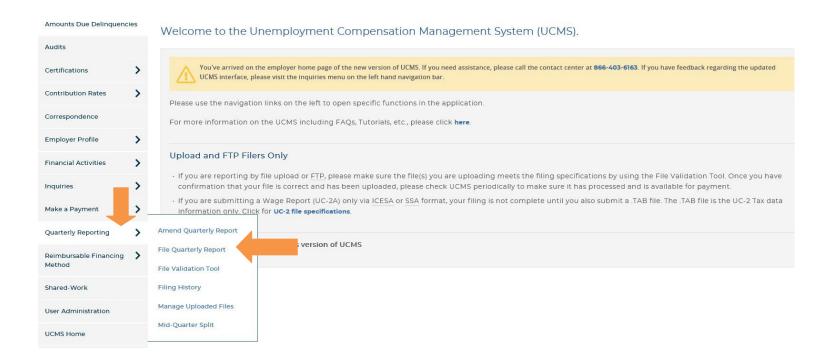


Filing a Pennsylvania Unemployment Quarterly Tax Report Unemployment Compensation Management System Office of Unemployment Compensation Tax Services

The purpose of this tutorial is to give instructions on:

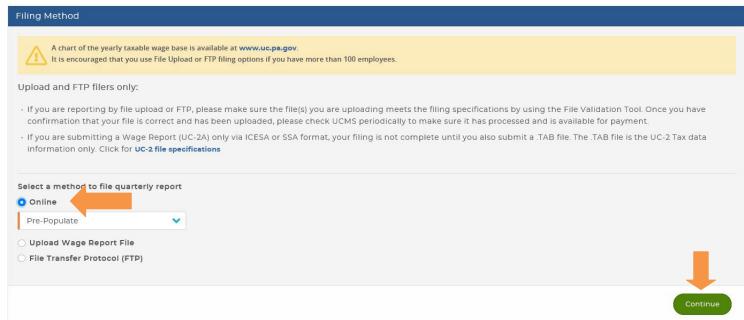
- The online method for filing Pennsylvania Unemployment Compensation Tax returns using the new Unemployment Compensation Management System (UCMS).
- Add bank information into UCMS.
- Make an ACH debit payment after filing a Pennsylvania Unemployment Tax return.

Please refer all questions to the **Employer Tax Services at 866-403-6163**



After signing into UCMS, on the main menu (under "UCMS Home"), select **Quarterly Reporting**. Then select **File Quarterly Report** from the flyout menu.





Select a method to file a quarterly report.

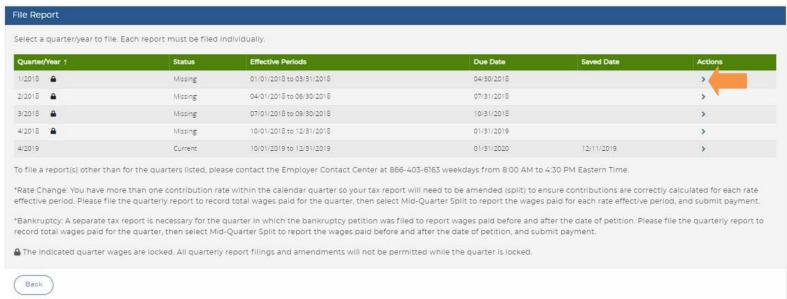
Online: Allows you to file reports online.

Under the Online Radio button, a drop-down menu arrow is displayed. This
allows you to choose the way you want to enter employee data, PrePopulated, with your employee names and social security number already in
the system displayed, or Non-Populated, which requires you to enter the
employee's names and social security numbers. This online filing option
should be used only if the number of employees is 100 or less. If the number
of employees exceeds 100, you will need to use one of the other two
methods

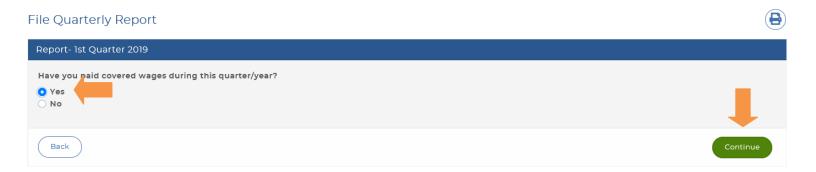
Upload Wage Report: Selecting this option take you to the files type page to upload your wage file.

