

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 Name: _____

PA UC Acct. No.: ____ - ____ - ____ - ____ - ____ (last number is a zero or R or M)

Address (or TPA address): _____

Telephone: _____ **Fax:** _____

Contact Person: _____ **Title:** _____

Email Address: _____

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

Employee: _____ **Social Security No.:** _____

(MM/DD/YYYY)

Employer Representative Signature

Date

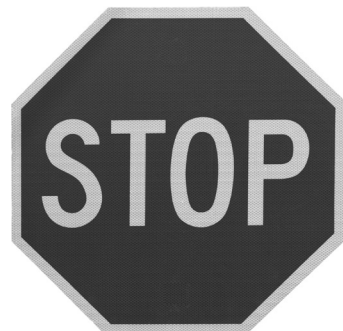
Expected Date of Recall

FILING AN APPLICATION FOR UNEMPLOYMENT COMPENSATION BENEFITS

Online: File an online application using our secure website 7 days a week, 24 hours a day at www.uc.pa.gov.

Telephone: File an application using our toll-free number **888-313-7284**. (TTY access for the Deaf and Hard of Hearing is available at **888-334-4046**.) **Videophone Service:** Wednesday from noon to 4 p.m. at **717-704-8474**.

Mail or FAX: Mail or FAX a paper application to a UC service center by downloading the UC paper application from the website: www.uc.pa.gov. This method of filing can take longer to process.



It is very important that you provide accurate information about your employer and the actual reason for your unemployment. Failure to provide accurate information may delay the processing of your claim and cause overpayments.

False statements are punishable pursuant to 18 Pa. C.S. §4904, relating to unsworn falsification to authorities. A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.

Please Note: This form does not guarantee your eligibility for UC benefits. After you file your application for UC benefits, a determination of your eligibility will be made by the Department of Labor & Industry. Please see back for reemployment information.

EMPLOYER: Use of this form provides separating employees and employees working reduced hours accurate information to be used when filing for UC benefits. Employees should be encouraged to include your UC employer account number when filing for UC benefits. By doing so, the department can send requests for separation information to your correct address. Providing this form to employees can help reduce inaccurate UC benefit charges to your account that may increase your UC tax rate.

INSTRUCTIONS FOR EMPLOYERS WHEN COMPLETING THIS FORM

Employer Name - Indicate your business name as it appears on the Pennsylvania Enterprise Registration Form (Form PA-100).

PA Employer Account Number - Indicate your Pennsylvania UC employer account number. This seven-digit number will be reflected on the Monthly Notice of Compensation Charged (UC-640), New Employer Confirmation Letter (Form UC-1408), Notice of Pennsylvania Unemployment Compensation Responsibilities (Form UC-851), or the Contribution Rate Notice (Form UC-657). If your account number has an R or M, insert it in the eighth space; if not, enter a zero for the eighth number.

Address - Enter your mailing address or 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.

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

Expected Date of Recall - If your company will be recalling the employee in the near future, complete this section and enter the date you expect to recall this employee.

SIDES: State Information Data Exchange System

The **SIDES E-Response** enables employers to receive and respond to Pennsylvania's **Employer's Notice of Application** (similar to the yellow Form UC-45) **ELECTRONICALLY**, rather than by mail. For Form UC-504 (Enrollment Application) and more information on SIDES, please go to the Employers' section of our website:
www.uc.pa.gov

EMPLOYEE: The PA CareerLink® staff would like to help make your job search successful. To find a list of PA CareerLink® offices located near you or to search current job openings, visit **www.JobGateway.gov**. All PA CareerLink® services are provided to you at no cost. Remember, if you file for unemployment compensation benefits, the law requires you to register with **JobGateway®** within 30 days of filing your new claim.

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