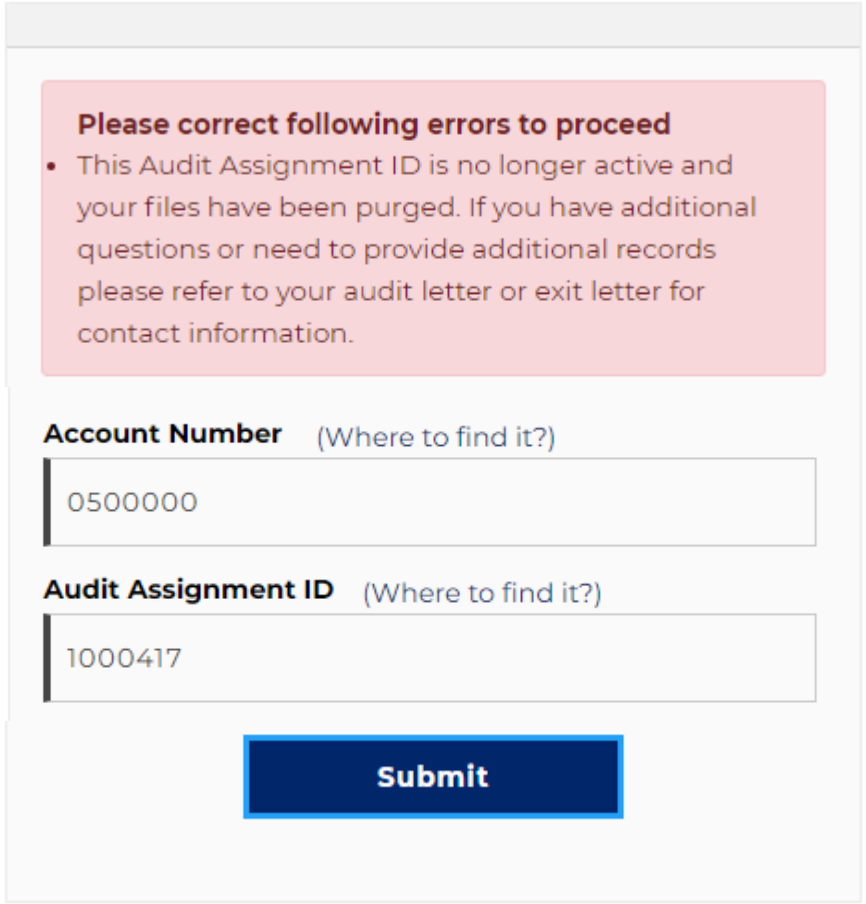
# Inactive Audit Assignment ID

- Once the files are purged from the system the Audit Assignment ID will be inactivated and no additional files can be uploaded.

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