



Employer Information

If you wish to apply for Unemployment Compensation benefits, it is very important that you provide accurate information about your company and the proper reason for your unemployment. Failure to provide accurate information will delay the processing of your claim. Therefore, please provide the employer information and reason for separation exactly as shown below when filing your application for UC benefits.

Employee Name	
Employee Social Security Number	
Employer Name	
Mailing Address	
Telephone Number	
Fax Number	
Email Address	
Contact Person	
Contact Person Title	
PA UC Account Number	
Separation Reason	
Expected Date of Recall (If Applicable)	

If you want to file an application for UC benefits, you may do so in one of the following three ways:

- 1) **Internet** - The fastest and most convenient method is to file using the online application at www.uc.pa.gov.
- 2) **Telephone** - Call the UC Service Center at 888-313-7284 Monday through Friday 8 a.m. to 4 p.m. (TTY access for the Deaf and Hard of Hearing is available at 888-334-4046.) Videophone service for individuals who use American Sign Language (ASL) is available every Wednesday from noon to 4 p.m. at 717-704-8474.
- 3) **Download** - Download and print an application at www.uc.pa.gov. (Mailed forms take longer to process.)

IMPORTANT: Failure to report all employment, gross earnings (earnings, vacation pay, holiday pay, hours absent, severance payments and pensions) for each week of unemployment that you claim may result in penalties up to and including fines, prosecution and liens on your property. Remember - gross earnings are reported when earned, not when paid.

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.

The Pennsylvania 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.pacareerlink.state.pa.us. All PA CareerLink® services are provided to you at no cost.

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.

Signature of Employer Representative	Title	Telephone Number	Date

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