

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
January 2021				
MON	TUE	WED	THU	FRI
				1 State Holiday <i>New Years Day</i> FREEZE: APRIL adjustment and January monthly report
4	5	6	7	8
11	12	13	14 Monthly report on SFT server	15
18 State Holiday <i>Martin Luther King Jr Day</i>	19 Member debt report on SFT	20	21	22
25	26	27	28	29 FREEZE: Feb monthly report. Adjustment report (APRIL) on SFT server
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS

February 2021

MON	TUE	WED	THU	FRI
1 DUE: New group apps (April)	2 Adjustment report (April) and Order mailed	3	4	5
8	9	10	11 Monthly report on SFT server	12
15 State Holiday <i>President's Day</i>	16 Member debt report on SFT	17	18	19
22	23	24	25 9:30 AM Retro Advisory Committee	26 FREEZE: March monthly and quarterly report
RETRO@LNI.WA.GOV				
			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
March 2021				
MON	TUE	WED	THU	FRI
1 DUE: Annual group apps (April)	2	3	4	5
8	9	10	11 Monthly report on SFT server	12
15 DUE TODAY: • New member apps (April) • Staggered apps (April) • Individual apps (April)	16	17	18	19
22	23 Quarterly report on SFT server	24	25	26
29	30	31 DUE: Withdrawal from April groups		
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
April 2021				
MON	TUE	WED	THU	FRI
			1	2 FREEZE: JULY adjustment and April monthly report
5	6	7	8	9
12	13	14	15 Monthly report on SFT server	16 Member debt report on SFT
19	20	21	22	23
26	27	28	29 Adjustment report (JULY) on SFT server	30 FREEZE: May monthly report
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
May 2021				
MON	TUE	WED	THU	FRI
3 DUE: New group apps (July) Adjustment report (JULY) and Order mailed	4	5	6	7
10	11	12	13 Monthly report on SFT server	14
17 Member debt report on SFT	18	19	20	21 9:30 AM Retro Advisory Committee
24	25	26	27	28
31 State Holiday <i>Memorial Day</i>				
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
June 2021				
MON	TUE	WED	THU	FRI
	1 DUE: Annual group apps (July)	2	3	4 FREEZE: June monthly and quarterly report
7	8	9	10	11
14	15 DUE TODAY: • New member apps (July) • Staggered apps (July) • Individual apps (July)	16	17 Monthly report on SFT server	18
21	22	23	24	25
28	29 Quarterly report on SFT server	30 DUE: Withdrawal from July groups		
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
July 2021				
MON	TUE	WED	THU	FRI
			1	2 FREEZE: OCT adjustment and July monthly report
5 State Holiday <i>Independence Day (observed)</i>	6	7	8	9
12	13	14	15 Monthly report on SFT server	16 Member debt report on SFT
19	20	21	22	23
26	27	28	29 Adjustment report (OCTOBER) on SFT server	30 FREEZE: August monthly report
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
August 2021				
MON	TUE	WED	THU	FRI
2 Adjustment report (OCT) and Order mailed DUE: New group apps (October)	3	4	5	6
9	10	11	12	13 Monthly report on SFT server
16	17 Member debt report on SFT	18	19	20
23	24	25	26 9:30 AM Retro Advisory Committee	27
30	31			
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
September 2021				
MON	TUE	WED	THU	FRI
		1 DUE: Annual group apps (October)	2	3 FREEZE: September monthly report and quarterly report
6 State Holiday <i>Labor Day</i>	7	8	9	10
13	14	15 DUE TODAY: • New member apps (October) • Staggered apps (October) • Individual apps (October)	16 Monthly report on SFT server	17
20	21	22	23	24
27	28 Quarterly report on SFT server	29	30 DUE: Withdrawal from OCT groups	
RETRO@LNI.WA.GOV			360-902-4851	

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS

October 2021

MON	TUE	WED	THU	FRI
				1 FREEZE: JAN adjustment and October monthly report
4	5	6	7	8
11	12	13	14 Monthly report on SFT server	15
18 Member debt report on SFT	19	20	21	22
25	26	27	28 Adjustment report (JAN) on SFT server	29 FREEZE: Nov monthly report
RETRO@LNI.WA.GOV				360-902-4851

SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
November 2021				
MON	TUE	WED	THU	FRI
1 DUE: New group apps (January) Adjustment report (JAN) and Order mailed	2	3	4	5
8	9	10	11 State Holiday <i>Veteran's Day</i>	12 Monthly report on SFT server
15	16 Member debt report on SFT	17	18	19
22	23	24	25 State Holiday <i>Thanksgiving Day</i>	26 State Holiday <i>Native American Heritage Day</i>
29	30			
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SIGNIFICANT DATES & DEADLINES FOR RETRO PARTICIPANTS				
December 2021				
MON	TUE	WED	THU	FRI
		1 DUE: Annual group apps (January)	2	3 FREEZE: December monthly report and quarterly report
6	7	8	9	10
13	14	15 DUE TODAY: • New member apps (January) • Staggered apps (January) • Individual apps (January)	16 Monthly report on SFT server	17 9:30 AM Retro Advisory Committee
20	21	22	23	24 State Holiday <i>Christmas Day (observed)</i>
27	28	29 Quarterly report on SFT server	30	31 State Holiday <i>New Year's Day (observed)</i> FREEZE: APR adjustment and January monthly report
RETRO@LNI.WA.GOV			360-902-4851	
Due Mon. January 3: 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.