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 if we don't have your payroll information:

  • 1040 Single filing

  • 1040 Joint filing, together with Schedule C.
  • 1125-E
  • Schedule F: Profit or Loss from Farming
  • W-2
  • 1099-Misc
  • 1040-SE
  • 1065 Schedule K-1

☐ 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*. 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.

Employment Security Department
WASHINGTON STATE

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