



PROPOSED RULE MAKING

CR-102 (June 2024) (Implements RCW 34.05.320)

Do NOT use for expedited rule making

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STATE OF WASHINGTON
FILED

DATE: February 11, 2025

TIME: 9:04 AM

WSR 25-05-032

Agency: Employment Security Department

Original Notice

Supplemental Notice to WSR

Continuance of WSR

Preproposal Statement of Inquiry was filed as WSR 24-21-048 ; or

Expedited Rule Making--Proposed notice was filed as WSR _____; or

Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1); or

Proposal is exempt under RCW _____.

Title of rule and other identifying information: (describe subject) What notice must a business provide the department when changing its address?

Hearing location(s):

Date:	Time:	Location:	Comment:
March 27, 2025	10:00 AM	Zoom	https://esd-wa.gov.zoom.us/j/84630810093?pwd=20JH8uuc5pzxdcI0Y2TTx2ejabZl2g.1 Meeting ID: 846 3081 0093 Passcode: 537428 --- One tap mobile +13126266799,,84630810093#,,,,*537428# US (Chicago) +16465588656,,84630810093#,,,,*537428# US (New York)

Date of intended adoption: April 27, 2025 (Note: This is NOT the effective date)

Submit written comments to:

Name: Stephanie Frazee
Address: P.O Box 9046, Olympia, WA 98507-9046
Email: esdgpuirules@esd.wa.gov
Fax: 844-652-7096
Other
Beginning on date of filing
By March 27, 2025, at 5:00 PM

Assistance for persons with disabilities:

Contact: Teresa Eckstein
Phone: 360-507-9890
Fax: 360-586-4600
TTY: Relay 711
Email: Teresa.eckstein@esd.wa.gov
Other
By March 20, 2025

Purpose of the proposal and its anticipated effects, including any changes in existing rules: This proposal clarifies an employer's responsibility to inform the Department of a change in address within 30 days of the address change. The rule clarifies that this must be done in writing and what information must be included.

Reasons supporting proposal: Although employers are required to keep their information up to date with the Department under RCW 50.12.070, currently, the Department's rules do not explicitly require employers to keep their addresses up to date with the Department. This rulemaking will specify that employers notify the Department of a change in address within 30 days of an address change.

Statutory authority for adoption: RCW 50.12.010, RCW 50.12.042, and RCW 50.12.040 provide general rulemaking authority to the Employment Security Department. RCW 50.12.070 lists employers record keeping obligations to the Department.

Statute being implemented: RCW 50.12.070

Is rule necessary because of a:

- Federal Law? Yes No
Federal Court Decision? Yes No
State Court Decision? Yes No

If yes, CITATION:

Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters: None.

Name of proponent: (person or organization) Employment Security Department

Type of proponent: Private. Public. Governmental.

Name of agency personnel responsible for:

	Name	Office Location	Phone
Drafting	Stephanie Frazee	Olympia, WA	425-465-0313
Implementation	JR Richards	Olympia, WA	360-463-1079
Enforcement	JR Richards	Olympia, WA	360-463-1079

Is a school district fiscal impact statement required under [RCW 28A.305.135](#)?

Yes No

If yes, insert statement here:

The public may obtain a copy of the school district fiscal impact statement by contacting:

Name
Address
Phone
Fax
TTY
Email
Other

Is a cost-benefit analysis required under [RCW 34.05.328](#)?

Yes: A preliminary cost-benefit analysis may be obtained by contacting:

Name: Stephanie Frazee
Address: P.O Box 9046, Olympia, WA 98507-9046
Phone: 425-465-0313
Fax: 844-652-7096
TTY: Relay 771
Email: esdgpuirules@esd.wa.gov
Other: <https://esd.wa.gov/newsroom/rulemaking>

No: Please explain: This rulemaking does not change the effect of the statute, it only clarifies that employers should update their address with the Department within 30 days of an address change.

Regulatory Fairness Act and Small Business Economic Impact Statement

Note: The [Governor's Office for Regulatory Innovation and Assistance \(ORIA\)](#) provides support in completing this part.

(1) Identification of exemptions:

This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see [chapter 19.85 RCW](#)). For additional information on exemptions, consult the [exemption guide published by ORIA](#). Please check the box for any applicable exemption(s):

This rule proposal, or portions of the proposal, is exempt under [RCW 19.85.061](#) because this rule making is being adopted solely to conform and/or comply with federal statute or regulations. Please cite the specific federal statute or regulation this rule is being adopted to conform or comply with, and describe the consequences to the state if the rule is not adopted.

Citation and description:

- This rule proposal, or portions of the proposal, is exempt because the agency has completed the pilot rule process defined by [RCW 34.05.313](#) before filing the notice of this proposed rule.
 - This rule proposal, or portions of the proposal, is exempt under the provisions of [RCW 15.65.570\(2\)](#) because it was adopted by a referendum.
 - This rule proposal, or portions of the proposal, is exempt under [RCW 19.85.025\(3\)](#). Check all that apply:
 - [RCW 34.05.310](#) (4)(b) (Internal government operations)
 - [RCW 34.05.310](#) (4)(c) (Incorporation by reference)
 - [RCW 34.05.310](#) (4)(d) (Correct or clarify language)
 - [RCW 34.05.310](#) (4)(e) (Dictated by statute)
 - [RCW 34.05.310](#) (4)(f) (Set or adjust fees)
 - [RCW 34.05.310](#) (4)(g) ((i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit)
 - This rule proposal, or portions of the proposal, is exempt under [RCW 19.85.025\(4\)](#). (Does not affect small businesses).
 - This rule proposal, or portions of the proposal, is exempt under RCW .
- Explanation of how the above exemption(s) applies to the proposed rule:

(2) Scope of exemptions: *Check one.*

- The rule proposal: Is fully exempt. (*Skip section 3.*) Exemptions identified above apply to all portions of the rule proposal.
- The rule proposal: Is partially exempt. (*Complete section 3.*) The exemptions identified above apply to portions of the rule proposal, but less than the entire rule proposal. Provide details here (consider using [this template from ORIA](#)):
- The rule proposal: Is not exempt. (*Complete section 3.*) No exemptions were identified above.

(3) Small business economic impact statement: *Complete this section if any portion is not exempt.*

If any portion of the proposed rule is **not exempt**, does it impose more-than-minor costs (as defined by RCW 19.85.020(2)) on businesses?

- No This rulemaking does not impose any costs on small businesses, as it just provides guidance on when employers should notify the Department of an address change.
- Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses and a small business economic impact statement is required. Insert the required small business economic impact statement here:

The public may obtain a copy of the small business economic impact statement or the detailed cost calculations by contacting:

- Name
- Address
- Phone
- Fax
- TTY
- Email
- Other

Date: February 11, 2025

Name: Joy Adams

Title: Director, Employment System Policy & Integrity Division

Signature:

