

Pennsylvania
Unemployment Compensation Tax Services
E-Audits Initiative



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

E-Audits

Remotely Provide Records

- Easily
- Securely

If you are interested in having your audit conducted remotely, please be assured that your data will be secure with us



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Secure Website

<https://uctax.eaudits.uc.pa.gov>



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DEPARTMENT OF LABOR & INDUSTRY

Account Number (Where to find it?) 

Audit Assignment ID (Where to find it?)

Submit



COMMONWEALTH OF PENNSYLVANIA

Keystone State. Proudly founded in 1681 as a place of tolerance and freedom.

TOP SERVICES

- Register to Vote
- Find a DMV
- Get a Birth Certificate
- Join the Veterans Registry
- Visit Pennsylvania
- PennWatch
- Right-to-Know Law

GOVERNMENT


- Governor Tom Wolf
- Directory
 - State House
 - State Senate
 - Courts
 - Lieutenant Governor
 - Attorney General
 - Auditor General
 - Treasurer

PA.GOV

- Who We Are
- Pennsylvania Facebook
- Pennsylvania Twitter
- State Symbols
- News
- Social Media
- Apps
- Careers & Internships



✕



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DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF UNEMPLOYMENT COMPENSATION TAX SERVICES

Business Name
123 1st Ave
PO BOX 123
TEST, PA 15555

Date: Month DD, YYYY
Account Number: 0000005
 Audit Assignment ID: 1000417

Close



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Audit Appointment Letter



Date: Month DD, YYYY

Account Number: 00-00005

COMPAS Assignment ID: 1000417

ABC Company
123 1st Ave
P O BOX 123
TEST, PA 15555

Dear Employer:

You have been selected for an Unemployment Compensation (UC) Tax Compliance audit.

The Office of UC Tax Services is responsible for administering the taxing provisions of the PA UC Law. One of these responsibilities is to verify that employers are properly and accurately reporting their employees' wages, and are in compliance with PA UC Law, 43 P.S. § 751 et seq.

Details of the audit are as follows:

- Date & Time: **Month DD, YYYY at 09:00 AM**
- Location of Audit: **123 1st Ave
TEST, PA 15555**
- Audit Period: **1st Quarter YYYY to 4th Quarter YYYY**

Enter Account Number



Account Number (Where to find it?)

Enter Audit Assignment ID



Audit Assignment ID (Where to find it?)

Click Submit



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Audit Details

Audit Assignment ID

1000186

Auditor Name

First Last

Auditor Phone

8145551234

Employer Name

ABC Company

Auditor Email

auditorname@pa.gov

Please check, if the above details are correct

[Back to Home Page](#)

Audit Appointment Letter

Date: Month DD, YYYY
Account Number: 00-00005
COMPAS Assignment ID: 1000417

ABC Company
123 1st Ave
P O BOX 123
TEST, PA 15555

Dear Employer:

You have been selected for an Unemployment Compensation (UC) Tax Compliance audit.

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Details of the audit are as follows:

- Date & Time: **Month DD, YYYY at 09:00 AM**
- Location of Audit: **123 1st Ave
TEST, PA 15555**
- Audit Period: **1st Quarter YYYY to 4th Quarter YYYY**

Auditor Information



The Department representative conducting the audit is **Auditor Name. Please call 814-555-1234 or email auditorname@pa.gov to confirm the date and time of audit.** If you would like to discuss the logistics of conducting the audit remotely, have questions or need additional information regarding the audit, please address them with the representative when you call to confirm the audit appointment. If conducting the audit remotely is preferred, audit documents can be provided using the departments E-Audit document upload site (see enclosed "UC Tax Services E-Audit Document Upload Site" for instructions). Please note that during an in-person audit, the employer representative(s) and auditor must follow all PA Department of Health and CDC guidelines that are effective at the time of the audit.

