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| **January 2022** | | | | |
| **M O** **N T U** **E W E** **D T H U F R I** | | | | |
| **3** | **4** | **5** | **6** | **7** |
| **10** | **11** | **12** | **13**  Monthly report on SFT server | **14** |
| **17**  State Holiday  *Martin Luther King Jr Day* | **18**  Member debt report on SFT | **19** | **20** | **21** |
| **24** | **25** | **26** | **27** | **28**  **Adjustment report** (APRIL) on SFT server |
| **31** |  |  |  |  |
| **R E T R O @ L N I . W A . G O V** | |  |  | **3 6 0 –** **9 0 2 –** **4 8 5 1** |

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| **February 2022** | | | | |
| **M O** **N T U** **E W E** **D T H U F R I** | | | | |
|  | **1**  **DUE**: **New** group apps (April)  **Adjustment report** (April) and Order mailed | **2** | **3** | **4**  **FREEZE**: Feb. monthly report |
| **7** | **8** | **9** | **10** | **11** |
| **14** | **15**  Member debt report on SFT | **16** | **17** | **18**  Monthly report on SFT server |
| **21**  State Holiday  *President's Day* | **22** | **23** | **24** | **25** |
| **28** |  |  |  |  |
| **R E T R O @ L N I . W A . G O V** | |  |  | **3 6 0 –** **9 0 2 –** **4 8 5 1** |

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| **S I G N I F I C A N T D A T E S & D E A D L I N E S F O R R E T R O P A R T I C I P A N T S** | | | |  |
| **March 2022** | | | |  |
| **M O N T U E W E D T H U** | | | | **F R I** |
|  | **1**  **DUE**: Annual group apps (April) | **2** | **3** | **4**  **FREEZE**: March monthly and quarterly report |
| **7** | **8** | **9** | **10** | **11** |
| **14** | **15**  **DUE TODAY**:   * New member apps (April) * Staggered apps (April) * Individual apps (April) | **16** | **17** | **18**  Monthly report on SFT server |
| **21** | **22** | **23** | **24** | **25** |
| **28** | **29** | **30** | **31**  **DUE**:Withdrawal from April groups  Quarterly report on SFT server |  |
| **R E T R O @ L N I . W A . G O V** | |  |  | **3 6 0 – 9 0 2 – 4 8 5 1** |

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| **April 2022** | | | | |
| **M O** **N T U** **E W E** **D T H U F R I** | | | | |
|  | | | | **1**  **FREEZE: JULY adjustment**  and April monthly report |
| **4** | **5** | **6** | **7** | **8** |
| **11** | **12** | **13** | **14**  Monthly report on SFT server | **15**  Member debt report on SFT |
| **18** | **19** | **20** | **21** | **22** |
| **25** | **26** | **27**  **Adjustment report** (JULY)  on SFT server | **28** | **29**  **Adjustment report** (JULY) and Order mailed  **FREEZE**: May monthly report |
| **R E T R O @ L N I . W A . G O V** | |  |  | **3 6 0 –** **9 0 2 –** **4 8 5 1** |

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| **May 2022** | | | | |
| **M O** **N T U** **E W E** **D T H U F R I** | | | | |
| **2**  **DUE**: **New** group apps (July) | **3** | **4** | **5** | **6** |
| **9** | **10** | **11** | **12** | **13**  Monthly report on SFT server |
| **16**  Member debt report on SFT | **17** | **18** | **19** | **20** |
| **23** | **24** | **25** | **26** | **27** |
| **30**  State Holiday  *Memorial Day* | **31** |  | | |
| **R E T R O @ L N I . W A . G O V** | |  |  | **3 6 0 –** **9 0 2 –** **4 8 5 1** |

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| **June 2022** | | | | |
| **M O** **N T U** **E W E** **D T H U F R I** | | | | |
|  |  | **1**  **DUE**: Annual group apps (July) | **2** | **3**  **FREEZE:** June monthly and quarterly report |
| **6** | **7** | **8** | **9** | **10** |
| **13** | **14** | **15**  **DUE TODAY**:   * New member apps (July) * Staggered apps (July) * Individual apps (July) | **16** | **17**  Monthly report on SFT server |
| **20** | **21** | **22** | **23** | **24** |
| **27** | **28** | **29** | **30**  **DUE:** Withdrawal from July groups  Quarterly report on SFT server |  |
| **R E T R O @ L N I . W A . G O V** | |  |  | **3 6 0 –** **9 0 2 –** **4 8 5 1** |

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| **July 2022** | | | | |
| **M O** **N T U** **E W E** **D T H U F R I** | | | | |
|  | | | | **1**  **FREEZE**: **Oct adjustment**  and July monthly report |
| **4**  State Holiday  *Independence Day* | **5** | **6** | **7** | **8** |
| **11** | **12** | **13**  Monthly report on SFT server | **14** | **15**  Member debt report on SFT |
| **18** | **19** | **20** | **21** | **22** |
| **25** | **26** | **27**  **Adjustment report** (OCT)  on SFT server | **28** | **29**  **Adjustment report** (OCT) and Order mailed    **FREEZE**: August monthly report |
| **R E T R O @ L N I . W A . G O V** | |  |  | **3 6 0 –** **9 0 2 –** **4 8 5 1** |

