

How to file and pay your workers' compensation

Workers' compensation



Filing options

There are two ways to file and pay your workers' compensation:

- QuickFile: No log in required.
- Claim & Account Center: Log in required, use for supplemental reporting and bulk filing.

File with QuickFile

1. Go to www.Lni.wa.gov/QuickFile.
2. Enter your Account ID and Unified Business Identifier (UBI).
3. Enter your workers' actual hours, even if there were zero, within the correct risk classes for the quarter that just ended.
4. Select payment method (eCheck or credit/debit card) and pay your premium online.

File with Claim & Account Center

1. Go to www.Lni.wa.gov/Secure.
2. Enter your username and password.
3. Enter your workers' actual hours, even if there were zero, within the correct risk classes for the quarter that just ended.
 - Supplemental reports will require different information (example: businesses performing drywall will report square footage installed or taped).
4. Select payment method (eCheck or credit/debit card) and pay your premium online.

Pay by check

Send your check and payment voucher to:

Washington State Department of Labor & Industries
PO Box 24106
Seattle WA 98124-6524

Quarterly filing and premium payment due dates

Quarter	Due date
Quarter one (Jan. – Mar.)	April 30
Quarter two (April – June)	July 31
Quarter three (July – Sept.)	Oct. 31
Quarter four (Oct. – Dec.)	Jan. 31

Late payment calculator

Find out how much a late payment will cost by calculating the penalty and interest for late reports or premiums with our calculator at: www.Lni.wa.gov/ClaimsIns/Insurance/File/Online/LatePayCalc.

Have an accountant or payroll filer?

Account access

If you need to give account access to an accountant or payroll filer, complete and return an authorization form available at www.Lni.wa.gov/go/F242-431-000.

Quarterly updates

Don't forget to send your accountant or payroll filer copies of all L&I correspondence regarding quarterly filing, rates, and risk classes.



Washington State Department of
Labor & Industries
Workers' Compensation Services

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

Sign up for reminders

Sign up for quarterly filing email reminders at www.Lni.wa.gov/Main/Listservs/Lni-QuarterlyReporting.asp.

Account changes

If you need to make changes to your account, or if you are hiring workers with different duties, contact us:

Employer Services
360-902-4817
quarterlyfiling@Lni.wa.gov

Balance due

If you already filed for the quarter but need to pay your balance, you can submit your payment at www.Lni.wa.gov/PayaBalanceDue.