

UNEMPLOYMENT COMPENSATION PARTIAL TRANSFER INFORMATION

PA-100, Section 16 Instructions

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

Complete Section 16 of the PA-100 if the registering enterprise acquired only part of the predecessor's PA business and is making application for the transfer of a portion of the predecessor's experience record and reserve account balance.

If the Department of Labor & Industry determines that a transfer of experience is mandatory, the registering enterprise will be required to complete Section 16 and the predecessor enterprise will be required to complete Form UC-252.

1. For each calendar quarter in the table, enter the number of employees who were paid wages in the part of the predecessor's PA business or workforce that was transferred. Include any quarters applicable to known pre-predecessors. Enter zero for any quarter in which no employees were paid wages in the part of the business that was transferred.

2. For each calendar quarter in the table, enter the number of employees who were paid wages in the predecessor's entire PA business. Include any quarters applicable to known pre-predecessors. Enter zero for any quarter in which no employees earned wages in the part of the business that was retained.

3. When completing the Section 16 online in the Unemployment Compensation Management System (UCMS):

- Enter Taxable Payroll Amount – enter 0 (zero)
- Total number of employees who earned taxable wages in the part of the business or workforce that was transferred during the period from the first day of the quarter of transfer to the date of transfer – enter 0 (zero)
- Total number of employees who earned taxable wages in the entire business during the period from the first day of the quarter of transfer to the date of transfer – enter 0 (zero)

4. If assistance is required to complete the form, please contact the UC Employer Contact Center at 1-866-403-6163 on weekdays from 8:00 a.m. until 4:30 p.m., Eastern Time.