

# Checklist for Filing Your Quarterly Report

Before you file your quarterly report, make sure you have this information ready.

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## **BUSINESS INFORMATION:**

- Your SecureAccess Washington (SAW) login (If you don't have one, you can create an account [online](#))
- Business identifier (UBI) number (If you don't know your UBI number, you can look it up [online](#))
- Business name
- Total premiums collected (if any) from employees
- Name of the report preparer

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## **EMPLOYEE INFORMATION:**

- Social security number (SSN) or individual taxpayer identification number (ITIN)
- First name, last name, middle initial
- Wages paid during the reporting quarter, and the associated hours worked