

Employer Name: Indicate the employer's name as it appears on the Pennsylvania Enterprise Registration Form (Form PA-100).

PA UC Account Number: Indicate the employer's Pennsylvania UC account number. This seven-digit number will be reflected 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 Pennsylvania Enterprise Registration Form (PA-100) at www.pabisonline.com.

FEIN (Federal Employer Identification Number): Indicate the employer's FEIN. The FEIN will be two digits followed by a dash followed by seven digits, i.e., 23-0000000. If a FEIN has not been assigned, please apply for one at IRS.gov.

Signature Requirements: This form must be dated and signed by an authorized representative of the employer. For a corporation, it must be signed by the president, vice president, secretary or treasurer. For a partnership, this form must be signed by a general partner authorized to bind the partnership. For a sole proprietorship, this form must be signed by the proprietor. For an LLC, this form must be signed by a managing member.

Return by fax or mail - The completed power of attorney form can be emailed to: addresschangeboa@pa.gov, faxed to **717-783-3734** or mailed to:

Office of UC Service Centers
Attn: Employer Information Center
651 Boas Street, Room 525
Harrisburg, PA 17121

NOTE: *Please be advised that the department cannot guarantee the security of personally identifiable information submitted via unsecured means such as: fax or unencrypted email system.*

Form UC-45

The department will strive to send Form UC-45, Notice of Application and Request for Separation Information, to the address you have designated. Under some circumstances, however, this form might be sent to another address. There are two things you can do to ensure that Form UC-45 is sent to the desired address:

- **Give Form UC-1609 to separating employees.** Form [UC-1609](#), Employer Information, contains your name, address, and other contact information for a former employee, or an employee whose hours are reduced, to use when applying for benefits. You can also access this form by going to www.uc.pa.gov; click "forms;" click "miscellaneous."
- **Enroll in SIDES.** The State Information Data Exchange System (SIDES) and SIDES-Response are web-based systems available to employers and TPAs free of charge. They provide a secure and nationally-standardized format to receive the electronic counterpart of Form UC-45 and to electronically respond to UC information requests. Please [visit our UC SIDES webpage](#) for more information. If you are interested in enrolling in the SIDES program, complete Form [UC-504](#). You can also access this form by going to www.uc.pa.gov; click "forms;" click "miscellaneous."

UC TAXES

THIS FORM MAY BE USED ONLY FOR UC BENEFITS PURPOSES. **DO NOT USE THIS FORM FOR UC TAX PURPOSES. TO APPOINT A THIRD PARTY ADMINISTRATOR (TPA) TO REPRESENT THE EMPLOYER IN UC TAX MATTERS, OR TO DESIGNATE A MAILING ADDRESS FOR UC TAX CORRESPONDENCE, GO TO WWW.UCTAX.PA.GOV.**

RETURN TO FORM

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