



# A REVIEW

## THE ABC's OF U.C. DOCUMENTS

### A

**TAXES** – Send a copy of your UNEMPLOYMENT TAX RATE NOTICE to UCAC *as soon as it is received*.

Send a copy of the summary page of your QUARTERLY CONTRIBUTION REPORT completed in *April, July, October and January* to UCAC.

- (These two forms do not apply to Reimbursable Employers.)

### B

**BENEFITS** – Send a copy of any BENEFIT CHARGE STATEMENT to UCAC *as soon as it is received*.

- (This request does not apply to New York Employers.)

### C

**CLAIMS** – AT THE TIME OF EMPLOYEE SEPARATION, fill out a Termination Report *in detail and in duplicate* while events are still fresh in your mind.

Do not Send to UCAC yet—keep in personnel file.

WHEN YOU RECEIVE A CLAIM FORM, attach a Termination Report to the *blank* claim and send both to UCAC the day received. Fill in *only* wage information on the claim (if required). *Do not sign the claim!!*

If you are sending separation information only, you can send a Termination Report right from our web site at [www.ucac.com](http://www.ucac.com).

**Nevada employers only: DO sign the claim before sending.**

SEND ANY AND ALL PAPERS YOU RECEIVE concerning unemployment compensation to UCAC the same day you receive them. If you are concerned with the time limitations, *call us*.

REFER ALL STATE CALLS TO YOUR UCAC SERVICING OFFICE. Do not discuss unemployment separation with *anyone* except UCAC.

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