Application checklist for expanded pandemic unemployment benefits.

You may be eligible for these benefits if you can't work due to COVID-19.

Some scenarios include:

☐ Your workplace closed, you can't get to work, you had to quit or work part time.

☐ You are an independent contractor, self-employed or your wages and hours are not reported to Employment Security -- and your work is affected or your business closed.

☐ You need to care for your child who can't go to school or daycare

See more scenarios related to COVID-19.

To be eligible for expanded unemployment benefits:

☐ You must first apply for regular unemployment benefits and be denied. (The law requires this). If you have not already applied and been denied, read about eligibility requirements _on our website_. Also see the _Eligibility checker_ and _Application checklist_ for regular benefits.

☐ You must have worked some hours in your base year and be unemployed due to COVID-19. Your base year is the first four of the last five completed calendar quarters before the week you apply.

Before you apply:

Gather information you'll need to complete the application:

☐ Your Social Security number, birth date and other identifying information.

☐ Your complete work history for the past 18 months including:

  o Employer name(s). Use the name(s) written on your pay stubs.

  o Address(es).

  o Phone number(s).

  o Start and end dates of employment for each employer.

☐ Your bank account and routing number, if you want to sign up for direct deposit. (The fastest way to get paid is with direct deposit.)

☐ **If you are self-employed, an independent contractor or we don't have your payroll information**, you will need to show income you earned in your base year. One or more of these documents will be most helpful:

  • IRS forms Schedule C, K, SE, or F

  • State Department of Revenue quarterly reports

  • 2019 tax return.

How to apply:

☐ You can apply after 8 p.m. on April 18, 2020. We will be ready to process your application at that time.

☐ We recommend that you apply online. You can also apply by phone, but call volumes are high right now and applying online will be faster.

☐ Using a laptop or desktop computer is best. You can use a phone or tablet, but the application might be difficult to navigate.

☐ Create a SecureAccess Washington (SAW) account if you do not already have one. Before creating your account, _avoid common problems_ by reviewing the information on our website.

☐ Start at _secure.esd.wa.gov/home_. Use your SAW username and password to access the unemployment application in eServices.

☐ Note these special rules that will apply only to the COVID-19 crisis:

  ☐ The usual requirement to look for work while you're on unemployment is currently optional, so you can answer "no." It won't affect your benefits.

  ☐ When you answer the "able and available" question, remember that we consider you able and available to work even if you're healthy but can't work due to COVID-19.

After you apply and are approved:

☐ You can apply after 8 p.m. on April 18, 2020. You automatically will receive an extra $600 for each week you claim benefits from March 29 to July 25, 2020. You don't need to request it.

☐ Start submitting weekly claims right away— even before you're approved.

Employment Security Department
WASHINGTON STATE

ESD.WA.GOV