



## Employment Security Department

WASHINGTON STATE

Disaster Unemployment Assistance • PO Box 19019 • Olympia, WA 98507-0019 • 855-952-9988

Dear Applicant,

The disaster declared by President Trump on Apr. 11, 2026, was due to the severe storms and flooding that occurred from Dec. 5 through Dec. 19, 2025. The designated disaster (FEMA-4906-DR) makes Disaster Unemployment Assistance available to eligible individuals in Chelan, Grays Harbor, King, Lewis, Pacific, Pierce, Skagit, Snohomish, Thurston, and Whatcom counties, including the Confederated Tribes of the Chehalis Reservation, Lummi Nation, Muckleshoot Indian Tribe, Nisqually Indian Tribe, Nooksack Indian Tribe, Puyallup Tribe, Quinault Indian Nation, Samish Indian Nation, Sauk-Suiattle Indian Tribe, Shoalwater Bay Indian Tribe, Snoqualmie Indian Tribe, Squaxin Island Tribe, Stillaguamish Tribe of Indians, Swinomish Indian Tribal Community, Tulalip Tribes, and the Upper Skagit Indian Tribe.

### What is Disaster Unemployment Assistance?

Disaster Unemployment Assistance (DUA), under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provides temporary benefits to people whose jobs or self-employment were lost or interrupted as a direct result of a major disaster. The U.S. Department of Labor oversees the DUA program and coordinates with the Federal Emergency Management Agency (FEMA), to provide the funds to the state for payment of DUA benefits. The Washington State Employment Security Department administers the program on behalf of the federal government.

### What is the deadline to apply?

We announced the availability of Disaster Unemployment Assistance related to the severe storms and flooding (FEMA-4906-DR) on May 5, 2026.

- Your completed application must be received by fax or postmarked no later than **June 10, 2026**.
- If you apply after this deadline, you must show a good reason for applying late.
- We cannot accept applications postmarked or faxed after Oct. 10, 2026, even if you have good cause.

### Who is eligible?

To qualify for Disaster Unemployment Assistance, you must have had at least one week of unemployment where your primary source of income was interrupted following the date of the major disaster. You also must meet at least one of the conditions in **Requirement 1** below and all the conditions in **Requirement 2**.

**Requirement 1:** You must have met at least one of the following conditions of unemployment caused as a direct result of the disaster in the areas that are covered by the declaration:

- You were unable to work because your or your employer's business was closed as a direct result of the disaster.
- You were unable to reach your place of employment or self-employment because of the disaster.
- You were scheduled to start a job or work in self-employment, and because of the disaster it no longer exists, or you were unable to reach it.
- You couldn't work at a job or in self-employment because of an injury caused directly by the disaster.

- You may also qualify if you became the main earner or major support of a household and are seeking work because the previous head of household died due to the disaster.

**Requirement 2:** You must meet all the following eligibility requirements.

- You are legally authorized to work in the United States.
- You are not eligible for unemployment benefit payment or waiting week credit in any state or through the Railroad Retirement Board.
- Your employment or self-employment affected by the disaster was your primary source of income and livelihood.
- You applied for DUA within the application period, or applied before the end of the disaster assistance period and had good cause for applying late.
- You had employment or self-employment that was directly affected by the disaster.
  - You will meet this requirement if you were scheduled to begin work at the time of the disaster but were unable to start due to the disaster.
  - You will also meet this requirement if the former head of household worked, but died due to the disaster.

### Apply for regular unemployment benefits first

You must apply for regular unemployment benefits and be denied before you can apply for DUA.

The best way to apply for regular unemployment benefits is through eServices at [esd.wa.gov](http://esd.wa.gov) 24 hours a day, seven days a week.

If you don't have an eServices account or can't access eServices, you can apply for regular unemployment benefits by phone. Use the automated voice application by calling the Unemployment Claims Center at 800-318-6022.

After you apply for unemployment, submit your DUA application.

