

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
January 2023				
MON	TUE	WED	THU	FRI
2 State Holiday <i>New Year's Day (Observed)</i>	3	4	5	6
9	10	11	12	13 Monthly report on SFT server
16 State Holiday <i>Martin Luther King Jr Day</i>	17	18	19	20
23	24	25	26	27
30 Adjustment report (APRIL) on SFT server	31			
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
February 2023				
MON	TUE	WED	THU	FRI
		1 DUE: New group apps (April) Adjustment report (April) and Order mailed	2	3 FREEZE: Feb. monthly report
6	7	8	9	10
13	14 Member debt report on SFT	15	16	17 Monthly report on SFT server
20 State Holiday <i>President's Day</i>	21	22	23	24
27	28			
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
March 2023				
MON	TUE	WED	THU	FRI
		1 DUE: Annual group apps (April)	2	3 FREEZE: March monthly and quarterly report
6	7	8	9	10
13	14 Member debt report on SFT	15 DUE TODAY: • New member apps (April) • Staggered apps (April) • Individual apps (April)	16	17 Monthly report on SFT server
20	21	22	23	24
27	28	29 Quarterly report on SFT server	30	31 DUE: Withdrawal from April groups FREEZE: JULY adjustment and April monthly report
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
April 2023				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13 Monthly report on SFT server	14
17	18	19	20	21
24	25	26 Adjustment report (JULY) on SFT server	27	28 Adjustment report (JULY) and Order mailed FREEZE: May monthly report
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS

May 2023

MON	TUE	WED	THU	FRI
1 DUE: New group apps (July)	2	3	4	5
8	9	10	11	12 Monthly report on SFT server
15	16	17	18	19
22	23	24	25	26
29 State Holiday <i>Memorial Day</i>	30	31		

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360-902-4851

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
June 2023				
MON	TUE	WED	THU	FRI
			1 DUE: Annual group apps (July)	2 FREEZE: June monthly and quarterly report
5	6	7	8	9
12	13	14 Member debt report on SFT	15 DUE TODAY: • New member apps (July) • Staggered apps (July) • Individual apps (July)	16 Monthly report on SFT server
19	20	21	22	23
26	27	28	29 Quarterly report on SFT server	30 DUE: Withdrawal from July groups FREEZE: Oct adjustment and July monthly report
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
July 2023				
MON	TUE	WED	THU	FRI
3	4 State Holiday <i>Independence Day</i>	5	6	7
10	11	12	13	14 Monthly report on SFT server
17	18	19	20	21
24	25	26	27	28 Adjustment report (OCT) on SFT server
31				

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SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
August 2023				
MON	TUE	WED	THU	FRI
	1 DUE: New group apps (October) Adjustment report (OCT) and Order mailed	2	3	4 FREEZE: August monthly report
7	8	9	10	11
14 Member debt report on SFT	15	16	17	18 Monthly report on SFT server
21	22	23	24	25
28	29	30	31	
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SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS

September 2023

MON	TUE	WED	THU	FRI
				1 DUE: Annual group apps (October) FREEZE: September monthly report and quarterly report
4 State Holiday <i>Labor Day</i>	5	6	7	8
11	12	13	14 Member debt report on SFT	15 DUE TODAY: <ul style="list-style-type: none"> • New member apps (October) • Staggered apps (October) • Individual apps (October)
18 Monthly report on SFT server	19	20	21	22
25	26	27 Quarterly report on SFT server	28	29 FREEZE: Jan adjustment and October monthly report

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
October 2023				
MON	TUE	WED	THU	FRI
2 DUE: Withdrawal from Oct groups	3	4	5	6
9	10	11	12	13 Monthly report on SFT server
16	17	18	19	20
23	24	25	26	27
30 Adjustment report (JAN) on SFT server	31			
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SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
November 2023				
MON	TUE	WED	THU	FRI
	1	1 DUE: New group apps (January) Adjustment report (JAN) and Order mailed	2	3 FREEZE: November monthly report
6	7	8	9	10 State Holiday <i>Veteran's Day (observed)</i>
13	14 Member debt report on SFT	15	16	17 Monthly report on SFT server
20	21	22	23 State Holiday <i>Thanksgiving Day</i>	24 State Holiday
27	28	29	30	

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SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS

December 2023

MON	TUE	WED	THU	FRI
				1 DUE: Annual group apps (January) FREEZE: Dec monthly report and quarterly report
4	5	6	7	8
11	12	13	14 Member debt report on SFT	15 DUE TODAY: <ul style="list-style-type: none"> • New member apps (January) • Staggered apps (January) • Individual apps (January) Monthly report on SFT server
18	19	20	21	22
25 State Holiday <i>Christmas Day</i>	26	27	28	29 FREEZE: Apr adjustment and January monthly report Quarterly report on SFT server
RETRO@LNI.WA.GOV				360-902-4851

Due Tue. January 2: Withdrawal from JAN groups

State holiday	<p>If an enrollment or withdrawal deadline falls on a <i>state holiday or weekend</i>, enrollment applications and withdrawals will be accepted through close of business the <i>next</i> business day.</p> <p><i>Example:</i> 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.</p>
Freeze date	<p>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 “<i>valuation date.</i>”</p>
Monthly report/Quarterly report	<p>The monthly report is produced for retro participants currently enrolled in an <i>active</i> coverage period. Once the first adjustment (or claim valuation) occurs, subsequent reports are produced on a quarterly basis.</p>
Adjustment report	<p>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.</p> <p>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.</p>
Member debt report	<p>Under Retro program rules, employers cannot enroll (or be <i>re-enrolled</i>) 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.</p>
SFT server	<p>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/ (also known as <i>Axway Secure Transport</i>). Participants are notified when reports are ready for download via our electronic mailing list (<i>L&I Retro News</i>).</p>

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