 UC Tax Services E-Audit

Audit Details

Audit Assignment ID

1000417

Auditor Name

First Last

Auditor Phone

8145551234

Employer Name

ABC Company

Auditor Email

auditorname@pa.gov

Check box if correct



Please check, if the above details are correct

[Back to Home Page](#)

[Upload Documents](#)

Box will appear
after check mark



Click Box to Upload



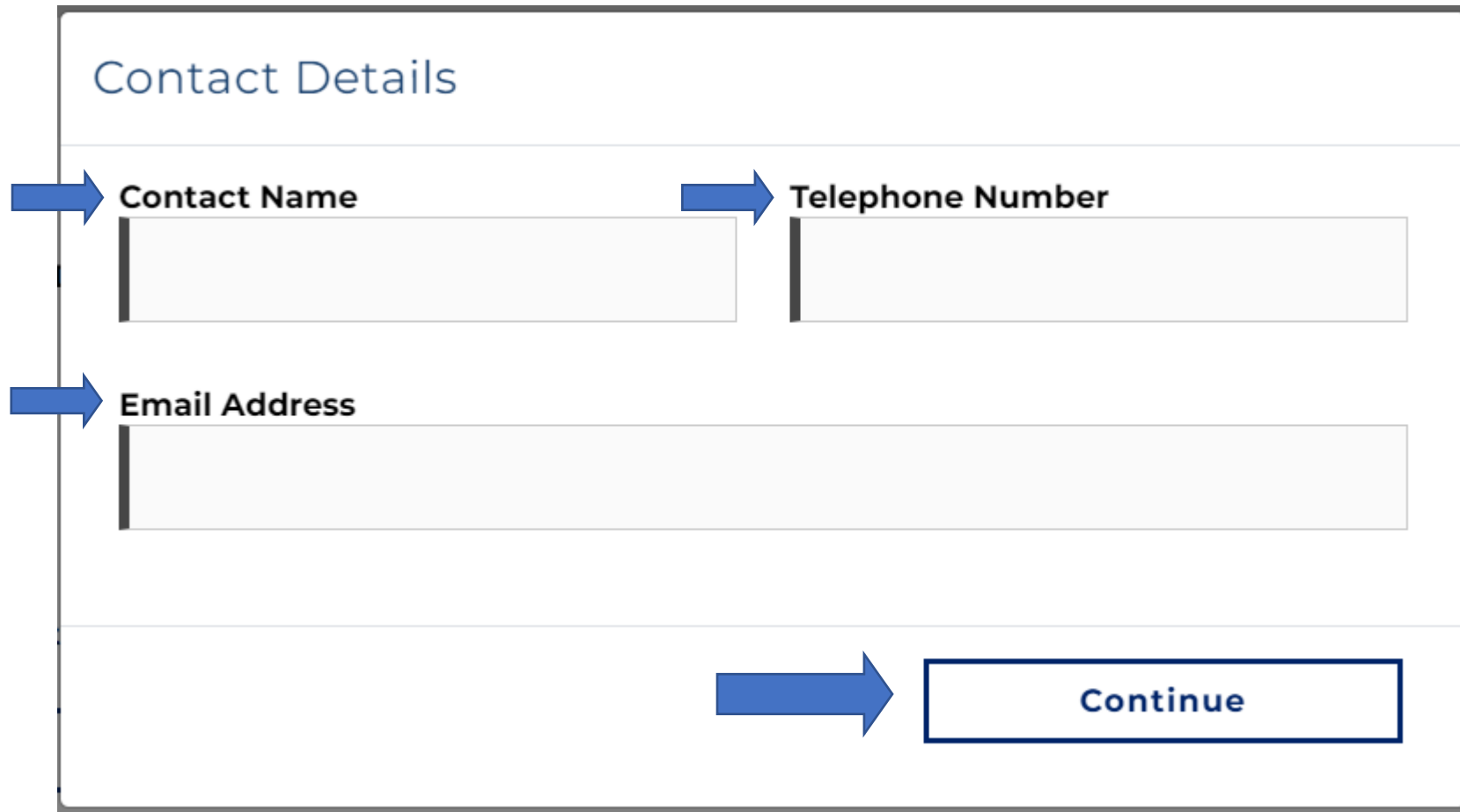
Contact Details

Contact Details

Contact Name **Telephone Number**

Email Address

Continue


A diagram of a 'Contact Details' form. The form is enclosed in a grey border. At the top left, the text 'Contact Details' is displayed in a blue font. Below this, there are three input fields and one button. The first row contains two input fields: 'Contact Name' on the left and 'Telephone Number' on the right. A blue arrow points to the left side of the 'Contact Name' field, and another blue arrow points to the left side of the 'Telephone Number' field. The second row contains a single, wider input field labeled 'Email Address'. A blue arrow points to the left side of this field. The third row contains a rectangular button with a blue border and the text 'Continue' in blue. A blue arrow points to the left side of the button.


Upload Documents

Assignment Info



Audit Assignment ID 1000417	Employer Name ABC Company	Auditor Name First Last	Auditor Phone auditorname@pa.gov	Auditor Phone 8142157865
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 Individual File size can't be more than 1GB.

 Adobe (.pdf) files are acceptable files, however the files must not contain encrypted formatting. If you receive an error message when uploading a .pdf file this means there is encrypted text. Please print the file to a pdf printer and/or select save as pdf and upload again.

Types of Records Categories



Corporate Documents

Number of Files Upload



File Count:

+ Disbursement Documents

File Count:

Click "+" for Subcategories



+ Federal Tax Documents

File Count:

+ Payroll Documents

File Count:

+ State Tax Documents

