

IMPORTANT

Electronic Payment Requirement Beginning January 1, 2017

Effective January 1, 2017, employers are required to pay Unemployment Compensation (UC) contributions and reimbursement Statement of Accounts electronically if the total liability owed equals or exceeds \$5,000 for a payment period. Once the threshold is met all subsequent payments must also be submitted electronically, even if amounts due for subsequent periods are less than \$5,000.

For Contributory employers, this requirement begins with the 1st calendar quarter 2017 filing period.

For Reimbursable employers, this requirement begins with the first 2017 monthly or quarterly benefit charge period.

The liability owed for a payment period includes contributions, reimbursement of benefit charges, interest, and penalties for that payment period. Employers whose liability reaches the \$5,000 threshold are required to make all payments of contributions, reimbursement of benefit charges, interest, penalty, and/or fees electronically through the Unemployment Compensation Management System (UCMS).

Failure to comply can result in a penalty of 10% of the payment, up to a maximum of \$500 with a minimum of \$25 per occurrence.

Employers and third party administrators (TPAs) can access UCMS at <https://www.uctax.pa.gov>.

Payment Methods

Employers who pay electronically have three payment options within UCMS:

- Automated Clearing House debit (ACH debit),
- Automated Clearing House credit (ACH credit), and
- Credit Cards.

ACH debit provides the most efficient and accurate transfer of information and is therefore the preferred method of the department.

All three methods are simple to complete in UCMS. For more information on electronic payments, please visit our website at www.dli.pa.gov

Electronic Payment Waivers

Employers that are unable to comply with the electronic payment requirement may complete a waiver request form stating the reason for non-compliance and the anticipated date electronic payment will begin. The request must be returned to the address on the form. The department will review each request and issue a determination. The waiver request form will be available in the near future at www.dli.pa.gov

If you have questions, please contact the UC Employer Contact Center at 1-866-403-6163 weekdays from 8:00 a.m. until 4:30 p.m. Eastern Time.