

# Retro Dates & Deadlines

## JANUARY 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <i>Holiday New Year</i>	2	3 <b>Freeze Date</b> <i>(APR. Adjustment &amp; JAN. Monthly)</i>	4
5	6	7	8	9	10	11
12	13	14	15	16 <b>Monthly Report Out</b> –SFT & Listserv	17	18
19	20 <i>Holiday MLK Day</i>	21	22	23	24	25
26	27	28	29	30	31 <b>Freeze Date</b> <i>(Feb. Monthly)</i> <b>APR. Adjustment Re- port Out</b> – SFT & Listserv	

# Retro Dates & Deadlines

## FEBRUARY 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3  <i>Deadline for APR. New Group Apps</i>	4	5	6	7	8
9	10	11	12	13  <i>Monthly Report Out –SFT &amp; Listserv</i>	14  Account Balance Re- port Out – APR. Groups	15
16	17  <i>Holiday President’s Day</i>	18	19	20	21	22
23	24	25	26	27	28  <i>Freeze Date (Mar. Monthly &amp; Quarterly Reports)</i>	

# Retro Dates & Deadlines

## MARCH 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <i>APR. Group Apps due</i>	4	5	6	7	8
9	10	11	12	13 <i>Monthly Report Out –SFT &amp; Listserv SFT &amp; Listserv</i>	14	15
16	17 <i>APR. Ind. Apps &amp; Groups membership Apps due</i>	18	19	20	21	22
23	24	25	26 <i>Quarterly Report Out – SFT &amp; Listserv</i>	27	28	29
30	31 <i>APR. Group withdraw- al list due</i>					

# Retro Dates & Deadlines

## APRIL 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 <i>Freeze Date (JUL. Adjustment &amp; APR. Monthly Re- ports)</i>	5
6	7	8	9	10	11	12
13	14	15	16	17 <i>Monthly Report Out -SFT &amp; Listserv</i>	18	19
20	21	22	23	24	25	26
27	28	29	30			

# Retro Dates & Deadlines

## MAY 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>JUL. Adjustment Report                      Out – SFT &amp; Listserv</i>  Deadline for JUL. New Group Apps	2  <b>Freeze Date</b> <i>(May Monthly Report)</i>	3
4	5	6	7	8	9	10
11	12	13	14	15 Account Balance Re- port Out– JUL. Groups <i>Monthly Report Out</i> –SFT & Listserv	16	17
18	19	20	21	22	23	24
25	26  <b>Holiday</b> <b>Memorial Day</b>	27	28	29	30  <b>Freeze Date</b> <i>(Jun. Monthly &amp; Quar-                      terly Reports)</i>	31

# Retro Dates & Deadlines

## JUNE 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2  JUL. Group Apps due	3	4	5	6	7
8	9	10	11	12  Monthly Report Out -SFT & Listserv	13	14
15	16  JUL. Ind. Apps & Groups membership Apps due	17	18	19	20	21
22	23	24	25  Quarterly Report Out -SFT & Listserv	26	27	28
29	30  JUL. Group withdraw- al list due					

# Retro Dates & Deadlines

## JULY 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 <i>Holiday</i>  <i>Freeze Date</i> <i>(OCT. Adjustment &amp; JUL. Monthly Reports)</i>	5
6	7	8	9	10	11	12
13	14	15	16	17  <i>Monthly Report Out</i> <i>-SFT &amp; Listserv</i>	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# Retro Dates & Deadlines

## AUGUST 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Freeze Date (Aug. Monthly) OCT. Adjustment Report Out –SFT & Listserv. Deadline for OCT. New Group Apps	2
3	4	5	6	7	8	9
10	11	12	13	14 Monthly Report Out –SFT & Listserv	15 Account Balance Re- port Out – OCT. Groups	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Freeze Date (Sep. Monthly & Quarterly Reports)	30
31						

# Retro Dates & Deadlines

## SEPTEMBER 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1  <i>Holiday Labor Day</i>	2  OCT. Group Apps due	3	4	5	6
7	8	9	10	11	12  Monthly Report Out– SFT & Listserv	13
14	15  OCT. Ind. Apps & Groups membership Apps due	16	17	18	19	20
21	22	23	24	25  Quarterly Report Out –SFT & Listserv	26	27
28	29	30  OCT. Group with- drawal list due				

# Retro Dates & Deadlines

## OCTOBER 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 <b>Freeze Date</b> <i>(JAN. Adjustment &amp; OCT. Monthly Reports)</i>	4
5	6	7	8	9	10	11
12	13	14	15	16 <b>Monthly Report Out–</b> SFT & Listserv	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 <b>Freeze Date</b> <i>(Nov. Monthly)</i> <b>JAN. Adjustment Report Out –</b> SFT & Listserv	

# Retro Dates & Deadlines

## NOVEMBER 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <i>Deadline for JAN. New Group Apps</i>	4	5	6	7	8
9	10	11 <i>Holiday Veteran's Day</i>	12	13	14 <i>Monthly Report Out- SFT &amp; Listserv Account Balance Report Out- JAN. Groups</i>	15
16	17	18	19	20	21	22
23	24	25	26	27 <i>Holiday Thanksgiving</i>	28 <i>Holiday Freeze Date (Dec. Monthly &amp; Quarterly )</i>	29
30						

# Retro Dates & Deadlines

## DECEMBER 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 JAN. Group Apps due	2	3	4	5	6
7	8	9	10	11	12 Monthly Report Out– SFT & Listserv	13
14	15 JAN. Ind. Apps & Groups Member Apps due	16	17	18	19	20
21	22	23	24	25 Holiday Christmas	26 Quarterly Report Out – SFT & Listserv	27
28	29	30	31 JAN. Group withdraw- al list due			

**State Holiday**

If an enrollment or withdrawal deadline falls on a state holiday *or weekend*, enrollment applications and withdrawals will be accepted through close of business the *next* business day.

**Example:** If the enrollment deadline (15th day of the month) falls on a Saturday, the department will accept enrollment applications until close of business, Monday, the 17th.

**Freeze Date**

This is the date on which paid Retro claim costs and future reserves on open claims are “captured” for adjustment and data reporting purposes; also know as a “*valuation date*.”

**Monthly Report / Quarterly Report**

The monthly report is produced for retro participants currently enrolled in an active coverage period. Once the first adjustment (or claim valuation) occurs, subsequent reports are produced on a quarterly basis.

**Adjustment Report**

The adjustment report provides details of the comparison of calculated Retrospective Premium to Standard Premium due, resulting in either a refund **or** additional premium assessment.

The first of three (3) mandatory adjustments occurs approximately 10 months after the end of the Retro Coverage Period, the second adjustment follows 12 months later, with a final third adjustment 12 months after that.

**SFT / Listserv**

The monthly, quarterly, and adjustment reports are available to participants in digital format, by download from a Secure File Transfer (**SFT**) website. Participants are notified when reports are ready for download via an electronic mailing list (also known as **Listserv**).

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You can contact Retro staff by **email** ([retro@lni.wa.gov](mailto:retro@lni.wa.gov)), **telephone** (360-902-4851), or **FAX** (360-902-4258).

<http://www.Retro.Lni.wa.gov/>