### How do I apply for Disaster Unemployment Assistance?

Please read all instructions and questions carefully. After you complete the forms, submit them on our website, or send them to us by fax or by postal mail:

- Online: Go to [esd.wa.gov/dua](http://esd.wa.gov/dua) and look for the secure upload link.
- Fax: 844-395-6712.
- Mail:

Employment Security Department  
Disaster Unemployment Assistance  
PO Box 19019  
Olympia, WA 98507-0019

If you have questions, call the Disaster Unemployment Assistance Unit at 855-952-9988.

### What should I expect?

After we receive your application, we will tell you how much you may receive each week if we determine you are eligible for DUA. It may take 10 to 15 working days for us to determine your eligibility. We will notify you by mail when we approve or deny your application.

### How much will I get paid each week?

The amount we'll pay you is based on your previous earnings. After you apply, we'll send you a letter by mail, telling you how much you are eligible to receive. You could receive a weekly benefit amount between \$371 and \$1,152, with some exceptions for part-time workers.

## How we calculate your benefits amount

If you don't submit required documents within 21 days of applying, you will either be ineligible for Disaster Unemployment Assistance (DUA), or your benefits will be reduced to the lesser of the amount below or the DUA minimum of \$371.

Determining your DUA base year:

- If you became unemployed due to the disaster in 2025, your DUA base year will be 2024.
- If you became unemployed due to the disaster in 2026, your DUA base year will be 2025.

**Step 1:** If there are less than 680 total hours in your DUA base year, go to step 4.

**Step 2:** We add together the gross wages from the two highest quarters in your DUA base year. Then divide by 2.

**Step 3:** We multiply the amount in step 2 by 0.0385.

- If this is more than Washington's official maximum weekly benefit amount of \$1,152, you will get \$1,152.
- If it is at least \$371 and not more than \$1,152, you will get this amount, rounded down to the nearest dollar.
- If this is less than \$371, you will get the DUA minimum weekly benefit amount of \$371.

**Step 4:** If there are less than 680 total hours in your DUA base year and you:

- Regularly worked at least the customary hours for your occupation, you will get the DUA minimum weekly benefit amount of \$371.
- Did not work during the DUA base year, but started work or were scheduled to start work after the base year and that work was affected by the disaster, you will get the DUA minimum weekly benefit amount of \$371.
- Regularly worked less than the customary hours for your occupation, we take the regular hours you worked each week and divide by the customary number of hours each week for your occupation and multiply by \$371. You will get this amount rounded down to the nearest dollar.

## Wage and hour information we need

Regular employers report your hours and wages to us. However, we won't have this information if you worked:

- In your own business.
- As an independent contractor.
- As a 1099 employee.
- In non-covered employment.
- As part of a family unit.

If you worked in any of the above at the time of the disaster, or at any time during the 24 months before the disaster. We will base the amount you are eligible to receive on the information you provide at the time of your application.

You must provide documents within 21 days of submitting this application if you don't submit them with your application. The documents must show you:

- Attachment to this employment or self-employment. If you don't provide the necessary information, you will be determined ineligible for DUA and you will have an overpayment that you must pay back for any week that DUA has already paid.
- Hours and earnings worked in this employment or self-employment. If you don't provide documentation, your weekly benefit amount will be reduced to the minimum for DUA. If you were already paid a greater amount for any week, you will have an overpayment that you must pay back.

If you provide the required documentation by Oct. 10, 2026, we will redetermine your eligibility and adjust your weekly benefit amount accordingly for all weeks you are eligible and pay you any difference that is due.

#### What will reduce the amount I receive?

The amount you may receive each week will be reduced by:

- Federal taxes you have requested we withhold and send to the IRS on your behalf.
- Child support obligations we are required to withhold and pay to DSHS Division of Child Support on your behalf.
- Earnings you report on your weekly claim forms.
- Separation pay.
- Retirement pay deductible under unemployment insurance.
- Supplemental unemployment benefit under a collective bargaining agreement.
- Private income protection insurance.
- The prorated amount of Workers' Compensation due to the death of the head of the household as the result of the major disaster.
- Overpayments of DUA or unemployment.

