



## INSTRUCTIONS FOR PREPARATION OF QUARTERLY PAYROLL REPORT

Payroll reports are to be filed on or before the last day of the month immediately following the calendar quarter covered by the report. Questions concerning wage reporting may be directed to the DWD Wage Records unit by calling (317) 232-7399. All questions concerning quarterly contribution reporting and payment, changes in business status or address, or the opening or closing of a business, should be directed to the Tax Department by calling (800) 437-9136.

It is recommended that all Employers submit quarterly wage reports using the online Uplink Employer Self Service (ESS) system. Employers can access the ESS system by visiting the DWD home page at [www.IN.gov/dwd](http://www.IN.gov/dwd) and selecting the menu links "Unemployment for Employers" and "Employer Self Service." Instructions for submitting quarterly wage reports on electronic media (CDs and diskettes) may also be found at the DWD website.

If submitting a quarterly wage report by hardcopy, the Quarterly Payroll Report (UC-5A) must be completed and mailed exactly as specified below. Employers reporting quarterly wages by hardcopy who have more than 25 employees must complete one or more Quarterly Payroll Report – Continuation (UC-5B) forms to submit with the UC-5A form. These forms cannot be used by Employers with Seasonal employees. Employers reporting Seasonal employee wages must report using the Uplink ESS system or contact the Wage Records unit for assistance. These forms cannot be used to adjust (correct) previously reported wages.

It is recommended that the reports be completed by typing data into the appropriate fields and then printing the hardcopy reports. Information may be hand-written into the pre-printed reports, but the information must be written in block print and legible. Reports with unreadable information will not be accepted. Saved versions of these reports by electronic media will not be accepted.

**Section A: Period Covered** – Indicate the start and end date of the quarter for which you are reporting wages using MM/DD/YY format with a hyphen between the dates. [Example: 10/01/10 - 12/31/10 for the fourth quarter of 2010.]

**Section B: Total Number of Employees** – Indicate the total number of employees for which you are reporting wages for the reporting quarter.

**Section C: Total Indiana Payroll** – Enter the total of all gross wages reported on the Quarterly Payroll Report. This amount must agree with Item 2 of the Quarterly Contribution Report (UC-1). [Note: The two boxes above section C must be left blank.]

**Section D: Contact Name & Phone Number** – Indicate the name and phone number of the individual responsible for preparing this report.

**Section E: Employer Information** – Enter the Employer's assigned six-digit SUTA Account Number (with alpha character designator, if applicable), Federal Identification Number, Location Code (if applicable), Employer Name (as reported to DWD), and complete address.

**Section F: Report Pages** – Enter the sequence number of the page in the first field. Enter the total number of report pages (UC-5A + UC-5Bs) submitted in the second field. [Example: Page 1 of 3]

**Quarter & Year** – In the Quarter field, check the box to the left of the quarter for which you are reporting. In the Year field, indicate the year for the quarter for which you are reporting in YYYY format. [Example: For the period from April 1, 2010 to June 30, 2010, the box next to the 2 would be checked for Quarter and 2010 would be entered for Year] [Note: Only one quarter at a time can be reported on a submitted hardcopy UC-5 report.]

**Column 1: Social Security Number** – Enter the nine-digit SSN of each employee. A valid SSN is required for each employee reported. If a valid SSN is not available, contact the Wage Records unit at (317) 232-7399 for further instructions.

**Column 2: Name of Employee** – Enter the full First Name, Middle Initial, and Full Last Name of each employee.

**Column 3: All Remuneration** – Enter the total gross wages paid to the employee for the reporting quarter.

**Total From This Page:** Enter the total of all wages for the employees reported on that page. If continuation forms are needed, then this amount should be less than the amount indicated in Section C. The sum of all page totals should equal the amount indicated in Section C.

All hardcopy Quarterly Payroll Reports (UC-5As accompanied by UC-5Bs as necessary) **MUST** be mailed to DWD at the following address:

**Indiana Dept. of Workforce Development  
Attn: Wage Records Unit  
10 N. Senate Ave, Rm SE-003  
Indianapolis IN 46204-2277**