

APPLY FOR THE WASHINGTON CARES FUND LONG TERM CARE TAX EXEMPTION

STEP 1 – Create an account or login with an existing account on the SecureAccess Washington (SAW) website:



If you don't already have an account, create a SAW account by clicking the "SIGN UP!" button. After entering your first and last names and your email address, and confirming that you're not a robot, you should receive an email with a link to activate your account.

STEP 3 – Click "Access Now" to access the Paid Family Medical Leave (PMFL) Service

Once you've logged in and selected Paid Family and Medical Leave from your list of services in SAW, you'll click "Continue" to proceed to creating your WA Cares Exemption account.

On the "Create an Account" page, select the "Create an Account" button to the right of "WA Cares Exemption".

If you have previously utilized PFML, you will need to click "Add/Switch Account" in the upper right-hand corner.

STEP 2 – Add Paid Family Medical Leave (PFML) as a New Service

1. Select "I would like to browse a list of services."
2. Scroll through the list and select "Paid Family and Medical Leave".

STEP 4 – Follow the prompts to complete your exemption application

1. Confirm/complete your personal information.
2. Complete the Attestation.
3. Upload proof of identity (driver license or passport).
4. Click next and receive confirmation of your exemption application.
5. You can log back into your account to check the status of your application at any time.

If your application status is "Submitted," your application has been received.

Once the state has processed your application, your status will change to either "Approved" or "Incomplete."

If approved, the state will notify you if you're eligible for an exemption from WA Cares coverage. Your tax waiver will be effective the 1st of the quarter following the approval.

You must provide the State's approval letter to your employer promptly – they will not be able to stop the deductions until the 1st of the quarter following the date you provide them with the letter.

Any tax you pay into the State's Washington Cares Fund program prior to your approval effective date will not be refunded to you.

IT'S THE EMPLOYEE'S RESPONSIBILITY TO PROVIDE THE APPROVAL LETTER TO THEIR EMPLOYER

Once you receive your exemption approval letter, make multiple copies. You are required to present your exemption approval letter to all current and future employers. If you fail to present your ESD approval letter, employers will withhold non-refundable WA Cares premiums.

**The timing of receiving your exemption approval letter is dependent upon the state's review of your application. At this time, they have not indicated any processing timeframes.*

ENFORCEMENT OF COVERAGE

Be sure to keep your LTC insurance policy in force to continue qualifying for the state tax exemption. It is anticipated that the state will clarify that coverage needs to remain in force for the individual to continue the tax-exempt status.

QUESTIONS?

- wacaresexemptions@esd.wa.gov
- (833) 717-2273