



COMMONWEALTH of VIRGINIA
Virginia Employment Commission



B-APP-007

Name -----
Address line 1-----
Address line 2-----
City, state zip+4-----
Country-----

Claimant Information

Mail Date: <Mail Date>
Claimant ID: <Claimant ID>
First Name: <First Name>
Last Name: <Last Name>
Due Date: <Mail Date + 10 days>

Did you know... you can retrieve this and other documents by going online and logging into your account? Creating an on-line account is simple, secure, and easy. Go to the VEC's website at www.vec.virginia.gov for more information.

Wage Verification

The Virginia Employment Commission (VEC) requires additional information to determine your potential entitlement for unemployment benefits. You must provide the following information by <Due Date>. Your potential entitlement cannot be determined until this documentation is received.

- 1. Provide copies of check stubs, W-2 forms, or other evidence that shows wages paid to you by <Employer Name> during the period beginning <Start Date of Employment> and ending <End Date of Employment>.
2. Answer the following about <Employer Name> to the best of your ability:

Payroll Address: _____
City: _____
State: _____ Zip: _____
Phone: (_____) _____
Supervisor Name: _____

- 3. Make a copy of this notice for your records and return the original with your documentation.

Return this form and requested documentation to the following address:

Virginia Employment Commission
P. O. Box 27887
Richmond, VA 23261-7887

SEE BACK FOR IMPORTANT INFORMATION

The Virginia Employment Commission is an Equal Opportunity Employer/Program. Auxiliary Aids and Services are available upon request to individuals with disabilities. Email reasonableaccommodations@vec.virginia.gov or call 800-828-1140/Virginia Relay 711 to request accommodations. Most services available at www.vec.virginia.gov or call 866-832-2363.

IMPORTANT!

This document contains **important information** about your rights, responsibilities and benefits. It is critical that you understand the information in this document. If English is not your preferred language, we will provide the information in your preferred language at no cost to you. Upon request, auxiliary aids and services are available for individuals with disabilities. Email languageaccess@vec.virginia.gov or call 804-584-9841 or Virginia Relay 711 for assistance in translating and understanding the information in this document.