

Frequently Asked Questions Regarding the
UC-1 Unemployment Compensation Insurance Payment Voucher

Indiana Department of Workforce Development

Q: I received approval for my UC-1 submission last year. Do I need to resubmit samples this year?

A: Yes. In order to gain approval to print Indiana form UC-1, you must submit samples for approval each season. So, even if you have gained approval in the past, you must submit samples with current dates for approval for the **2nd quarter of 2016 through the 1st quarter of 2017.**

Q: I'm not sure what applied rate to use on line five of the UC-1. Where can I find or calculate it?

A: The rate is available on the rate notice sent to the employer or it may be accessed online through the employer self service application.

Q: How can I determine whether or not the UC-1 form I am using is an approved version?

A: Email forms@dor.IN.gov with questions regarding the form only. If you can scan a form and attach it, that would be helpful. Please indicate what software you are using.

Q: Where can I call with questions about DWD procedures and requirements?

A: Employers and preparers with questions should call 800-437-9136.

Q: I am a preparer and my clients frequently forget to send me the UC-1 forms that were mailed to them. Is a blank approved form available?

A: A substitute UC1 form is available in the forms and downloads section of IDWD's website (<http://www.in.gov/dwd/2406.htm>). Please read and follow the directions on the substitute form carefully.

There are also several software products that are approved to print the UC-1.

Additionally, employers have the option to set their preparer up as a "correspondence agent" via the Employer Self Service (ESS) website. This results in the forms being mailed directly to the preparer.

Clients who do not provide the original forms or set the preparer up as a correspondence agent should be made aware that incomplete or unapproved forms must be transported from the processing center to DWD for manual processing. The employer's account can be charged for any penalty, interest, or fines associated with late posting if the prescribed forms are not used or if the documentation submitted does not contain valid account and premium information.

Q: I don't have an account number for my (my client's) business. I'm told the UC-1 can't be processed without an account number. How can I resolve this?

A: Employers can get the correct account number through DWD's employer self service registration application (ESS). If you have questions, please call 800-437-9136.

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Q: I prepare UC-1s for a large number of clients. How do they need to be assembled for shipping?

A: Proper preparation of the forms before shipping will speed processing. The mail in P.O. Box 7054 goes to the Indiana Department of Revenue. IDOR is only authorized to process UC-1s and checks. All other documents will be shipped to DWD for handling. Again, this could result in delays, interest, penalties and/or fines. Please:

- Cut the UC-1s from the page.
- Separate the forms into two stacks. One stack would be only UC-1s without payments. The other stack would be UC-1s and checks. Each UC-1 should be followed by the corresponding check.
- Do not include check stubs or any other forms or correspondence.
- Do not use staples or paper clips.

Q: I have (or my client has) a credit from a previous quarter. The new UC-1 doesn't have a line for this. How should I fill out the UC-1 when I take this credit?

A: Employers should verify on ESS that a credit exists. They then have the option of requesting a refund of that credit directly or they can adjust their remittance to include the previously remitted credit memo. The UC-1 should reflect accurate quarter data, without reference to a credit. The system will resolve the difference between the Amount Due on the UC-1 and the amount paid.

Q: When a business is closed, can I just write "business closed" on the UC-1 to let you know?

A: The UC-1 forms are opened and read by machine at high speed. Notes written on the forms are unlikely to be seen. State form 46800 is required to close an account. It is on the DWD website www.in.gov/dwd/2406.htm.