



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 Biden on Jan. 5, 2022, and amended on Jan. 27, 2022, was due to the flooding and mudslides that occurred from Nov. 5 through Dec. 2, 2021 (FEMA-4635-DR). The designated disaster counties are Clallam, Skagit and Whatcom, and include tribal lands held by the Lummi Nation, Nooksack Indian Tribe and Quileute Tribe.

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 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.

Two ways to apply for DUA

You can apply for DUA and submit your weekly claims using the paper forms in this packet or by speaking to an agent at our DUA Unit at 855-952-9988. You can also call this number if you have questions about the application process.

To apply using paper forms

Your Disaster Unemployment Assistance (DUA) packet includes:

- Information sheet
- DUA application
- Application instructions
- DUA weekly claim form
- Weekly claim instructions
- Request for Taxpayer Identification Number and Certification (W-9) and instructions
- For those who were self-employed or who worked in non-covered employment at the time of the disaster:
 - Supplement to DUA application for self-employed individuals.



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Please read all instructions carefully. After you complete the forms, submit them on our website, by fax, phone, or by postal mail:

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

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

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

Deadlines

Your completed application must be received by fax or postmarked no later than **April 8, 2022**. If your application is received or postmarked after that date, you must show a good reason for submitting late.

What to expect

Please allow 10 to 15 working days for us to process your application. We will notify you by mail when we approve or deny your application.

More information for those who were self-employed

If you were self-employed at the time of the disaster, or at any time during the 24 months before the disaster, you must complete the “Supplement to DUA application for self-employed individuals” included in this packet.

You must also include a copy of your federal income tax return (Form 1040 plus Schedule C, F, SE or K).

- Submit your 2020 tax return if you became unemployed due to the flooding in 2021.
- Submit your 2021 tax return if you became unemployed due to the flooding in 2022.
- The return needs to show your **net** income from self-employment for that tax year.

If those documents were lost in the disaster or are unavailable, contact the DUA Unit.

If you have any questions, please contact the DUA Unit at 855-952-9988.



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What is Disaster Unemployment Assistance?

Disaster Unemployment Assistance (DUA) gives financial help to people whose jobs or self-employment were lost or interrupted as a direct result of a major disaster. The disaster must be formally declared by the President of the United States. The Washington State Employment Security Department administers the program on behalf of the federal government.

Who is eligible?

Unfortunately, losing property or crops does not automatically make you eligible for DUA. It's generally available if you lived or worked in the affected areas, and due to the disaster, one or more of these situations apply. You:

- No longer have a job or place to work.
- Can't reach your workplace.
- Can't work due to damage at your workplace.
- Can't work because of an injury caused by the disaster.
- Couldn't start a job you were scheduled to start.
- Became the head of your household because the former head of the household died due to the disaster.

You must also:

- Be legally authorized to work in the United States.
- Not qualify for regular unemployment benefits from any state or a railroad company.
- Apply by the deadline for DUA related to the Northwestern Washington flooding and mudslides (FEMA-4635-DR).
 - Your application must be postmarked or faxed by **April 8, 2022**.
 - We may still accept your application if you have a good reason for filing late.

How do I apply?

You can:

- Download the application packet from esd.wa.gov/dua. Then fax, mail or submit on the website.
- Visit your local WorkSource office. Use computers there for free or ask staff for help.
- Call our Disaster Unemployment Assistance Unit at 855-952-9988. An agent will take your information.

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 \$231 and \$929, with some exceptions for part-time workers.

If you don't provide documents verifying your income within 21 days of submitting your application, your weekly benefit amount may change.

- If you became unemployed due to the disaster in 2021, provide documents for 2020.
- If you became unemployed due to the disaster in 2022, provide documents for 2021.



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How long will I get benefits?

Disaster Unemployment Assistance is payable for weeks you continue to be unemployed as a direct result of the disaster between Nov. 7, 2021, and July 9, 2022.

Where can I get more information?

- Go to our website at esd.wa.gov/dua.
- Call our DUA Unit at 855-952-9988.



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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.

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 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 calling the Unemployment Claims Center at 800-318-6022 during normal business hours.

After you submit your application for regular benefits, submit your DUA application.

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.



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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.



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Use this section to report your income for the 2020 or 2021 tax year.

- If you became unemployed due to the disaster in 2021, provide documents for 2020.
- If you became unemployed due to the disaster in 2022, provide documents for 2021.

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.

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

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

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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 - 4635 - 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): Male Other Female | Date of birth: Month ____ Day ____ Year ____ |
| County of residence: | Race/ethnicity (optional) <input type="checkbox"/> White, not Hispanic <input type="checkbox"/> Black, not Hispanic <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.

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



Disaster No.: FEMA - 4635 - 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: |
|------------|-------|

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 November 2021 disaster.
or
- Worked in self-employment before the November 2021 disaster.
or
- Were scheduled before the November 2021 disaster to start a new job for an employer or in self-employment.

If you worked for an employer before the November 2021 disaster

Include with your application your 2020 or 2021 federal income tax return.

- Submit your 2020 tax return if you became unemployed due to the disaster in 2021.
- Submit your 2021 tax return if you became unemployed due to the disaster in 2022.

AND submit at least one item from this list:

- Pay stub or earnings statement from the job you held when the November 2021 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 November 2021 disaster

Include with your application your 2020 or 2021 federal income tax return with Schedule C, F, K or SE. The return needs to show your net profit or loss.

- Submit your 2020 tax return if you became unemployed due to the disaster in 2021.
- Submit your 2021 tax return if you became unemployed due to the disaster in 2022.

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 November 2021 disaster to begin a new job for an employer or in self-employment

Include with your application your 2020 or 2021 federal income tax return.

- Submit your 2020 tax return if you became unemployed due to the disaster in 2021.
- Submit your 2021 tax return if you became unemployed due to the disaster in 2022.

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.

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

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

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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 **W-9** **Request for Taxpayer Identification Number and Certification**

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:

3. Check ONLY ONE box below (see W-9 instructions for additional information)

| | | | | | |
|---|--------------------------------|--|---|---|---|
| <input checked="" type="checkbox"/> Individual, Sole Proprietor, or single-member LLC | Partnership Corporation S-Corp | LLC filing as Corporation LLC filing as Partnership LLC filing as S-Corp | Nonprofit organization Volunteer Board/Committee member | Local Government State Government Federal Government (including tribal) | Tax-exempt organization 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.)

6. City, state, and ZIP code

For office use

7. Taxpayer Identification Number (TIN)

Enter your EIN OR 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).

| | | | | | | | | |
|------------------------|--|--|---|--|--|---|--|--|
| Social security number | | | | | | | | |
| | | | - | | | - | | |

OR

| | | | | | | | | |
|--------------------------------|--|--|---|--|--|--|--|--|
| Employer identification number | | | | | | | | |
| | | | - | | | | | |

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.

8. Certification

Under penalty of perjury, I certify that:

- 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
- 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
- I am a U.S. person (including a U.S. resident alien); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

(For additional information about the W-9 see the W-9 Instructions.)

SIGNATURE of U.S. PERSON Date