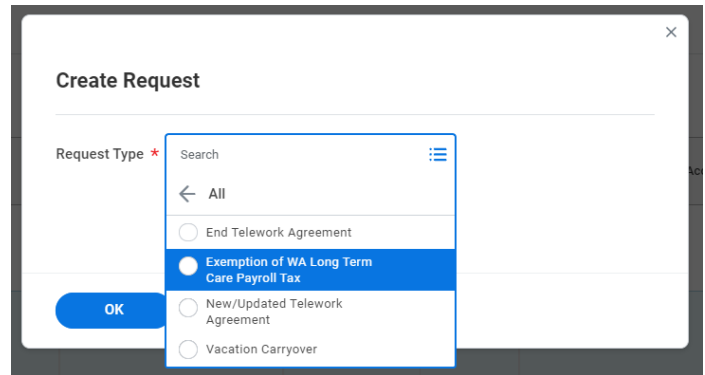
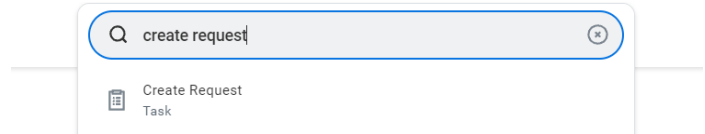


Request Exemption for WA Long Term Care Payroll Tax

This process is intended for workers to use as a guide when requesting an exemption from the WA Long Term Care payroll tax.

1. Search **“Create Request”**
2. Click on **“Create Request”** task
3. From menu, Select **“All”**
4. Select **“Exemption of WA Long Term Care Payroll Tax”** from the list
5. Click **OK** at bottom of Screen



You are presented with the information and instructions.

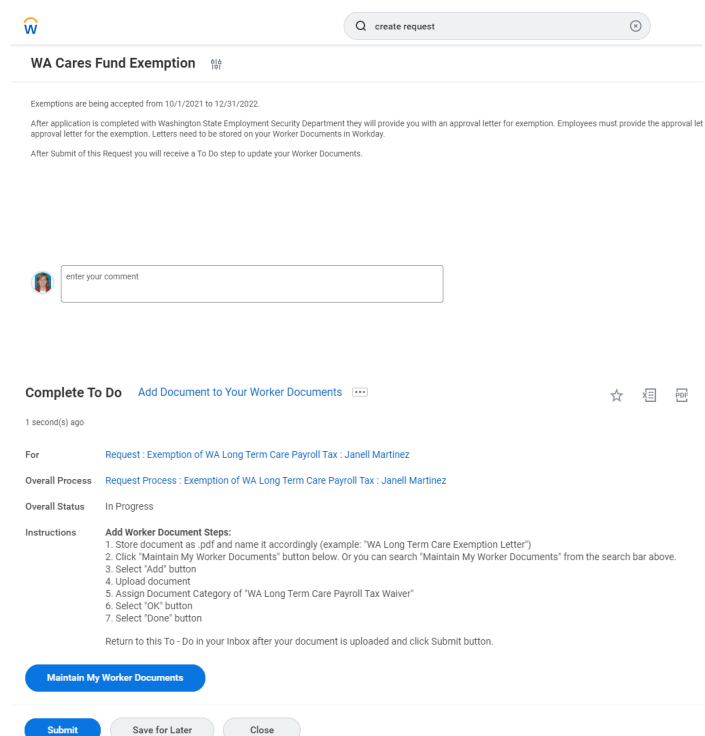
NOTE: If at any time you would like to Cancel this request select the **“Cancel”** button. If you want to pause and finish later, click the **“Save for Later”**.

Proceed with request:

1. Select **“Submit”** on Request

To Do Received immediately:

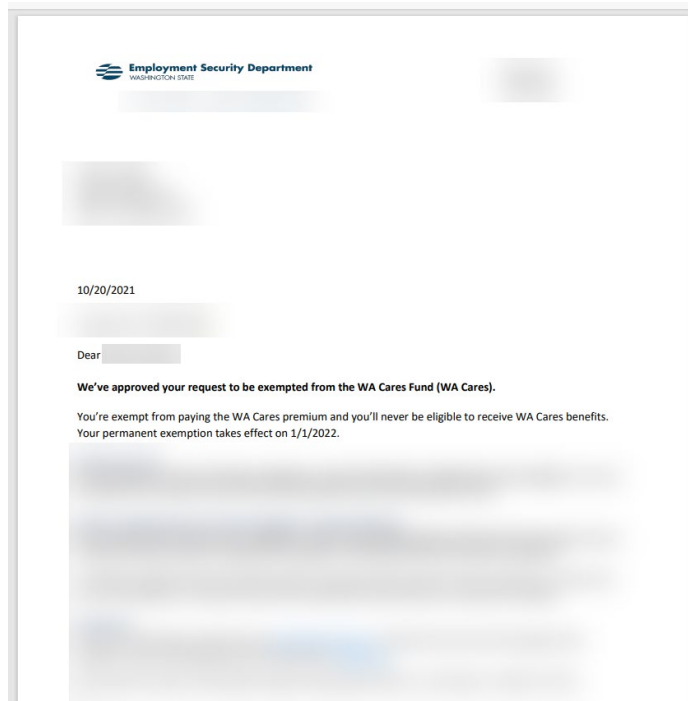
1. Add your Exemption Letter from the state to your Worker Documents as described in To Do Instructions
2. Use Document Category = **WA Long Term Care Payroll Tax Waiver**
3. Return to your Inbox and Click **“Submit”** on this To Do step



Your Request for Exemption will now be routed to the Finance Payroll Department for review and processing.

Payroll may “Send Back” your request with instruction to make revisions.

Do not upload any other document besides the actual “Employment Security Department WA Cares Fund Exemption Approval” letter because only this letter will be accepted as proof of your exemption.

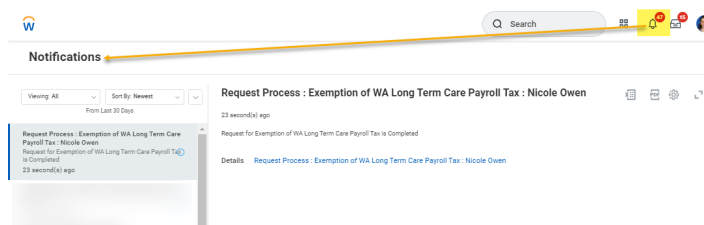


Approval/Acceptance Notification

You will receive a Workday Notification upon Approval of this request.

Keep an eye on your Notifications and your inbox.

Please be patient to allow sufficient time for payroll to process all incoming exemptions.



How to view my Requests:

Search: My Request

And select the “My Requests” report.

