

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 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
- 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.



EMPLOYERS: You are required by Section 206.1 of Pennsylvania UC Law to provide notification of the availability of Unemployment Compensation (UC) benefits to separating employees at the time of separation from employment.

We recommend using this form to provide the required information, but you may use a different format.

Step 1

Turn this page over



Step 2

Fill out Form UC-1609



Step 3

Give the completed form to separating employees



What information do I need to fill out Employee Separation Information Form UC-1609?

PA Employer UC Account Number or FEIN: Your PA UC account number can be found online on your UC Benefits portal. You may also use your Federal Employer Identification Number (FEIN).

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.

Return to Work: If your company intends to recall the employee to work, please provide an estimated return-to-work date (must be MM/DD/YY). If you need to extend the recall date, you can provide the employee with a new recall notice in writing. This allows the employee to be exempted from participation in work search activities until the recall date.

Why do I need to provide Form UC-1609?

When you provide accurate information to separating employees via Form UC-1609, you receive faster notification of claims filed. This allows you to respond quickly to PA UC information requests and avoid potential incorrect charges to your employer account.

What's next?

Your separating employee may file a claim for unemployment benefits. You will receive a Notice of Application in your UC Benefits System portal or via mail and provide more information about the separation at that time. Prepare any necessary documentation to provide to PA UC.

EMPLOYEES: You May Be Eligible for Unemployment Compensation Benefits

You may file a UC claim if you are unemployed. If PA UC determines that you are eligible, you will receive UC benefits. You may file a UC claim in the first week that employment stops, or work hours are reduced.

To submit your UC application, you'll need the following information:

1. Personal information

- Full legal name
- Social Security number (SSN)
- Residential and mailing address
- Phone number
- Email address
- Work authorization information for non-citizens
- Pension or severance package information *(if applicable)*
- *(Optional)* Direct Deposit information, including the name of the financial institution, address, account number, and routing number

2. Employer Information

Use the information below to look up the employer by their Employer PA UC Account No. or Legal Name. This helps you provide accurate employer information on your UC claim.

3. Employment History

- Employer information for the past 18 months
- Reason for leaving your employers for the past 18 months

When to file: If you worked your usual hours this week, file on Sunday following your final day of work. If your job separation caused a change to your hours for the week, then file right away.

Different Ways to File:

- **Online:** Complete an online application using our secure website at benefits.uc.pa.gov.
- **Phone:** Call the statewide toll-free number **888-313-7284**, M - F from 8am to 4pm. For shorter wait times, please call W - F.

Learn more about additional live chat, in person, and email options by visiting uc.pa.gov and clicking **Contact Us**.

If you have questions, call **888-313-7284** or email UChelp@pa.gov for further assistance.