

Use this checklist to gather the information you need to file your UC claim with no delays.

CLAIMANT INFORMATION:

- Social Security number*
- Home address, mailing address (if different from your home address)
- Telephone number and valid email address
- If you are not a U.S. citizen or U.S. national: Alien registration number
- If you were on active duty in the U.S. military during the past 18 months: DD Form 214, Member 4
Also, send a copy to: **Federal Programs Unit, 651 Boas St., Harrisburg, PA 17121**
- If you worked for the federal government in the past 18 months, Standard Form 8; Standard Form 50

MOST RECENT EMPLOYER INFORMATION:

- Name of the employer where you are no longer working or for whom you are working reduced hours
- The employer's complete mailing address, phone and fax number, email address, and employer UC account number, if known
- First and last dates you worked for this employer
- Gross earnings during your last week of employment, if available
- Reason you left or, if still working, the reason you are working fewer hours
- If you are being recalled to this employer: date of recall
- If you worked for a college, university or school: your return date following a break and original terms of contract
- If receiving severance pay: amount of severance
- Other states where you have worked in the past 18 months

EMPLOYMENT HISTORY:

- Names and addresses of all your employers where you worked in the past 18 months
- First and last dates worked for these employers

DIRECT DEPOSIT INFORMATION:

(Direct deposit not required to be eligible for, or to receive, UC benefits)

- Bank name and address
- Bank telephone number
- Bank account number and Bank account routing number

*The department cannot process your claim without your Social Security number. UC is a taxable benefit, and the law requires the department to report the amount you have received to the United States Internal Revenue Service (IRS). The department also shares information with other states to prevent identity theft and to fight fraud. Your Social Security number and personal information will not be shared with anyone outside state government unemployment compensation systems and the federal government's tax system.

PRIVACY ACT STATEMENT

Because you are being asked to provide your Social Security number, federal law requires the department to provide you with the following notice, pursuant to the Privacy Act of 1974 (Section 7 of P.L. 93-579, 5 U.S.C. § 552a note). Disclosure of your Social Security number is mandatory for UC purposes. If you decline to give your Social Security number, your UC application and claims will not be processed.

- The department is authorized to solicit your Social Security number pursuant to the Internal Revenue Code (26 U.S.C. §§ 6050B and 6109) and the Social Security Act (42 U.S.C. § 1320b-7).
- Your Social Security number will be used to identify and administer your application and claims, determine your eligibility for UC, verify your eligibility for other government benefits, for statistical purposes, and to report the amount of UC you receive to the Internal Revenue Service for federal income tax purposes and for other purposes consistent with federal and state law.

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

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: You must provide this completed form to separating employees and/or employees working reduced hours. It is important for the claimant to use accurate information and include the PA Unemployment Compensation (UC) account number when filing for UC benefits. By doing so, the department can ensure that employers receive requests for separation information timely. Providing this form to employees can help reduce inaccurate UC benefit charges to your account that may increase your UC tax rate.

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 followed by R or M, or enter zero)

Employer Legal Name: Community College of Allegheny
(as it appears on the PA Enterprise Registration Form PA-100)

Employer Address (or TPA address): 800 Allegheny Avenue

City: Pittsburgh **State:** PA **Zip:** 15233

Contact Person: Jill Schutz **Title:** Director of Payroll

Phone: 412-237-3096 **Fax:** 412-237-3046 **Email:** jschutz@ccac.edu

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 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. The UC number is also on the UC-44FR (Request for Relief from Charges), UC-44F(3) (Notice of Financial Determination), and the UC-640 (Monthly Notice of Compensation Charged).

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. If your address changes, please complete the UC-1212 online at www.uc.pa.gov.

Contact Person, Email Address - Provide the name, title, telephone number, fax number and email address of the human resource representative in your company 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 our 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
- Your authorization to work (if you are not a US Citizen or resident)
- Home address and mailing address (if different)
- Telephone number
- Valid email address
- PIN -Personal Identification Number (optional) - if you have previously filed a UC claim using your previous PIN can prevent you from having to re-enter information.
- Direct Deposit bank information (optional) - bank name, address, account and routing number
- Employer information: Use the information on the front of this form to enter the employer address and account number
- First and last day worked with employer
- Reason for leaving
- Pension or severance package information (if applicable)



Different Ways to File:

- **Online:** Complete an online application using our secure website 7 days a week, 24 hours a day at www.uc.pa.gov or by scanning the QR code on this form.
- **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**.
- **Paper Form:** A paper application can be downloaded from the website www.uc.pa.gov and mailed to the address indicated on the instructions. This method of filing can take longer to process.
- **Videophone Services:** Individuals who use American Sign Language (ASL) can call **717-704-8474** every Wednesday from noon to 4 p.m.

If you have questions about the status of your UC claim, you can call 1-888-313-7284 or e-mail uchelp@pa.gov.