

How to amend a workers' compensation report

Workers' compensation



Amendment requirements

To correct a filed report, you must submit an amended report and send us a letter explaining the reason for the amendment.

L&I may request a copy of working papers or payroll records. Working papers must include employees' names, hours, and premiums paid.

Supplemental reports will require different information (example: businesses performing drywall will report square footage installed or taped).

Amend reports online with Claim & Account Center

1. Go to [Lni.wa.gov/Secure](https://lni.wa.gov/Secure).
2. Enter your username and password.
3. In Filing History, select a report to amend.
4. Enter your workers' actual hours, even if there were zero, within the correct risk classes for the quarter that just ended.
5. Select payment method (eCheck or credit/debit card) and pay your premium online.

You can't amend reports online through QuickFile.

Pay by check

Send your check and payment voucher to:

Washington State Department of Labor & Industries
PO Box 24106
Seattle WA 98124-6524

Amend a paper report

Make a copy of the original report, write "Amended" at the top, and make your corrections on the report.

PUBLICATION F212-253-000 [11-2024]

Letter of explanation and working papers

You can submit your letter of explanation and working papers through the Secure Message Center, fax, or mail.

Secure Message: Access Claim & Account Center

Fax: 360-902-4988

Mail: Department of Labor & Industries
PO Box 44140
Olympia, WA 98504-4140

Example

Reason for amendment

In this example, the business should state "Jane Smith's hours were reported under the wrong risk class code for the first quarter of 2024 workers' compensation report" as the reason for amendment.

Working papers

Quarter one 2024 — Original

Name	Risk class	Hours	Rate	Premium
John Doe	0510-00	412	4.5596	\$1,878.56
Name	Risk class	Hours	Rate	Premium
Sally Adams	4904-00	365	0.2008	\$73.29
Jane Smith	4904-00	385	0.2008	\$77.31
Total due	-	1,162	-	\$2,029.16

Quarter one 2024 — Amended

Name	Risk class	Hours	Rate	Premium
John Doe	0510-00	412	4.5596	\$1,878.56
Jane Smith	0510-00	385	4.5596	\$1,755.45
Name	Risk class	Hours	Rate	Premium
Sally Adams	4904-00	365	0.2008	\$73.29
Total due	-	1,162	-	\$3,707.30



Washington State Department of
Labor & Industries
Workers' Compensation Services

Upon request, language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.