

# 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:

- The same personal, work history and banking information that you entered in the application for regular unemployment benefits.
- One or more of these **2019** documents, if you are self-employed, an independent contractor or we don't have your payroll information.

- 2019 IRS Schedule C, F, 1065 K-1

- 2019 IRS Schedule 1125-E
- 2019 IRS 1040-SE
- 1099-Misc (2019)
- 2019 tax return (1040 single or joint filing)
- 2019 W-2 (not for self-employment)

- Proof of your **2019** earnings by **quarter**: Find these figures on your check register, business profit & loss statement, balance sheet and other accounting reports.

## How to apply:

- [Download this guide](#) for detailed help and instructions.
- 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](https://secure.esd.wa.gov/home). Use your SAW username and password to access the unemployment application in eServices.

## Note these special instructions for entering your wage information:

- Enter only 2019 wages, even if you have not yet filed your 2019 income tax return.
- Enter only "net" earnings, not "gross" earnings. Net earnings are what is left after any deductions.
- When you are asked to enter quarterly earnings, enter 2019 earnings for Jan – March, April – June, July – Sept, and Oct – Dec.

## After you apply and are approved:

- 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.