File Count:

[Back to Home Page](#)

⚠ Individual File size can't be more than 1GB.

– [Corporate Documents](#)

+ Corporate minute book



– Disbursement Documents

+ Checkbook and/or check register

+ Disbursements journal

+ Bank statements and/or online banking information

+ Credit card statements

+ Cancelled checks, check images and/or check stubs

+ Petty cash records or cash payment records

+ General ledger

+ Chart of accounts

+ Master vendor list



— Federal Tax Documents

+ W-3 (Transmittal of Wage and Tax Statements)

+ All W-2s (Wage and Tax Statement)

+ 940 (Employer's Annual Federal Unemployment (FUTA) Tax Return)

+ 941s (Employer's Quarterly Federal Tax Return)

+ Federal income tax returns

+ 1096 (Annual Summary & Transmittal of U.S. Information Return)

+ All 1099s issued for the period of the audit

+ Supporting documentation such as invoices, receipts, insurance certificates, and/or contracts for all 1099 recipients and all payments to individuals



– Payroll Documents

+ Time and payroll records including individual earnings and summaries

+ Supporting payroll work papers including time sheets, commission records, etc

+ Workers compensation- current policy



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Click “+” to Upload



– State Tax Documents

+ PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports

+ UC quarterly tax and wage reports for states other than Pennsylvania

+ State income tax returns



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— State Tax Documents

— PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports

Click
anywhere in
box to select
Files



Choose files to Upload

Or Drop files Here

Click Upload Files button to complete the upload



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Pop Up Box Appears



Open

← → ↕ ↶ ↷ ↻ Search e audit testing

Organize ▾ New folder

- This PC
- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Windows (C:)

Name	Status
AuditAppointmentLetter-MAILING_DRAFT-bryan notes.d...	

