



**Mark Gordon**  
Governor

# State of Wyoming Department of Workforce Services

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**Robin Sessions Cooley, J.D.**  
Director  
**Elizabeth Gagen, J.D.**  
Deputy Director

April 8, 2020

## **RE: Unemployment Insurance & Workers Compensation First Quarter 2020 Due Dates & Waiver Policy.**

The first quarter 2020 reporting due date for Workers' Compensation and Unemployment Insurance will remain as the last day of the month following the end of the quarter, per Wyoming Statutes §27-14-201(b); §27-3-503 and Unemployment Commission Rules Chapter 9, Section 3. This means that these reports and payments will still be due on April 30, 2020. We recognize an urgent need for a grace period with the effects of the COVID-19 pandemic. The following guidance applies to those business affected by the pandemic.

Workers' Compensation will consider writing off any interest and/or late file penalties that accrue from Q1-2020 reporting due to issues related to or a direct result of COVID-19. Employers wishing to avail themselves of this write-off should send a written request explaining how the COVID-19 pandemic interfered with its ability to timely pay Q1-2020 premiums.

Unemployment Insurance will consider writing off any interest that accrues from Q1-2020 reporting due to issues related to or a direct result of COVID-19. Employers wishing to avail themselves of this write-off should send a written request explaining how the COVID-19 pandemic interfered with its ability to pay Q1-2020 premiums.

You may **email** your request: [covid19wcuirequests@wyo.gov](mailto:covid19wcuirequests@wyo.gov)

You may **fax** your request to: 307-235-3278

You may **mail** your request to:

Unemployment Tax Division  
Attn: Kris Funk  
PO Box 2760  
Casper, WY 82602

Workers' Compensation Division  
Attn: Michele Johnson  
PO Box 20006  
Cheyenne, WY 82002

**All paper reports and payments for Quarter 1 2020 received in-person or postmarked between 5/1/20 and 7/31/20 will be entered into our systems as timely (4/30/20).**