Upload Wage Report (FTP): Selecting this option will take you to the FTP website to upload your wage file.



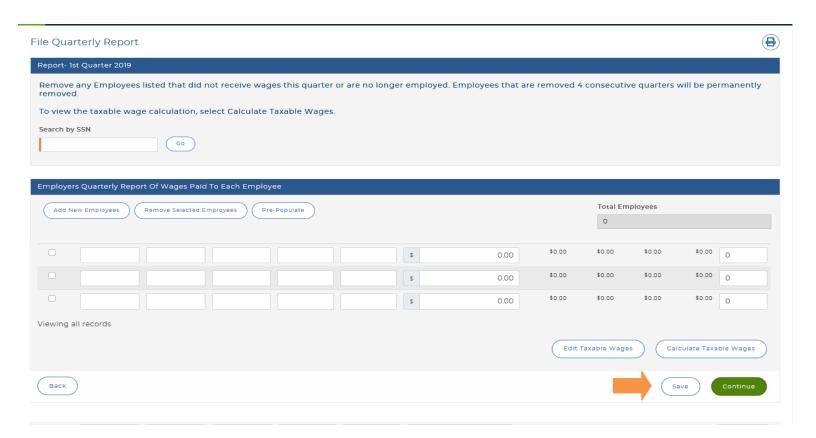


Select the quarter and year to be filed by clicking the action icon > If you have multiple quarters to file, begin with the oldest quarter/year report. This will ensure that the taxable wages are calculated correctly.



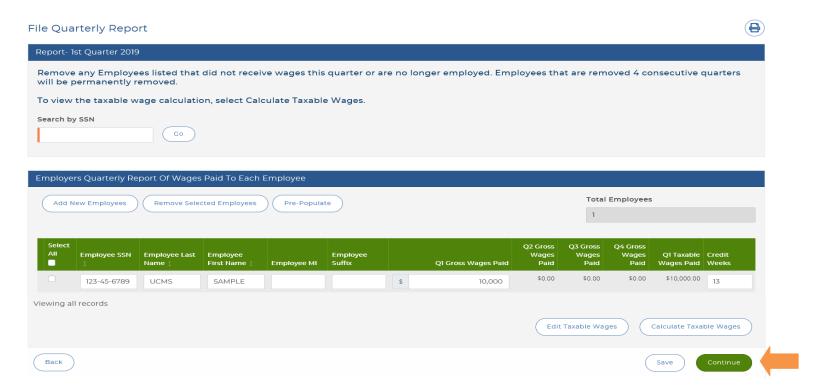
Once you select the quarterly report you want to file, if you paid wages during this quarter/year, click on the radio button in front of "Yes" and select **Continue**.

If you want to file a report with zero wages (a none report), go to page 20.



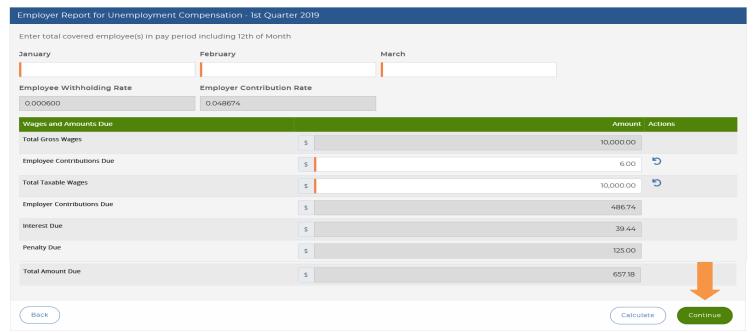
If pre-populate was selected, the employees listed on the last quarterly report filed will be shown.