File name:

All Files (*.*)

Open Cancel

Wage Reports

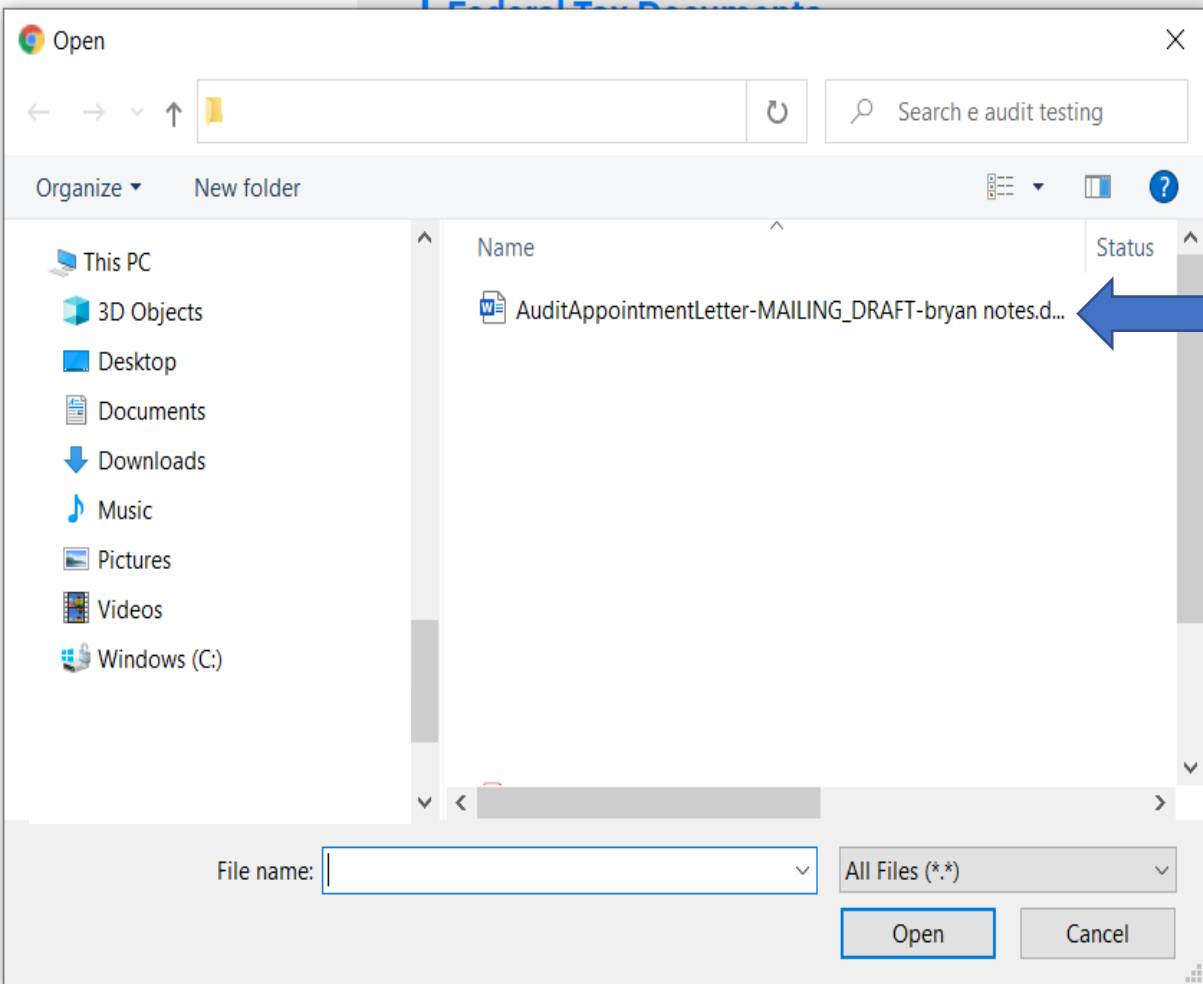


Choose files to Upload

Or Drop files Here

files button to complete the upload





Double Click on file or drag file into box and drop

Wage Reports

Choose files to Upload

Or Drop files Here

files button to complete the upload



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— State Tax Documents

— PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports




Choose files to Upload

Or Drop files Here

Click Upload Files button to complete the upload

Files to be Uploaded


File Name	
AuditAppointmentLetter-MAILING_DRAFT-bryan notes.docx	



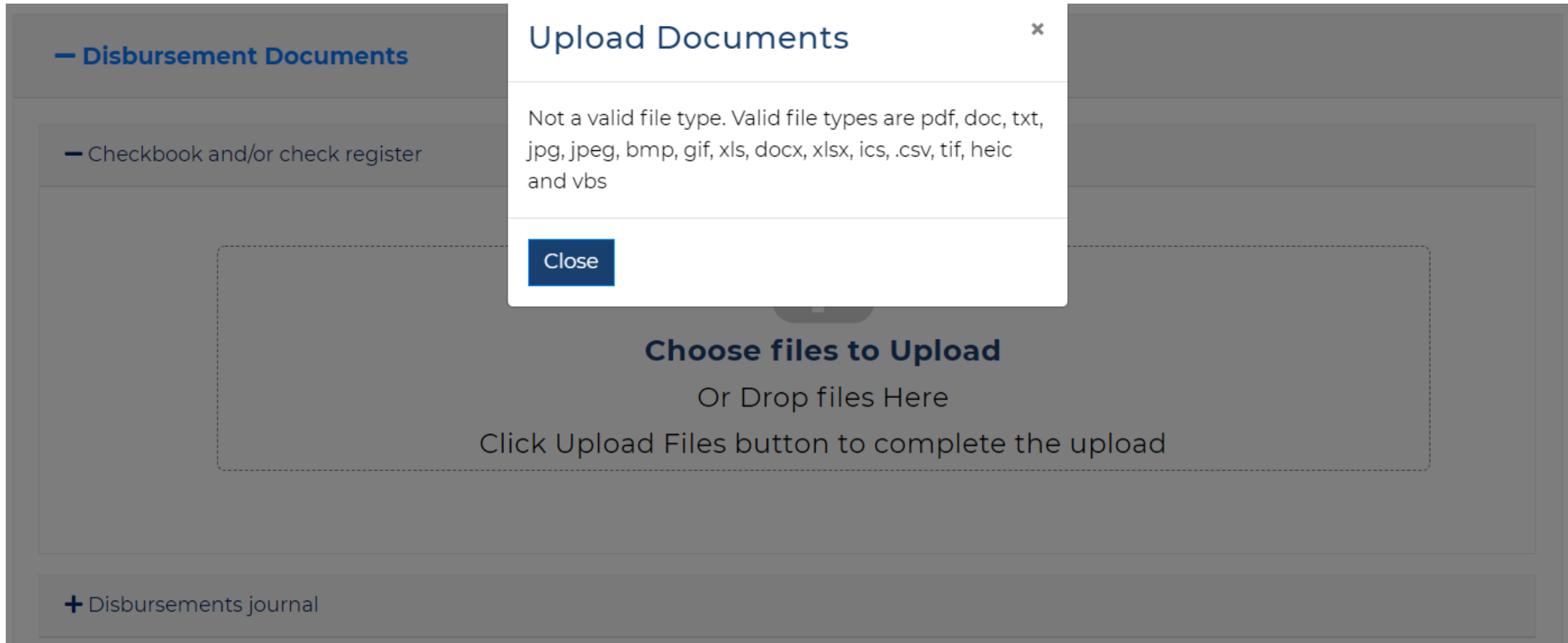
Upload Files



File appears under “Files to Be Uploaded”
You may upload more than one file at a time

To remove file before
uploading click 

If you attempt to upload a document with an invalid file type, you will receive an error message



The screenshot shows a web interface for uploading documents. On the left, there is a sidebar with a menu containing the following items: "Disbursement Documents", "Checkbook and/or check register", and "Disbursements journal". The main content area is titled "Choose files to Upload" and includes the text "Or Drop files Here" and "Click Upload Files button to complete the upload". A modal dialog box titled "Upload Documents" is overlaid on the main content, displaying an error message: "Not a valid file type. Valid file types are pdf, doc, txt, jpg, jpeg, bmp, gif, xls, docx, xlsx, ics, .csv, tif, heic and vbs". A "Close" button is located at the bottom of the modal dialog.