#### When will I be paid?

Disaster Unemployment Assistance (DUA) benefits can be paid when:

- We have established you are not eligible for regular unemployment.
- We have established you are eligible for DUA.
- You have submitted a DUA weekly claim.

This process could take a few days or a few weeks. You can help us by answering our calls for more information.

#### How long may I get benefits?

Disaster Unemployment Assistance is payable for weeks you continue to be unemployed as a direct result of the disaster between Dec. 7, 2025, and Oct. 10, 2026.

#### Being disqualification or termination from DUA

You can be disqualified from DUA benefits if any of the following occur:

- You became employed and your earnings exceed the weekly benefit amount allowed under the state's law.
- You refused to accept suitable employment or self-employment, or a referral to suitable employment or self-employment, without good cause.
- You were not able to work or available for work, unless the inability to work is due to an injury caused directly by the disaster.
- You were not seeking work, unless you're taking steps to resume self-employment.
- You were no longer unemployed as a direct result of the disaster.

#### Where can I get more information?

- Go to our website at [esd.wa.gov/dua](https://esd.wa.gov/dua).
- Call our DUA Unit at 855-952-9988.



## Employment Security Department

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### How to complete your Disaster Unemployment Assistance (DUA) application

Please read these instructions carefully before completing your application to avoid any processing delays.

- Write legibly.
- Complete all information.

#### What to include in your DUA application

- The application.
- Acceptable income and employment documents. See the list included in the application packet.
- The W-9 Form.
- If you were self-employed at the time of the disaster, also include the Supplement to DUA application for self-employed individuals.

#### When will you be paid?

DUA benefits can be paid when:

1. We have established you are not eligible for regular unemployment.
2. We have established you are eligible for DUA
3. You have submitted a DUA weekly claim

This process could take a few days or a few weeks. You can help us by answering our calls for more information.

#### Tips for completing the DUA application

##### Personal information section

Provide a physical mailing address where you can receive a paper check by postal mail. It is important to use the same address on all application materials.

Complete all information unless it is marked optional.

If you are not a U.S. citizen or American national, you must:

- Certify that you have satisfactory immigration status.
- Provide your alien registration number and expiration date.

We might ask you to send a clear copy of the front and back of your Alien Registration Card (ARC).

##### Section A. Unemployed worker due to disaster

Explain **in detail** how the disaster directly caused your unemployment. Your written explanation will help us decide if you are eligible for DUA. Include as much **specific** information as possible.

If you answer Yes to any of the questions, you must provide more information in Section G. The additional information you provide will help us determine your eligibility. If you do not provide additional information, we may have to call you to ask additional questions.

**Section B. Work history**

Starting with your most recent job, list all of your employment or self-employment for the 24-months before the disaster. Enclose copies of your W-2 forms or pay stubs from each employer listed. If you are or were self-employed, enclose a copy of Schedule C, F, SE or K with Form 1040.

If you can't give us copies of the documents immediately but will be able to soon, or if the documents were destroyed in the disaster, provide that information in Section G.

**Section D. Self-employed – not working for another employer**

Complete the form "Supplement to DUA application for self-employed individuals." Include a copy of Schedule C, F, SE or K with your Form 1040.

**Section E. Other compensation**

If you answer Yes to any of the questions, you must provide more information in Section G.

**Section F. Self-employment and non-covered employment income**

The information in this section will be used to determine your weekly benefit amount. Most employers have already reported wages to ESD, but if you are self-employed or worked in non-covered employment, we will not have a record of that information and you should provide it here. If we don't have a record of your income and you don't provide documentation, you are only eligible for the minimum benefit amount.

If you are both self-employed and employed by someone else, report your self-employed income in this section.

Use this section to report your income for the 2024 or 2025 tax year.

- If you became unemployed due to the disaster in 2025, provide documents for 2024.
- If you became unemployed due to the disaster in 2026, provide documents for 2025.

**Section G. Remarks**

Use this space to write more about questions you answered with Yes and were marked with an asterisk (\*). You also can use this section if you need more space to answer any question.

**Section H. Applicant certification and signature**

We are required by federal law to include this statement. Please read it carefully before signing and dating the application. If you don't sign and date the application, we'll have to return it to you and your benefit payments will be delayed.

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Submit your application and supporting documents, on our website, by fax or postal mail:

- Online: Go to [esd.wa.gov/dua](https://esd.wa.gov/dua) and look for the **secure upload** link.
- Fax: 844-395-6712.
- Mail:

Employment Security Department  
Disaster Unemployment Assistance  
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If you have questions or would like to apply by phone, call the Disaster Unemployment Assistance Unit at 855-952-9988.

**DISASTER UNEMPLOYMENT ASSISTANCE  
APPLICATION**



**Disaster No.: FEMA - 4906 - DR**

**Explain answers to questions with an asterisk (\*) on page 3, section G, "Remarks."**

**Personal information**

Date completed:

Last name, first name, middle initial:			Social Security number:		
Mailing address:			Phone number:		
City:	State:	ZIP code:	Gender (choose one): <input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/> Female		Date of birth: Month ____ Day ____ Year ____
County of residence:	Race/ethnicity (optional) <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other				
Email address (if applicable): By providing an email address, you consent to us contacting you with confidential information by email.					
Are you a U.S. Citizen or American National? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not a U.S. Citizen or American National, do you certify that you have satisfactory immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you have satisfactory immigration status, attach a copy of your Alien Registration Card (ARC) and provide the following: Alien number: _____ Expiration date: _____		
Unemployment benefits are taxable income. You can choose to have 10% of your weekly benefit payments deducted for federal income tax. Please indicate your choice: <input type="checkbox"/> Yes    I request 10% of my weekly benefit payments be deducted for income tax. <input type="checkbox"/> No     I do not want 10% of my weekly benefit payments to be deducted for income tax.					

**A. Unemployed worker due to disaster:**

Explain in *detail* how this disaster was the *direct* cause of your unemployment. Attach additional paper, if necessary.

\_\_\_\_\_

- Check your main source of income or livelihood at the time of the disaster\*:  
 Employment     Retirement pay/Pension     Self-employment     Other \_\_\_\_\_
- What date did you become unemployed as a direct result of the disaster? Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_
- Have you applied for unemployment benefits with any state, federal or railroad program?.....  Yes\*     No
- Are you eligible to collect unemployment with any state, federal or railroad program in the last year? .....  Yes\*     No
- Were you injured as a direct result of the disaster?.....  Yes\*     No
- Did you become the head of household due to a death caused by the disaster? .....  Yes\*     No

**B. Work history**

List *all* employment for the last 24 months and include a copy of the W-2 forms from your employer(s). List *all* self-employment during the last 24 months. Attach additional pages if necessary and be sure to include all details on those additional pages.

Last employer/self-employment:	Date started:	Date last worked:	County of job location:	Did you work: <input type="checkbox"/> Full-time; or <input type="checkbox"/> Part-time?
Address:	City/State/Zip:		Occupation:	
Last employer/self-employment:	Date started:	Date last worked:	County of job location:	Did you work: <input type="checkbox"/> Full-time; or <input type="checkbox"/> Part-time?
Address:	City/State/Zip:		Occupation:	
Last employer/self-employment:	Date started:	Date last worked:	County of job location:	Did you work: <input type="checkbox"/> Full-time; or <input type="checkbox"/> Part-time?
Address:	City/State/Zip:		Occupation:	

\*Explain in "Remarks" section on page 3.

**C. Employer at the time of disaster**

Complete this section if you were working for any employer, *not* self-employment, at the time of the disaster.

1. Were you working for an employer, other than self-employment, as your primary source of income at the time of the disaster?  Yes  No

*If "Yes:"*  
 Employer's name: \_\_\_\_\_ Street address of job site: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Employer's phone: \_\_\_\_\_  
 What date did you become unemployed as a direct result of the disaster? Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
 Occupation: \_\_\_\_\_

2. Did the disaster prevent you from reaching your place of employment?  Yes  No

*If "Yes:"*  
 How were you prevented: \_\_\_\_\_  
 When were you unable to reach work? From: \_\_\_\_\_ To: \_\_\_\_\_

3. Did your employer close as a direct result of the disaster?  Yes  No

*If "Yes:"*  
 Reason for closure: \_\_\_\_\_  
 Date company closed: \_\_\_\_\_ Date company reopened or will reopen: \_\_\_\_\_

4. Did the disaster prevent you from starting a new job with an employer?  Yes  No

*If "Yes:"*  
 Employer's name: \_\_\_\_\_ Street address of job site: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Employer's phone: \_\_\_\_\_  
 Person who offered you the job: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date you were scheduled to start: \_\_\_\_\_  
 Reason you could not start:  Unable to get to job  Business closed  Other\* \_\_\_\_\_

**D. Self-employed – not working for another employer.**

Complete the enclosed form "Supplement to Disaster Unemployment Assistance Application for Self-Employed Individuals."  
 Include a copy of Schedule C, F, SE or K with your Form 1040.

**E. Other compensation**

Have you applied for or are you receiving any of the following:		Monthly amount	From (Mo/Day/Yr)	To (Mo/Day/Yr)
State, federal, or railroad unemployment benefits?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	\$ _____	_____	_____
Loss of wages due to illness or disability (worker's compensation)?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	\$ _____	_____	_____
Private income protection or supplemental unemployment benefits?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	\$ _____	_____	_____
Vacation, sick, or holiday pay?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	\$ _____	_____	_____
Retirement pay or pension (list what kind in "Remarks")? Do not include Social Security benefits.	<input type="checkbox"/> Yes* <input type="checkbox"/> No	\$ _____	_____	_____
Any other income?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	\$ _____	_____	_____

\*Explain in "Remarks" section on page 3.

**F. Self-employment and non-covered employment income**

Income that counts when calculating your Disaster Unemployment Assistance benefit amount may include earnings:

- From your own business.
- As an independent contractor.
- From employers that don't report your wages to us for unemployment purposes, such as certain religious organizations (called non-covered employment).

Report your earnings after your reasonable business expenses have been deducted from your gross income if you are self-employed. Please consult your accountant, tax advisor or other financial professional if you are unsure what these amounts are. If you worked in non-covered employment, report your gross wages before deductions.

To provide your earnings:

1. Fill in the boxes below for each quarter; and
2. Attach your documents for proof of income. See [detailed instructions and a list of acceptable documents](#).

There could be a delay receiving the correct weekly benefit amount if there are discrepancies between the income shown on your documents and the amounts you provided in the boxes.

If you became unemployed due to the disaster in 2025, enter the amount you made in 2024.  
If you became unemployed due to the disaster in 2026, enter the amount you made in 2025.

<b>Jan - Mar</b> Net Earnings	<b>Apr - Jun</b> Net Earnings	<b>Jul - Sep</b> Net Earnings	<b>Oct - Dec</b> Net Earnings

Attach documentation of your self-employment or non-covered earnings so we can make a final decision on your claim. Only submit documents from the list of acceptable documents. Please ensure that the amounts you enter as "Net Earnings" in the boxes above match as closely as possible to the corresponding amounts on your documents.

You must provide documents within 21 days of submitting this application if you currently do not have them available.

**G. Remarks --** Provide any remarks for questions marked with an asterisk (\*): You can attach additional pages if needed.

**H. Applicant certification and signature**

I certify that all of the information I have given on this application, and forms related to this application, is correct to the best of my knowledge and belief, and that I have supplied this information in order to obtain Disaster Unemployment Assistance. I understand that federal funds are provided and that under 18 U.S.C. 1001 I may be subject to prosecution for willfully concealing material facts or knowingly making a false statement to obtain Disaster Unemployment Assistance to which I am not entitled. I am furnishing my Social Security number as required under 26 U.S.C. 6109(d) for purposes of reporting DUA as federal taxable income and for determining my entitlement to Disaster Unemployment Assistance. I understand, in accordance with 20 CFR 625.16(b), that information concerning my Disaster Unemployment Assistance application may be disclosed only as is allowed with respect to regular compensation under state law and to the U.S. Department of Labor.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SUPPLEMENT TO DISASTER UNEMPLOYMENT  
ASSISTANCE APPLICATION FOR SELF-  
EMPLOYED INDIVIDUALS**



**Disaster No.: FEMA - 4906 - DR**

**Include a copy of Schedule C, F, SE, or K with your Form 1040.**

Applicant name (last, first, middle initial):				Social Security number:	
Business name:				Is your self-employment in farming?  <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street address:					
City:	State:	Zip Code:	County:	Are you a sole proprietor or a partner?  <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partner	
County of residence:			County of job location:		

**A. Farming activity (if applicable)**

List all farm products raised and held primarily for sale in columns below.

Crop(s)		Livestock		Other (specify)	
Kind	Acres	Kind	Quantity	Kind	Quantity

**B. Self-employment information**

1. What kind of self-employment do you perform and how long have you performed it?
  
2. Were you actively engaged in self-employment at the time of the disaster?  Yes    No  
If "No," please explain:
  
3. Did the disaster prevent you from performing all activities associated with your self-employment?  Yes    No  
If "No," what activities were you still able to perform?
  
4. Have you been able to perform *any* activities which would enable you to resume your self-employment since becoming unemployed?  Yes    No  
If "No," please explain.
  
5. Was this self-employment your primary source of income and livelihood at the time of the disaster?  Yes    No  
If "No," please explain:
  
6. Did you work in self-employment as part of a family unit?  Yes    No  
If "Yes," please explain:

**C. Applicant certification**

I certify that the information I have given on this form is correct and that I have supplied the information voluntarily in order to obtain Disaster Unemployment Assistance. I know that federal funds are provided and that penalties are prescribed by law for willful misrepresentation or concealment of material facts in order to obtain assistance payments to which I am not entitled to receive under the Act.

Signature:	Date:
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# Documents required for Disaster Unemployment Assistance application

To be eligible for Disaster Unemployment Assistance, you must send us proof that you:

- Worked for an employer before the December 2025 disaster. or
- Worked in self-employment before the December 2025 disaster. or
- Were scheduled before the December 2025 disaster to start a new job for an employer or in self-employment.

## If you worked for an employer before the December 2025 disaster

Include with your application your 2024 or 2025 federal income tax return.

- Submit your 2025 tax return if you became unemployed due to the disaster in 2024.
- Submit your 2026 tax return if you became unemployed due to the disaster in 2025.

**AND** submit at least one item from this list:

- Pay stub or earnings statement from the job you held when the December 2025 disaster occurred.
- Name, address and phone number of your employer(s) when the disaster occurred.
- Letters or messages from the employer(s) if the messages include information such as:
  - Earnings statement.
  - Employer's name and address.
  - The start date, hours, rate of pay or duration of the job.

We might also ask you to send us the names and addresses of two people who can attest that you are unemployed due to the disaster.

## If you were self-employed before the December 2025 disaster

Include with your application your 2024 or 2025 federal income tax return with Schedule C, F, K or SE.

The return needs to show your net profit or loss.

- Submit your 2025 tax return if you became unemployed due to the disaster in 2024.
- Submit your 2026 tax return if you became unemployed due to the disaster in 2025.

**AND** submit at least one item from this list:

- Property titles or deeds for your place of business.
- Rental agreement or letter from a property owner showing when you occupied the place of business.
- State tax registration or recent sales tax return
- Phone, utility or insurance bills showing your name and the address of the place of business.
- Business records or other evidence to verify that you were self-employed.

## If you were scheduled before the December 2025 disaster to begin a new job for an employer or in self-employment

Include with your application your 2024 or 2025 federal income tax return.

- Submit your 2025 tax return if you became unemployed due to the disaster in 2024.
- Submit your 2026 tax return if you became unemployed due to the disaster in 2025.