You can Add New Rows to enter employees not shown or Remove Selected Employees if they were not paid covered wages for the quarter. After the social security numbers, names, wages, and credit weeks are entered for all employees, select **Save**.



Taxable Wages will be calculated for each employee based on that year's previously reported wages. Select **Continue**.





- Enter the number of employees working each month in the boxes at the top of the screen.
- · Review all amounts shown and make corrections where needed.
- If changes are made, select Calculate for the numbers to be updated.
- When all numbers are correct, select **Continue**.



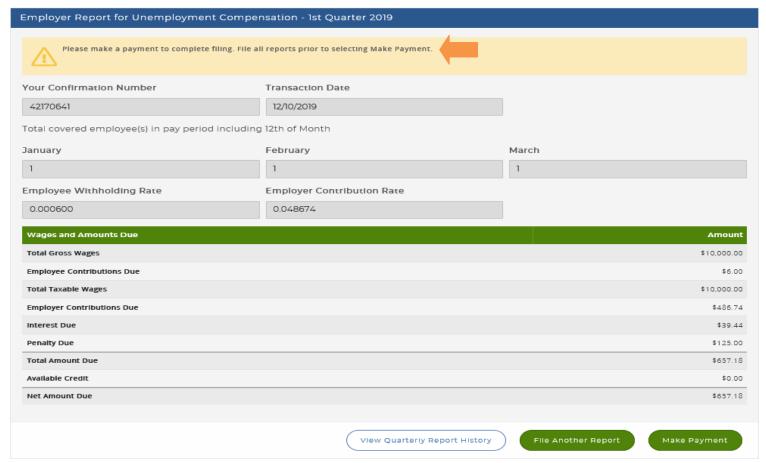




A summary of money is due for the quarter will be shown.

- If changes need to be made, select Back.
- If the numbers are correct, select Submit.





You will receive a Confirmation Number when the report has been successfully filed.



If credits are available for use, they will be reflected in red on the lines after Total Amount Due. Remember the amount of credit available, so it can be deducted from what is owed when making the payment. The example indicates there are no credits for this account.

When filing multiple quarters at once do not select Make Payment until all quarters are filed. The Make Payment only displays the report total just filed. Once all reports are filed use the Make a Payment option on the menu bar.

Select Make Payment.

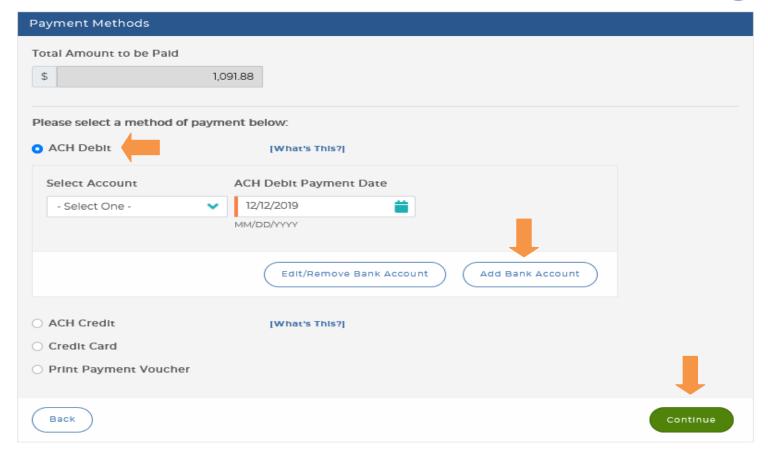


Pending Payments				
No pending payment	s found			
Amounts Due				
Enter Payment Amou	unt: (Review pending payments ab	pove)		
You are required t	o make electronic payments			
O Pay Total Amount Due		\$	657.18	
Pay Partial Amount		\$		
O Pre-Payment				
) Fie-Fayillelit				
				Continue
Contributions, Inter	rest and/or Penalties			
·				
Contributions, Inter	rest and/or Penalties Payment Item			Amount Due
·		19		Amount Due \$657.18
Due Date	Payment Item	19		
Due Date	Payment Item Quarterly Report-1st Quarter 201			\$657.18
Due Date	Payment Item Quarterly Report-1st Quarter 201 Employer Contributions			\$657.18 \$486.74
Due Date	Payment Item Quarterly Report-1st Quarter 201 Employer Contributions Employee Withholding Contributions			\$657.18 \$486.74 \$6.00

NOTE: If the only money due on this account is for the report just filed, you will be taken to the screen on the next page, where you enter the method of payment. If money in addition to the report just filed is due, you will see all that is owed on this account. You can pay the total amount that is due or make a partial payment.

- To pay the total amount due, select **Continue**.
- If you want to pay a partial amount, click on the radio button in front of Pay Partial Amount Due, enter the amount you are paying, and select **Continue**.





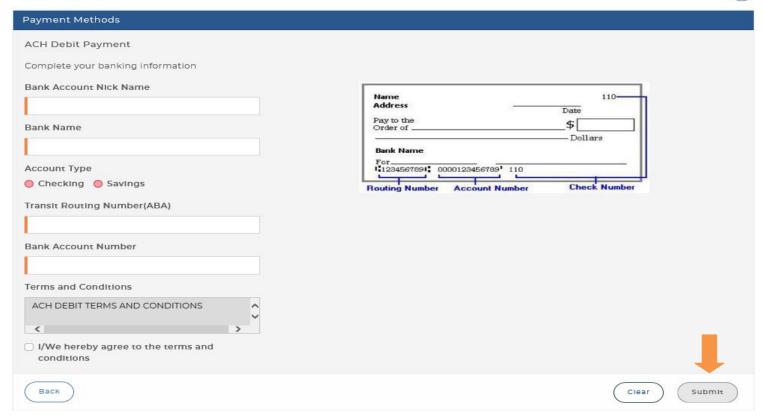
If you are paying using the ACH Debit method and you haven't previously entered banking information, select **Add Bank Account Information**.

ACH Debit: Uses the Automated Clearing House (ACH) debit payment method to deduct the amount from the selected bank or credit union account on a specific date. UCMS will go to the bank account and pull the money.

ACH Credit: Uses the ACH credit for employer to transmit funds electronically to the department. The employer will instruct the financial institution to transmit the payment to UCMS.

Credit Card: Allows the employer to make a payment with a Credit Card.





Enter the following information:

- Bank Account Nick Name: Nick name selected by the employer to identify the account. Bank Name: Legal name of the bank
- Account Type: Type of account with the bank
- Transit Routing Number: Routing number for the bank.
- Bank Account Number: Checking or savings account number.

Please read the terms and conditions and click on the box to show you agree with them. Once all the information is completed and the terms box checked the submit button will turn green.

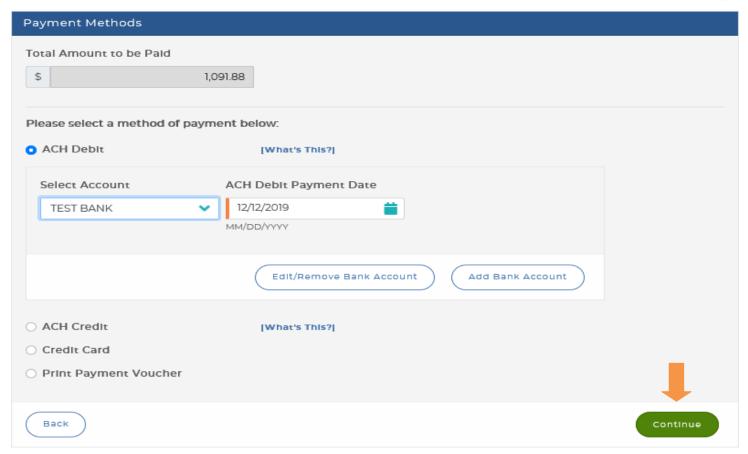
Select **Submit**.





