



Complete this form to participate in Pennsylvania SIDES E-Response. This will enable you to receive and respond to Pennsylvania's Request for Separation Information (equivalent to the yellow Form UC-45) electronically, rather than by mail, when an employee applies for unemployment compensation (UC) benefits and you are identified as a separating employer. **If you are using a third party administrator, you do not need to enroll. Please print clearly if you are completing the form by hand.**

EMPLOYER NAME _____

MAILING ADDRESS _____ CITY/STATE/ZIP _____
(WHERE YOU WOULD LIKE TO RECEIVE UC BENEFIT NOTICES)

PA EMPLOYER ACCOUNT NUMBER _____ FEIN _____

EMPLOYER CONTACT NAME _____ EMPLOYER CONTACT POSITION _____

EMPLOYER CONTACT PHONE NUMBER _____ EMPLOYER FAX NUMBER _____

EMPLOYER EMAIL ADDRESS _____
(WHERE YOU WANT TO RECEIVE NOTICES OF REQUESTS FOR SEPARATION INFORMATION PENDING IN SIDES E-RESPONSE)

By checking "I ACCEPT" below, you agree to the following:

1. Your business will no longer receive paper Forms UC-45, Employer's Notice of Application, Request for Separation and Wage information by mail, except for those UC applications which do not include your PA employer account number. Please supply your employees with your employer account number when a separation occurs.
2. The department will transmit a notice, including your personal identification number (PIN), to the email address provided above whenever a SIDES Request for Separation Information is ready for you to view and respond to electronically via the SIDES E-Response website. You will not receive a PIN until a request for information is sent.
3. If you would like to change your PIN, you must contact the department at **PASIDES@pa.gov** or 717-783-0612 to obtain a new PIN.
4. The email address provided above, or a new email address supplied to the department in accordance with paragraph 6, shall be your designated email address for purposes of section 302(a)(2)(i)(C) of the UC Law. Only one email address can be used for the purpose of receiving SIDES E-Response notifications. Please print your email address clearly if completing the form by hand.
5. You must take the necessary steps to ensure that emails from **PASIDES@pa.gov** are delivered to your inbox and not blocked by your email provider's filters or your computer filters.
6. If your email address changes from the address you provided above, you must immediately notify the department by email at **PASIDES@pa.gov**, by FAX at 717-346-3174, or by phone at 717-783-0612, so that your PA SIDES account can be updated with the current email address.
7. A response to a SIDES Request for Separation Information is due within four business days of receipt in accordance with 34 Pa Code §63.53. You are deemed to have received the request on the date it is transmitted to your email address. The due date of your response will not be extended if the email notice was undeliverable due to your failure to comply with paragraphs 4 or 6 or you were unable to respond due to your failure to comply with paragraph 5. A response received after the due date may still be used to determine the claimant's eligibility.

I ACCEPT the foregoing terms and conditions for participation in PA SIDES E-Response
(The I Accept box must be checked or your application to register for SIDES E-Response will not be approved.)

AUTHORIZED REPRESENTATIVE'S NAME	TITLE	AUTHORIZED REPRESENTATIVE'S SIGNATURE (ORIGINAL SIGNATURE ONLY)	DATE
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Return completed and signed application to the department by one of the methods below:

- Email: **PASIDES@pa.gov**;
- FAX: 717-346-3174; or,
- Mail: Office of UC Benefits Policy, Initial Claims Unit, 651 Boas St., Rm 606, Harrisburg, PA 17121

See back of form for more information. When your application has been processed, you will receive an enrollment email with instructions to verify that we have your correct email address.

Employer Name - Indicate the employer's name as it appears on the Pennsylvania Enterprise Registration Form (Form PA-100).

PA Employer Account Number - Indicate the employer's Pennsylvania UC employer account number. This seven-digit number will be reflected on the New Employer Confirmation Letter (Form UC-1408), Notice of Pennsylvania Unemployment Compensation Responsibilities (Form UC-851) or the Contribution Rate Notice (Form UC-657). If an account number has not been assigned, please register with the department by submitting a PA-100 at www.pabizonline.com.

FEIN (Federal Employer Identification Number) - Indicate the employer's FEIN. The FEIN will be two digits followed by a dash followed by seven digits, i.e., 23-0000000. If an FEIN has not been assigned, please apply for one at IRS.gov.

Please be advised that the department cannot guarantee the security of personally identifiable information submitted via unsecured means such as: fax or unencrypted email systems.

Employers: Save Money by Providing Accurate Information to Employees Who May File for UC Benefits

The Employer Information Form (Form UC-1609) can help your company save money. Use it to provide accurate information to separating employees and employees working reduced hours who may apply for UC benefits. Also, employer account numbers are needed to have SIDES requests sent electronically. Make sure you encourage your employee to include the account number when he/she files for UC benefits. This simple, effective measure can help to ensure that the department sends requests for separation information to the appropriate employer address or email address, which can reduce inaccurate UC benefit charges to your account that can increase your UC tax rate.

Form UC-1609 can be found in the employer section of the department's website at www.uc.pa.gov.

How it Works	SIDES E-Response is a free website through which employers may submit electronic responses to UI information requests. Employers participating in SIDES E-Response will receive a request for separation information from the department by secure email. The request will include a PIN that permits the employer to log on to SIDES E-Response and enter the requested information in a standard format.
What it Requires	SIDES E-Response only requires a working internet connection and an employee who will enter the requested UI information. There is no cost to use SIDES E-Response.
Best Suited For	SIDES E-Response is ideal for employers and TPAs with a limited number of UI claims. No programming is required.