pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS

EMPLOYER INFORMATION

THIS FORM PROVIDES THE EMPLOYEE WITH
THE EMPLOYER'S INFORMATION TO BE USED IF
HE/SHE WISHES TO APPLY FOR
UNEMPLOYMENT COMPENSATION BENEFITS.

Employer: Providing this form to employees who have permanently or temporarily left the company is mandatory. Claimants need to include your company's PA Unemployment Compensation (UC) account number and provide accurate information when filing for UC benefits. Using this form helps ensure the department receives accurate information during the UC claims process. Providing the correct information increases the chances your account is accurately charged.

Employee: Unemployment Compensation (UC) benefits are available to workers who are unemployed and who meet the requirements of state UC eligibility laws. You may file a UC claim in the first week that employment stops, or work hours are reduced. For more information about how to file and what you need when you contact us, see Page 2 of this form.

Employer PA UC Acct. No.: ☐ ☐ – ☐ ☐ ☐ ☐ ☐
(seven-digit number)

Employer Legal Name: _____

Employer Address (or TPA address): _____

City: _____ **State:** _____ **Zip:** _____

Contact Person: _____ **Title:** _____

Phone: _____ **Email:** _____

Complete the section below only if the employee is expected to return to work at your company.

Employee Name: _____ **Last 4 digits of Social Security no.:** _____

Expected Date of Recall (MM/DD/YY) _____

Employer Representative Signature _____ Date _____

INSTRUCTIONS FOR EMPLOYERS WHEN COMPLETING THIS FORM

PA Employer UC Account Number This seven-digit number can be found on the following forms:
- New Employer Confirmation Letter (UC-1408)
- Notice of Pennsylvania Unemployment Compensation Responsibilities (UC-851)
- Contribution Rate Notice (UC-657)
- Request for Relief from Charges (UC-44FR)
- Notice of Financial Determination (UC-44F(3))
- Monthly Notice of Compensation Charged (UC-640)

Employer Address - Enter your mailing address or the address where you want the Employer's Notice of Application (UC-45), unemployment fact-finding forms, and determinations to be mailed. If your company uses a Third-Party Administrator (TPA) to handle your unemployment claims, please enter the address for the TPA.

Contact Person, Email Address - Provide the name, title, phone number, and email address of the individual in your organization that the department can contact if additional separation information is needed.

SIDES: STATE INFORMATION DATA EXCHANGE SYSTEM

SIDES E-Response enables employers to receive and respond securely to Pennsylvania's **Employers' Notice of Application (UC-45)** ELECTRONICALLY, rather than by mail. For the form to enroll (UC-504) to this free-of-charge program or for more information on SIDES, please go to the Employers' section of out website: **www.uc.pa.gov.**

**INSTRUCTIONS FOR EMPLOYEES WHEN
FILING AN APPLICATION FOR UNEMPLOYMENT COMPENSATION BENEFITS**

When to file: If you have worked your full, regular hours for this work week, then file on Sunday following your last day of work. If your separation from your employer caused a change to your normal working hours for the week, then file right away.

What you need to provide in order for the department to process your application:

- Full legal name
- Social Security number
- Residential and mailing address
- Phone number
- Email address
- Employer information: Use the information on the front of this form to look up the employer by account number or legal name
- First and last day worked with employer
- Reason for leaving
- Pension or severance package information (if applicable)
- Work authorization information if you are not a US Citizen
- (optional) Direct Deposit information, including the name of the financial institution, address, account number, and routing number

Different Ways to File:

- **Online:** Complete an online application using our secure website 7 days a week, 24 hours a day at **www.benefits.uc.pa.gov**
- **Phone:** Call the statewide toll-free number 888-313-7284.
- **TTY:** Services for the Deaf and Hard of Hearing is available at 888-334-4046.
- **Videophone Services:** Individuals who use American Sign Language (ASL) can call 717-704-8474 every Wednesday from noon to 4 p.m.

For information about the status of your UC claim, check the Unemployment Status widget on your dashboard after logging into your account at benefits.uc.pa.gov. You can also call 1-888-313-7284 or email UChelp@pa.gov for further assistance.

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