

January 2024

January 2024							February 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29		

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
1	STATE HOLIDAY: New Year's Day	2		3		4		5	
8		9		10		11		12	
15	STATE HOLIDAY: Martin Luther King Jr Day	16		17	Monthly report on MFT server	18		19	
22		23		24		25		26	
29		30		31					

February 2024

February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3	3	4	5	6	7	1	2
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Adjustment report (April) on MFT server DUE by 5pm: New group apps (April)	2 FREEZE: February monthly report
5	6 Adjustment report (April) and Order mailed	7	8	9
12	13	14	15 Member debt report on MFT server	16 Monthly report on MFT server
19 STATE HOLIDAY: President's Day	20	21	22	23
26	27	28	29	

March 2024

March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 DUE by 5pm: Annual group apps (April) FREEZE: March quarterly and monthly report
4	5	6	7	8
11	12	13	14	15 DUE by 5pm: New member apps (April); Staggered apps (April); Individual apps (April) Member debt report on MFT server Monthly report on MFT server
18	19	20	21	22
25	26	27	28 Quarterly report on MFT server	29 FREEZE: July adjustment and April monthly report

April 2024

Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4
12	13	14	8	9	10	11
19	20	21	15	16	17	18
26	27	28	22	23	24	25

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
1		2		3		4		5	
DUE by 5pm: April group withdrawals and Safety Plans									
8		9		10		11		12	
15		16		17		18		19	
Monthly report on MFT server									
22		23		24		25		26	
29		30							
		Adjustment report (July) on MFT server							

May 2024

May 2024							June 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 DUE by 5pm: New group apps (July)	2	3 Adjustment report (July) and Order mailed FREEZE: May monthly report
6	7	8	9	10
13	14	15 Member debt report on MFT server	16	17 Monthly report on MFT server
20	21	22	23	24
27 STATE HOLIDAY: Memorial Day	28	29	30	31 FREEZE: June quarterly and monthly report

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30						29

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27
	29	30	31			

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<div>3</div> <div>DUE by 5pm: Annual group apps (July)</div>	<div>4</div>	<div>5</div>	<div>6</div>	<div>7</div>
<div>10</div>	<div>11</div>	<div>12</div>	<div>13</div>	<div>14</div> <div>Member debt report on MFT server</div> <div>Monthly report on MFT server</div>
<div>17</div> <div>DUE by 5pm: New member apps (July); Staggered apps (July); Individual apps (July)</div>	<div>18</div>	<div>19</div> <div>STATE HOLIDAY: Juneteenth</div>	<div>20</div>	<div>21</div>
<div>24</div>	<div>25</div>	<div>26</div>	<div>27</div>	<div>28</div> <div>FREEZE: October adjustment and July monthly report</div> <div>Quarterly report on MFT server</div>

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3
11	12	13	14	8	9	10
18	19	20	21	15	16	17
25	26	27	28	22	23	24
				29	30	31

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			<div>1</div> <div>DUE by 5pm: New group apps (October)</div>	<div>2</div> <div>FREEZE: August monthly report</div>
<div>5</div> <div>Adjustment report (October) and Order mailed</div>	6	7	8	9
12	13	14	<div>15</div> <div>Member debt report on MFT server</div>	<div>16</div> <div>Monthly report on MFT server</div>
19	20	21	22	23
26	27	28	29	<div>30</div> <div>FREEZE: September quarterly and monthly report</div>

September 2024

September 2024							October 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 STATE HOLIDAY: Labor Day	3 DUE by 5pm: Annual group apps (October)	4	5	6
9	10	11	12	13 Member debt report on MFT server
16 DUE by 5pm: New member apps (October); Staggered apps (October); Individual apps (October) Monthly report on MFT server	17	18	19	20
23	24	25	26	27 Quarterly report on MFT server
30 DUE by 5pm: October group withdrawals and Safety Plans				

November 2024

November 2024							December 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Adjustment report (January) on MFT server DUE by 5pm: New group apps (January) FREEZE: November monthly report
4	5	6 Adjustment report (January) and Order mailed	7	8
11 STATE HOLIDAY: Veteran's Day	12	13	14	15 Member debt report on MFT server
18 Monthly report on MFT server	19	20	21	22
25	26	27	28 STATE HOLIDAY: Thanksgiving Day	29 FREEZE: December quarterly and monthly report STATE HOLIDAY: Native American Heritage Day

December 2024

December 2024							January 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>2</p> <p>DUE by 5pm: Annual group app (January)</p>	3	4	5	6
9	10	11	12	<p>13</p> <p>Member debt report on MFT server</p> <p>Monthly report on MFT server</p>
<p>16</p> <p>DUE by 5pm: New member apps (January); Staggered apps (January); Individual apps (January)</p>	17	18	19	20
23	24	<p>25</p> <p>STATE HOLIDAY: Christmas Day</p>	<p>26</p> <p>Quarterly report on MFT server</p>	27
30	<p>31</p> <p>DUE by 5pm: January group withdrawals and Safety Plans</p>			

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>
MFT server	<p>The monthly, quarterly, and adjustment reports are available to participants in digital format, by download from a managed file transfer [MFT] website at https://mft.wa.gov/. 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.