January 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 *Holiday* *New Years Day*	2 FREEZE: **April adjustment,** and January monthly report
5	6	7	8	9
12	13	14	15 Monthly report mailed /on SFT	16
19 *Holiday* *MLK Day*	20	21	22	23
26	27	28	29	30 ADJ report (April) on SFT FREEZE: Feb. monthly report

February 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 DUE: New group apps (April)	3 ADJ report (April) mailed	4	5	6
9	10	11	12 Monthly report mailed /on SFT	13
16 *Holiday* *President's Day*	17 Acct balance report (April groups)	18	19	20 Retro Advisory Committee meeting 9:30 AM, L&I Bldg, Tumwater
23	24	25	26	27 FREEZE: March monthly report

March 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 DUE: Annual group apps (April)	3	4	5	6
9	10	11	12 Monthly report mailed /on SFT	13
16 DUE: **New member** apps (April) DUE: Staggered apps (April) DUE: **Individual** apps (April)	17 Acct balance report: Second notice – APRIL groups	18	19	20
23	24	25 Quarterly report mailed /on SFT	26	27
30	31 DUE: Withdrawal from April groups			

April 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3 **FREEZE: July adjustment,** and May monthly report.
6	7	8	9	10
13	14	15	16 Monthly report mailed /on SFT	17
20	21	22	23	24
27	28	29	30 ADJ report (July) on SFT	

May 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 DUE: New group apps (July) FREEZE: May monthly report
4 ADJ report (July) mailed	5	6	7	8
11	12	13	14 Monthly report mailed /on SFT	15 Retro Advisory Committee meeting 9:30 AM, L&I Bldg, Tumwater
18 Acct balance report (July groups)	19	20	21	22
25 *Holiday* *Memorial Day*	26	27	28	29 FREEZE: June monthly report

June 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 DUE: Annual group apps (July)	2	3	4	5
8	9	10	11 Monthly report mailed /on SFT	12
15 DUE: **New member** apps (July) DUE: Staggered apps (July) DUE: **Individual** apps (July)	16 Acct balance report: Second notice – JULY groups	17	18	19
22	23	24 Quarterly report mailed /on SFT	25	26
29	30 DUE: Withdrawal from July groups			

July 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3 *Holiday* *Independence Day* FREEZE: **October adjustment,** and July monthly report
6	7	8	9	10
13	14	15	16 Monthly report mailed /on SFT	17
20	21	22	23	24
27	28	29	30	31 ADJ report (October) on SFT FREEZE: August monthly report

August 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 DUE: New group apps (October)	4 ADJ report (October) mailed	5	6	7
10	11	12	13 Monthly report mailed /on SFT	14
17 Acct balance report (October groups)	18	19	20	21 Retro Advisory Committee meeting 9:30 AM, L&I Bldg, Tumwater
24	25	26	27	28

September 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 DUE: New group applications	2	3	4 FREEZE: September monthly report
7 *Holiday* *Labor Day*	8	9	10	11
14	15 DUE: **New member** apps (October) DUE: Staggered apps (October) DUE: **Individual** apps (October)	16 Monthly report mailed /on SFT Acct balance report: Second notice – OCTOBER groups	17	18
21	22	23	24	25
28	29 Quarterly report mailed /on SFT	30 DUE: Withdrawal from October groups		

October 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2 **FREEZE: January adjustment,** and October monthly report
5	6	7	8	9
12	13	14	15 Monthly report mailed /on SFT	16
19	20	21	22	23
26	27	28	29	30 ADJ report (January) on SFT FREEZE: November monthly report

November 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 **DUE**: New group apps (January)	3 ADJ report (January) mailed	4	5	6
9	10	11 *Holiday* *Veteran's Day*	12	13 Monthly report mailed /on SFT
16	17 Acct balance report (January groups)	18	19	20
23	24	25	26 *Holiday* *Thanksgiving*	27 *Holiday* *FRIDAY after Thanksgiving*
30				

December 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 DUE: Annual group apps (January)	2	3	4 FREEZE: January monthly report Retro Advisory Committee meeting 9:30 AM, L&I Bldg, Tumwater
7	8	9	10	11
14	15 DUE: **New** member apps (January) DUE: Staggered apps (Janueary) DUE: **Individual apps** (Janueary)	16 Acct balance report: Second notice – JANUARY groups	17 Monthly report mailed /on SFT	18
21	22	23	24	25 *Holiday* *Christmas*
28	29	30 Quarterly report mailed /on SFT	31 DUE: Withdrawal from January groups	

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	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**).

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

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