

Instructions for completing the enclosed Quarterly Report * for Washington workers' compensation



Step

IMPORTANT: If your business currently has optional workers' compensation coverage for owners, partners, corporate officers, or LLC members, include these hours in your calculation.

- A** Enter in Column 3 the total gross payroll for all workers in the appropriate class code.
- B** Enter in Column 4 the total worker hours for the quarter in each class code.
- C** Multiply the total hours worked in each class code by the rate in Column 5.
- D** Write the premium owed for each class code in Column 6.

Then...

Enter your subtotal in Box 7 and add any other charges.

When your report is ready, send it to us with your check made out to L&I, using the enclosed envelope. **Make a copy for yourself.**

1 Class Code	2 Class Code Description	3 Gross Payroll	4 Worker Hours X	5 Your Rate	= 6 Premium
0516	BLDG REPAIR/CARPENTRY NOC	\$12,000	480	2.9697	1425.45
4904	CLERICAL OFFICE NOC	\$2,400	240	0.1193	28.63

SAMPLE

A ↗
B ↗
C ↗
D ↗

No employees this quarter?

Write "no workers" on the form and send by the due date. This is the only way we will know you do not owe a payment for the quarter. If the report is not postmarked by the due date, we will charge a \$10 late fee.

When completed reports and payments are due to L&I

Calendar quarter:

Jan. 1 – March 31
 April 1 - June 30
 July 1 - Sept. 30
 Oct. 1 – Dec. 31

Report must be postmarked by:

April 30
 July 31
 Oct. 31
 Jan. 31

Due date fall on a weekend?

Your report may be postmarked the following business day.

Paying late?

Use the Late Payment Worksheet on the reverse side for penalty and interest instructions.



Need help?

Call your account manager. The name and number is at the top of your enclosed Quarterly Report.

- **Business information changed?** Complete the back of the Quarterly Report.
- **Want to pay online next time?** Go to: quarterlyreports.LNI.wa.gov. Use your PAC number on the top left corner of your Quarterly Report.

* Use with Form F212- 055-000

Late payment penalty and interest worksheet

For Lines 10 and 11 of your Quarterly Report for Workers' Compensation

Get started

Find your premium subtotal from Box 7 of your Quarterly Report form.

Enter here  \$ _____
Line 1

If you wish, you may now go to latepayment.Lni.wa.gov and let our online calculator complete the math for you.

Step 1 - Figure your late payment penalty

- A** Find the percentage below that matches how late you are paying.

Days late	Penalty
1-30	5%
31-60	10%
61+	20%

Enter here  _____ %
Line 2

- B** Multiply: Line 1 x Line 2

Percentages into numbers:

5% = .05
10% = .1
20% = .2

Enter here  \$ _____
Line 3

Write this amount on line 10 of your Quarterly Report. (\$10 minimum)

Step 2 - Figure your late payment interest

- A** Multiply: The number of months you are late x 1% (.01)

Days late	=	Month
1-30		1
31-60		2
61-90		3

Enter here  _____ %
Line 4

- B** Multiply: Line 1 x Line 4

Enter here  \$ _____
Enter this amount on line 11 of your Quarterly Report.

Now return to your Quarterly Report form and complete.