

Checklist for Filing Your Quarterly Report

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

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

EMPLOYEE INFORMATION:

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