



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
*PO Box 44140 * Olympia WA 98504-4140*

Payroll Service Provider – Quarterly Reporting Bulk Filing Enrollment Form

To register as a payroll service provider for the purpose of submitting bulk files of quarterly reports, you must do the following:

1. Complete this form and print it.
2. Sign and date the form.
3. Mail completed, signed form to:
Labor and Industries Quarterly Reporting
PO Box 44140
Olympia WA 98504-4140
4. Or fax to (360) 902-4729

Business Name	
UBI Number	Account ID
Contact Person – First Name	Contact Person – Last Name
Contact Person - Title	
Contact Person – Email Address	Contact Person Phone Number & Extension

Bulk Filer Responsibility Agreement:

- Must meet requirements for file specifications as described in the Bulk Filing for Quarterly Reports guide.
- The information to be submitted will be true to the best of my knowledge.
- The secure file transfer account established will be used only to submit quarterly reports by the due date. Amended, late or supplemental reports cannot be submitted via SFT.
- Once electronic bulk filing is established, it will be continued.
- Reports filed electronically must be paid with an electronic payment in the same file.
- Test files must be successfully submitted on each file type before submitting production or live data.
- Please email BulkFiling@lni.wa.gov when you are ready to begin testing. L&I's Quarterly Reporting Bulk Filing Administrator will provide you with support during the testing process.

Payroll Service Provider's signature below indicates agreement with all the statements above.

Signature

Date