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| **August 2022** | | | |  |
| **M O** **N T U** **E W E** **D T H U** | | | | **F R I** |
| **1**  **DUE**: **New** group apps (October) | **2** | **3** | **4** | **5** |
| **8** | **9** | **10** | **11** | **12**  Monthly report on SFT server |
| **15** | **16**  Member debt report on SFT | **17** | **18** | **19** |
| **22** | **23** | **24** | **25** | **26** |
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| **R E T R O @ L N I . W A . G O V** | |  |  | **3 6 0 –** **9 0 2 –** **4 8 5 1** |

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| **September 2022** | | | | |
| **M O** **N T U** **E W E** **D T H U F R I** | | | | |
|  | |  | **1**  **DUE**: Annual group apps (October) | **2**  **FREEZE**: September monthly report and quarterly report |
| **5**  State Holiday  *Labor Day* | **6** | **7** | **8** | **9** |
| **12** | **13** | **14** | **15**  **DUE TODAY**:   * New member apps (October) * Staggered apps (October) * Individual apps (October) | **16**  Monthly report on SFT server |
| **19** | **20** | **21** | **22** | **23** |
| **26** | **27** | **28** | **29**  Quarterly report on SFT server | **30**  **DUE**: Withdrawal from Oct groups  **FREEZE: Jan adjustment** and October monthly report |
| **R E T R O @ L N I . W A . G O V** | |  |  | **3 6 0 –** **9 0 2 –** **4 8 5 1** |

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| **October 2022** | | | | |
| **M O** **N T U** **E W E** **D T H U F R I** | | | | |
| **3** | **4** | **5** | **6** | **7** |
| **10** | **11** | **12** | **13** | **14**  Monthly report on SFT server |
| **17**  Member debt report on SFT | **18** | **19** | **20** | **21** |
| **24** | **25** | **26** | **27** | **28** |
| **31**  **Adjustment report** (JAN)  on SFT server |  | | | |
| **R E T R O @ L N I . W A . G O V** | |  |  | **3 6 0 –** **9 0 2 –** **4 8 5 1** |

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| **November 2022** | | | | |
| **M O** **N T U** **E W E** **D T H U F R I** | | | | |
|  | **1**  **DUE**: **New** group apps (January) | **2**  **Adjustment report** (JAN) and Order mailed | **3** | **4**  **FREEZE**: Nov monthly report |
| **7** | **8** | **9** | **10**    *Veteran's Day* | **11**  State Holiday  *Veteran’s Day* |
| **14** | **15**  Member debt report on SFT | **16** | **17** | **18** |
| **21**  Monthly report on SFT server | **22** | **23** | **24**  State Holiday  *Thanksgiving Day*  *Thanksgiving Day* | **25**    State Holiday  State Holiday |
| **28** | **29** | **30** |  |  |
| **R E T R O @ L N I . W A . G O V** | |  |  | **3 6 0 –** **9 0 2 –** **4 8 5 1** |

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| **S I G N I F I C A N T D A T E S & D E A D L I N E S F O R R E T R O P A R T I C I P A N T S** | | | | | | | | | |
| **December 2022** | | | | | | | | | |
| **M O** **N** | | **T U E** | **W E** **D** | | **T** **H U** | | **F R** **I** | | |
|  | | | | | **1**  **DUE**: Annual group apps (January) | | | | **2**  **FREEZE:** Dec monthly report and quarterly report |
| **5** | **6** | | | **7** | | **8** | | **9** | |
| **12** | **13** | | | **14** | | **15**  **DUE TODAY**:   * New member apps (January) * Staggered apps (January) * Individual apps (January) | | **16**  Monthly report on SFT server | |
| **19** | **20** | | | **21** | | **22** | | **23** | |
| **26**  State Holiday  *Christmas Day (Observed)* | **27** | | | **28** | | **29**  Quarterly report on SFT server | | **30**  **FREEZE: Apr adjustment**  and January monthly report | |
| **R E T R O @ L N I . W A . G O V** | | |  | |  | | | | **3 6 0 – 9 0 2 – 4 8 5 1** |
|  | | | | | Due Tue. January 3: Withdrawal from JAN groups | | | | |

WA State Department of Labor and Industries Retrospective Rating Program

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, L&I will accept enrollment applications until the 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 known as the *“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.

Member debt report Under Retro program rules, employers cannot enroll (or be *re-enrolled*) in the program if they owe a debt to the Department. This report provides Retro groups with a list of their members who currently have an outstanding balance due.

SFT server The monthly, quarterly, and adjustment reports are available to participants in digital format, by download from a

secure file transfer [SFT] website at [https**:**//sft**.**wa**.**gov/ (](https://sft.wa.gov/)also known as *Axway Secure Transport*). Participants are notified when reports are ready for download via our electronic mailing list (*L&I Retro News*).

You may **contact Retro staff** by email or phone: Retro@Lni.wa.gov or 360-902-4851.

*Some dates are subject to change.* Please contact us at retro@Lni.wa.gov or call **360-902-4851** to confirm any specific date(s). Last revised 10/22/2021