ESD.WA.GOV

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. 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.

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711

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