Also include with your application letters or messages from the prospective employer(s). Messages should include:

- Name and address of prospective employer or your prospective place of self-employment.
- The start date, hours, rate of pay or duration of the prospective job.
- The reason you didn't start work for the prospective employer or in self-employment.
- The date you were scheduled to occupy your place of self-employment.

## How to complete your W-9 Form

In order for us to issue your benefit payment, you must complete this form.

If you are self-employed, complete the W-9 as an individual, not as a corporation or business.

**Box 2 - Business name:** Leave this blank if your business name is the same as your legal name.

**Box 3 - Internal Revenue Service reporting type:** To avoid errors, we have already marked this for you. The first box should be checked. Do not check any other boxes.

**Box 4 - Exemptions:** Leave blank. Individuals are not eligible for exemptions.

**Line 7 - Taxpayer Identification number:** Enter your Social Security number – not your Employer Identification number.

**Line 8 - Certification:** Signature and date, either electronic or handwritten.

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Submit your W-9 form with your DUA application packet online, by fax or by postal mail.

- Online: Go to [esd.wa.gov/dua](http://esd.wa.gov/dua) and look for the **secure upload** link.
- Fax: 844-395-6712.
- Mail:

Employment Security  
Department Disaster  
Unemployment Assistance  
PO Box 19019  
Olympia, WA 98507-0019

If you have questions or to complete this form with an agent by phone, call the Disaster Unemployment Assistance Unit at 855-952-9988.

# Complete and sign the Request for Taxpayer Identification Number (W 9)

Substitute Form <b>W-9</b>	<b>Request for Taxpayer Identification Number and Certification</b>																																								
1. Legal name (as shown on your income tax return):																																									
2. Business name, if different from legal name above – e.g. Doing Business As (DBA) name:																																									
<b>3. Check ONLY ONE box below (see W-9 instructions for additional information)</b>																																									
<input checked="" type="checkbox"/> Individual, Sole Proprietor, or single-member LLC	<input type="checkbox"/> Partnership Corporation S-Corp	<input type="checkbox"/> LLC filing as Corporation <input type="checkbox"/> LLC filing as Partnership <input type="checkbox"/> LLC filing as S-Corp	<input type="checkbox"/> Nonprofit organization <input type="checkbox"/> Volunteer <input type="checkbox"/> Board/Committee member	<input type="checkbox"/> Local Government <input type="checkbox"/> State Government <input type="checkbox"/> Federal Government (including tribal)	<input type="checkbox"/> Tax-exempt organization <input type="checkbox"/> Exempt payee Trust/Estate																																				
4. Exemptions (codes apply only to certain entities, not individuals): Exempt payee code (if any): Exemption from FATCA reporting code (if any):																																									
5. Address (number, street, and apt. or suite no.)				For office use																																					
6. City, state, and ZIP code																																									
<b>7. Taxpayer Identification Number (TIN)</b> <p>Enter your EIN <b>OR</b> SSN in the appropriate box to the right (do not enter both).          For individuals, this is your social security number (SSN).          For other entities, it is your employer identification number (EIN).</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center; border: 1px solid black;">Social security number</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> <p style="text-align: center; font-size: 1.2em; margin: 10px 0;"><b>OR</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center; border: 1px solid black;">Employer identification number</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> <p><i>Note: The EIN or SSN must match the Legal Name as reported to the IRS. For a resident alien, sole proprietor or disregarded entity, or to find out how to get a Taxpayer Identification Number, see the W-9 Instructions. If the account is in more than one name, see the W-9 Instructions for guidelines on whose number to enter.</i></p>						Social security number												-						Employer identification number												-					
Social security number																																									
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Employer identification number																																									
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<b>8. Certification</b> Under penalty of perjury, I certify that: <ul style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends or (c) the IRS has notified me that I am no longer subject to backup withholding, and</li> <li>I am a U.S. person (including a U.S. resident alien); and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ul> <p><i>(For additional information about the W-9 see the W-9 Instructions.)</i></p>																																									
<b>SIGNATURE of U.S. PERSON</b>			Date																																						