

**INFORMATION and INSTRUCTIONS  
for UC-1212(W)**

**To appoint a TPA for UC Tax matters or designate a mailing address for UC Tax correspondence:**

Go to [www.uctax.pa.gov](http://www.uctax.pa.gov). For assistance with this website call the tax department at **866-403-6163**.

**To appoint a Third-Party Administrator (TPA) for UC benefits:**

Please complete Pennsylvania Unemployment Compensation (UC) Benefits Address Confirmation and Power of Attorney (Form UC-1208). You can access this form by going to [www.uc.pa.gov](http://www.uc.pa.gov) and selecting the link to "Forms", and then the link to "Miscellaneous".

**PA UC Account Number:**

This seven-digit number is shown 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 the Pennsylvania Enterprise Registration Form (PA-100) at [www.pa100.state.pa.us](http://www.pa100.state.pa.us).

**Signature Requirements:**

This form must be dated and authorized by an authorized representative of the employer, as follows:

- 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 completed form by:**

Online - Click the SUBMIT button

Email - Send to [addresschangepona@pa.gov](mailto:addresschangepona@pa.gov)

Mail - PA Department of Labor & Industry  
651 Boas St, Rm 606  
Harrisburg, PA 17121-0725

Fax - **717-346-3174**

**ADDITIONAL INFORMATION**

The department is required to notify separating employers when a new or additional UC claim application is filed. These notifications are sent on Form UC-45 (Employer's Notice of Application) or electronically through State Information Data Exchange System (SIDES) E-response. To ensure these notifications are received:

- **Provide the Employer Information (Form UC-1609)** to every employee who leaves your organization and to employees whose hours are reduced and may file for unemployment compensation (UC) benefits. Form UC-1609 contains the employer's name, address, PA UC Account Number, and other important contact information that can help your company save money by reducing inaccurate claims, and subsequently, inaccurate charges to your account. You can access this form by going to [www.uc.pa.gov](http://www.uc.pa.gov) and selecting the link to "Forms", and then the link to "Miscellaneous". There is also a form available for your Spanish speaking employees, Form UC-1609(ESP).
- **Enroll in SIDES or SIDES E- Response.** The State Information Data Exchange System (SIDES) and SIDES E-Response offer employers and TPAs - free of charge - a secure, electronic and nationally-standardized format to respond to UC information requests, attach documentation when needed and receive a date-stamped confirmation of receipt. SIDES E-Response is available to an employer or TPA with a limited number of UC claims throughout the year. The SIDES E-Response website provides an easy and efficient portal for electronically posting responses to information requests from state agencies. SIDES integrated computer-to-computer interface is designed for employers and TPAs that typically deal with a large volume of UC information requests and is especially helpful to those that operate in multiple states.

If you are a Pennsylvania employer and are interested in learning more or registering for SIDES E-Response, please visit [www.uc.pa.gov](http://www.uc.pa.gov), click on Employer UC Services/UC Tax, and then State Information Data Exchange System (SIDES).

For questions about this form or SIDES or SIDES E-response, employers should call **(717) 783-0612**.