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.

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:
  - Employer name(s). Use the name(s) written on your pay stubs.
  - Address(es).
  - Phone number(s).
  - Start and end dates of employment for each employer.

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.