

## UNEMPLOYMENT COMPENSATION PARTIAL TRANSFER INFORMATION

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

Complete this section 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 this section 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 this section 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 Employer Tax Services at 1-866-403-6163 on weekdays from 7:30 a.m. to 4:00 p.m. Eastern Time.

Department of Labor & Industry | Office of UC Tax Services  
651 Boas Street | Harrisburg, PA 17121-0750 | [www.uc.pa.gov](http://www.uc.pa.gov)

Auxiliary aids and services are available upon request to individuals with disabilities.  
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