



# Corporate Officer Exemption Form Private Corporation – Family Corporate Officer

Private corporations may exempt from unemployment coverage any number of corporate officers who are all related by blood within the third degree of marriage. This means that **all** corporate officers exempted must be family members limited to:

- Individual and his or her spouse
  - Grandchildren
  - Great-grandchildren
  - Nephews and nieces
  - Grandparents
  - Aunts and uncles
  - Children
  - Great-grandchildren
  - Brothers and sisters
  - Parents
  - Great-grandparents
  - Spouses of any of these family members
- Legal adoptions or step-relatives are included.

Business name: \_\_\_\_\_ Business phone: \_\_\_\_\_

ES Reference number: \_\_\_\_\_ UBI number: \_\_\_\_\_

Name of preparer/contact person: \_\_\_\_\_

Title: \_\_\_\_\_ Business phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Corporate officer being exempted:** (Use a separate form for each officer):

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Social Security number: \_\_\_\_\_ Title: \_\_\_\_\_

I certify that I have read and understand the terms of exemption and that I meet the exemption criteria as an officer/family member of a private corporation.

\_\_\_\_\_  
Signature of officer being exempted Date

**Corporate officer verifying exemption decision:** (Must be a different officer unless no others exist):

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Signature of verifying officer Date

Date exemption to be effective \_\_\_ / \_\_\_ / \_\_\_ (Must be on Jan. 1 except for newly registered corporations; cannot be retroactive if submitted after Jan. 15.)

Fax this form to 360-902-9264 or mail to: Employment Security Department, UI Tax and Wage Administration/Status, P.O. Box 9046, Olympia, WA 98507-9046

Exemption is not valid until the exemption forms are signed by the corporate officers and received by the Employment Security Department. Forms must be sent by January 15 to be effective for that year. Forms lacking complete information or not matching corporate registration information on file cannot be processed. We will notify you after we act on the completed exemption forms.