Review the banking information. If correct, select **Continue**. If it is not correct, select Back and enter the correct information.



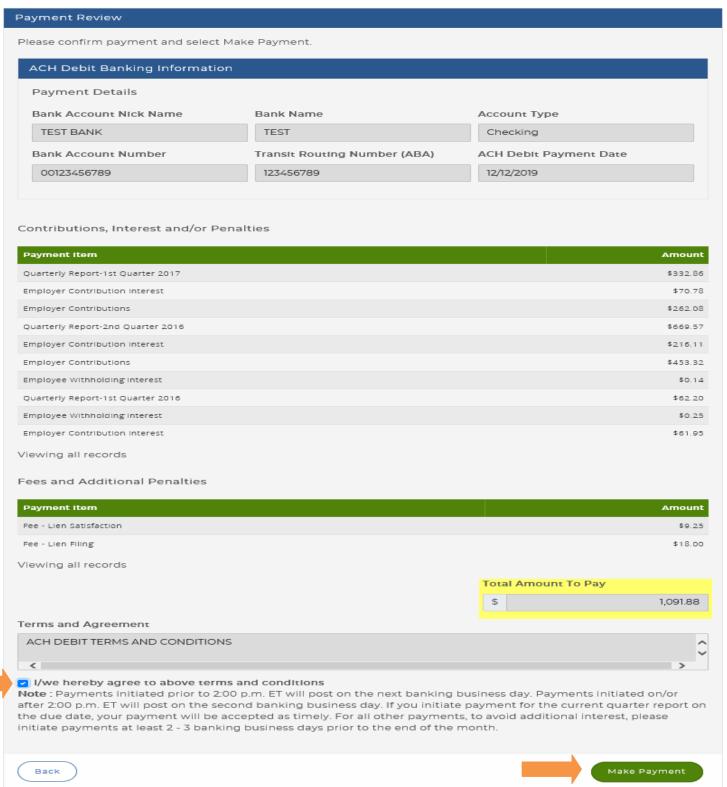


UCMS stores your banking information for future electronic payments. To make an ACH Debit payment:

- · Click on the radio button in front of ACH Debit.
- Select the account the payment is to be made from by using the dropdown arrow.
- Review the date in the ACH Debit Payment Date field. The date shown is defaulted to the next available business day. The date cannot be changed if you owe money other than the report that was just filed. If you cannot change the date but do not want to make a payment on the date shown, you will need to go back into UCMS at a later date to make the payment.

Select **Continue**.



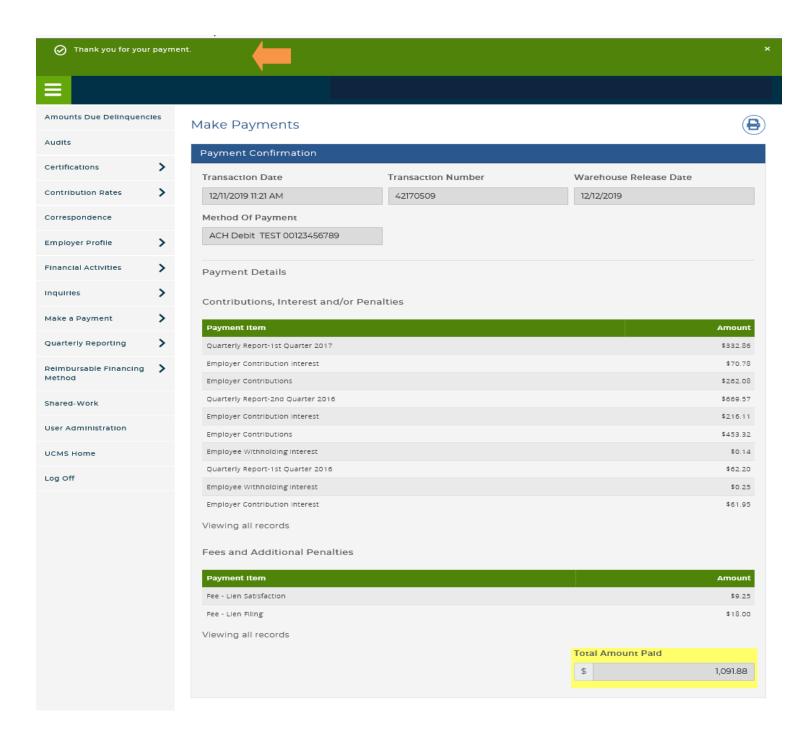


This screen summarizes what is being paid. Please review for:

- Payment Item/Amount, which itemizes the quarter(s) and amounts being paid, and summarizes the total amount of the payment.
- Bank Account Nick Name, Bank Name, Account Type, Bank Account Number, and Transit Routing Number.

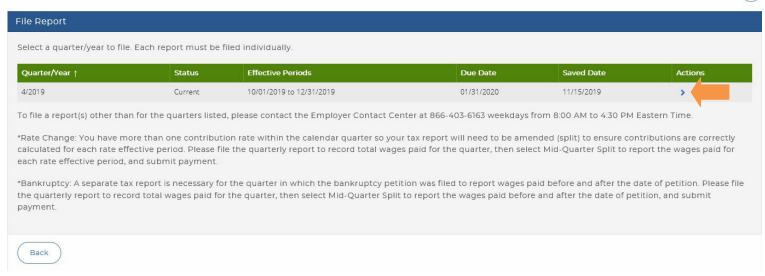
If everything is correct, review the Terms and Agreement and click on the box to show you agree with them.

Select **Make Payment.**



You will receive a confirmation message that the payment has been submitted.





Select the quarter and year to be filed by clicking the action icon . If you have multiple quarters to file, begin with the oldest quarter/year report. This will ensure that the taxable wages are calculated correctly. If an asterisk is shown beside any of the quarters, refer to the message at the bottom regarding Rate Changes and Bankruptcy.

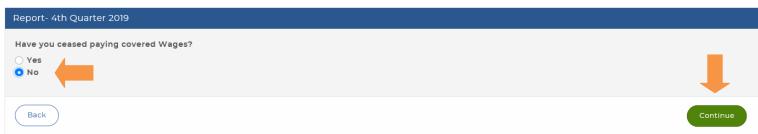




After selecting the quarterly report, you want to file, you will see the question "Have you paid covered wages during this quarter/year".

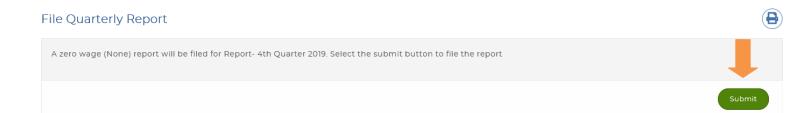
If you paid no covered wages during this quarter/year, click on the radio button in front of "No" and select **Continue**.



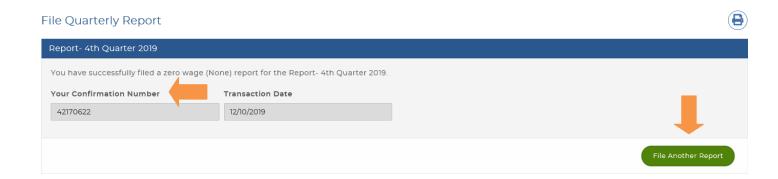


You will see the question "Have you ceased paying covered Wages?"

- Choose No -If you plan on giving employment within a year. If you have not ceased paying covered wages, click on the radio button in front of "No" and select **Continue**.
- Choose Yes If your business no longer gives covered employment. After selecting "Continue", you will receive a message to navigate to the "Employer Profile" page to enter the date wages were last paid, to inactivate your account. Do this only if you do not intend on having covered employment.



You will receive a message that a zero wage (None) report will be filed for the quarter indicated. If that is correct, select the **Submit** button to file the zero-wage report.



You will receive confirmation that the report was filed.

If you need to file another quarterly tax return, select **File Another Report**.