Acceptable File Types

- .pdf
- .doc
- .txt
- .jpg
- .jpeg
- .bmp
- .gif
- .xls
- .docx
- .xlsx
- .ics
- .csv
- .tif
- .heic
- .vbs

— State Tax Documents

— PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports



Choose files to Upload

Or Drop files Here

Click Upload Files button to complete the upload

Files to be Uploaded

File Name	
AuditAppointmentLetter-MAILING_DRAFT-bryan notes.docx	

Upload Files



To Upload the Selected file(s)
click Upload Files Button



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+ Federal Tax Documents

+ Payroll Documents

- State Tax Documents

- PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports

Upload Files

Uploaded file(s) cannot be deleted, are you sure you want to upload the selected file(s)?

Close

OK

Pop Up Box will Appear

Click OK



Choose files to Upload

Or Drop files Here

Click Upload Files button to complete the upload

Files to be Uploaded

File Name

AuditAppointmentLetter-MAILING_DRAFT-bryan notes.docx



Upload Files



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+ Federal Tax Documents

+ Payroll Documents

- State Tax Documents

Upload Documents ×

PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports category files uploaded successfully.

Close

Pop up box will appear when upload is complete



- PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports



Choose files to Upload

Or Drop files Here

Click Upload Files button to complete the upload

Files to be Uploaded

File Name

AuditAppointmentLetter-MAILING_DRAFT-bryan notes.docx

Upload Files



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After you press Close – back to Upload Documents page

Upload Documents

Audit Assignment ID	Employer Name	Auditor Name	Auditor Email	Auditor Phone
1000417	ABC Company	First Last	auditorname@pa.gov	8142157865

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+ Corporate Documents

File Count:

+ Disbursement Documents

File Count:

+ Federal Tax Documents

File Count:

+ Payroll Documents

File Count:

+ State Tax Documents

File Count:

[Back to Home Page](#)

You can upload additional files. When you go back to the same subcategory, the files you previously uploaded are there, but cannot be accessed or deleted




