

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			
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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
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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 Memorial Day	30	31		
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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: <ul style="list-style-type: none"> 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
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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				
RETRO@LNI.WA.GOV				360-902-4851

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
RETRO@LNI.WA.GOV				360-902-4851

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				
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 Christmas Day	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.