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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| :ESD_Logo:One Line:Microsoft:ESD logo-one line-black.wmf | | | Authorization to Release Records - Employer | | | | | | |
|  | | | |  | | | | | |
| A. AUTHORIZATION TO DISCLOSE CONFIDENTIAL UNEMPLOYMENT INSURANCE PROGRAM RECORDS: | | | | | | | | |
| NAME OF EMPLOYER | | | | | | | | |
| IDENTIFYING NUMBER (ESD ACCOUNT#, UBI, FEIN – NEEDED TO PROCESS): | | | | | | | | |
| B. DISCLOSE AND SEND RECORDS TO: | | | | | | | | |
| NAME LAST FIRST | | | | | | TITLE (IF APPLICABLE) | |
| ORGANIZATION OR BUSINESS NAME (IF APPLICABLE) | | | | | | | | |
| ADDRESS CITY STATE ZIP CODE | | | | | | | | |
| TELEPHONE NUMBER | | FAX NUMBER | | | EMAIL ADDRESS | | | |
| STATE PURPOSE OF DISCLOSURE (REQUIRED IF RELEASING TO A THIRD PARTY): | | | | | | | | |
| C. RECORDS AUTHORIZED TO RELEASE: | | | | | | | | |
| I authorize the following confidential employer unemployment insurance program information and records to be released to the third party entity identified in Section B. I understand State governmental files will be accessed to provide the requested information/records. The identified third party entity is only authorized to use the requested information/records for the stated purpose. State records being released to include time period: | | | | | | | | |
| D. SIGN REQUEST FOR RECORDS | | | | | | | | |
| By signing below I declare under the penalty of perjury under the laws of the State of Washington that I am the business owner or an authorize representative of the employer whose confidential unemployment insurance program information and records is being requested. | | | | | | | |
| PRINTED NAME, TITLE AND SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE:  X | | | | | | DATE REQUESTED: | |
| MAILED OR FAXED IN REQUESTS WILL BE RESPONDED TO WITHIN 5 TO 10 BUSINESS DAYS. SEND REQUEST TO:  ESD Records Disclosure Unit P.O. Box 9046 Olympia WA 98507-9046 Fax: 1-866-610-9225 | | | | | | | | |

Any questions contact the ESD Records Disclosure Unit at 1-844-766-8930

Rev. 08/2019