— State Tax Documents

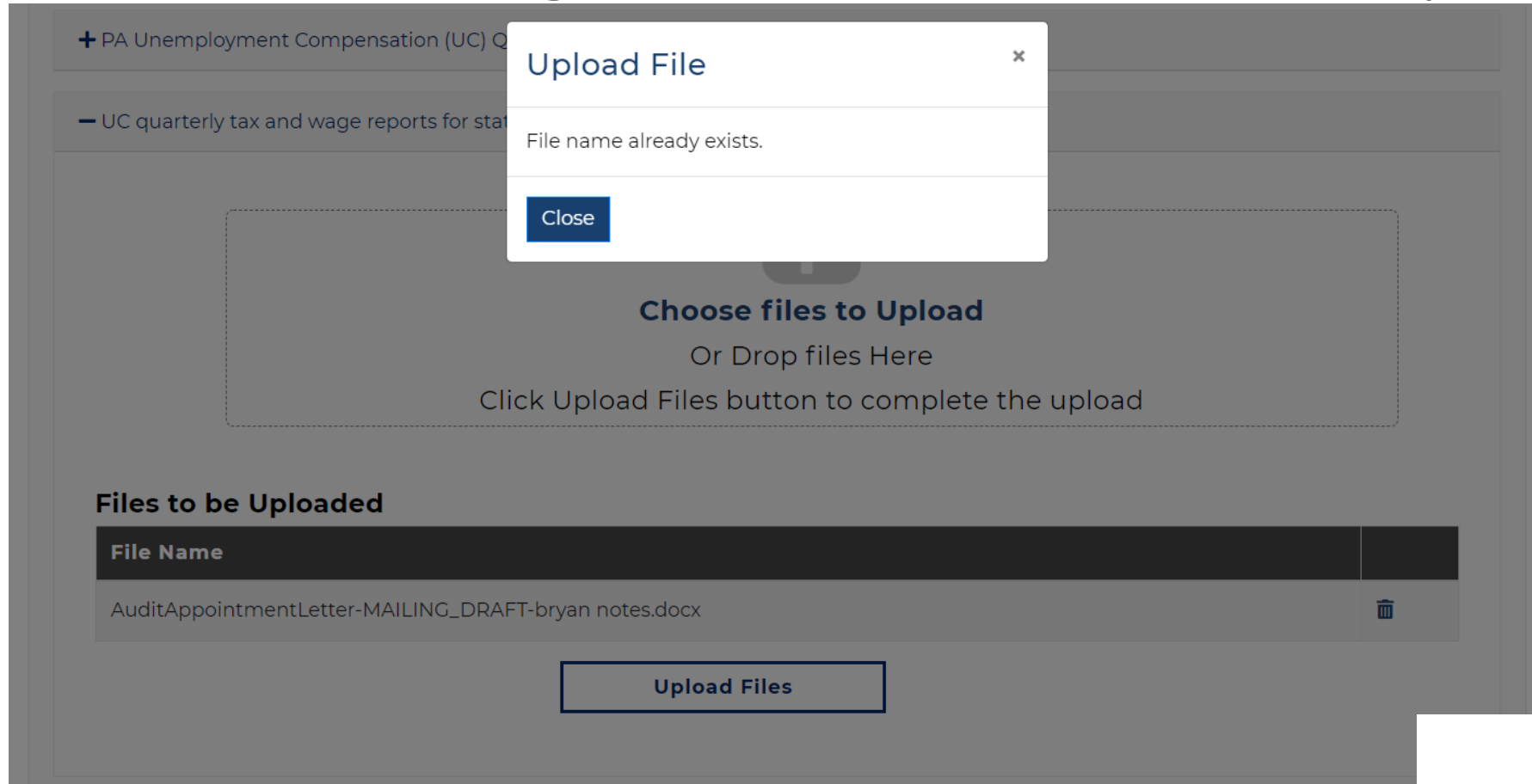
— PA Unemployment Compensation (UC) Quarterly Tax and Wage Reports

Uploaded Files


File Name
AuditAppointmentLetter-MAILING_DRAFT-bryan notes.d


Choose files to Upload
Or Drop files Here
Click Upload Files button to complete the upload

If you attempt to upload a file with the same file name (even if under another subcategory) you will get an error message and the file will not upload



The screenshot shows a web interface for uploading files. A modal dialog box titled "Upload File" is open, displaying the error message "File name already exists." and a "Close" button. The background interface includes a "Choose files to Upload" section with a dashed box and the text "Or Drop files Here" and "Click Upload Files button to complete the upload". Below this is a table titled "Files to be Uploaded" with one row containing the file name "AuditAppointmentLetter-MAILING_DRAFT-bryan notes.docx" and a trash icon. At the bottom of the interface is an "Upload Files" button.

File Name	
AuditAppointmentLetter-MAILING_DRAFT-bryan notes.docx	

Audit Process

- Agent will access files through the Commonwealth's secure portal
- The uploaded files will be purged as per agency records retention policy



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Inactive Audit Assignment ID

- Once the files are purged from the system the Audit Assignment ID will be inactivated and no additional files can be uploaded.

Please correct following errors to proceed

- This Audit Assignment ID is no longer active and your files have been purged. If you have additional questions or need to provide additional records please refer to your audit letter or exit letter for contact information.

Account Number (Where to find it?)

Audit Assignment ID (Where to find it?)

Submit

