

Get ready to report

Check these off your list today

- ❑ Make sure you have a SecureAccess Washington (SAW) login (don't have one? [create an account](#)).
- ❑ Have your UBI number on-hand. You will need it to set up your employer account (if you don't know your UBI number, you can [look it up](#).)
- ❑ [Review reporting formats, requirements, and payment options.](#)
 - Decide which reporting format you will use and prepare your reports.
 - If you choose to report via file upload, test your file format to avoid upload errors when you report.
- ❑ If a [third party](#) will be reporting on your behalf, confirm they plan to submit reports.

Information to report

Business information:

- UBI number
- Business name
- Total premiums collected (if any) from employees
- Name of the report preparer

Then, for each employee:

- SSN or ITIN
- First name, last name, middle initial
- Wages paid in the reporting quarter and the associated hours