



COMMONWEALTH of VIRGINIA  
Virginia Employment Commission



B-COP-001

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

**Claimant Information**

Mail Date: <Mail Date>  
ID: <Claimant Id>  
First Name: <First name>  
Last Name: <Last name>  
Billing Period: <Bill Pd Start> to <Bill Pd End>  
Minimum Amount Due: <Minimum Amount>  
Payment Due By: <25<sup>th</sup> of month produced>

**Overpayment Billing Statement**

The Virginia Employment Commission (VEC) has provided a statement of billing for the overpayment(s) you are liable to repay. This statement shows any payments, offsets, refunds, and/or additional overpayments for the billing period above. Your payment is required by <25<sup>th</sup> of month produced> in order to keep your billing current. Payments may take up to five days before they are processed. Any payments received within the last five days will not be shown on this statement.

The Virginia Employment Commission (VEC) has provided a statement of billing for the overpayment(s). This statement shows any payments, offsets, refunds, and/or additional overpayments for the billing period above. Your payment is **due** by <25<sup>th</sup> of month produced> in order to keep your billing **up to date**. Payments may take up to five days before they are processed. Any payments received **by VEC**, within the last five days **upon delivery of this letter**, will not be shown on this statement.

Statement of Overpayment Balance				
Date	Description	Reference	Amount	Balance
08/31/2012	Previous Balance			\$0.00
09/02/2012	Overpayment	Created 04/17/2010	\$1,700.00	\$1,700.00
09/15/2012 <Previous Billing Period End Date>	Payment	Check	\$100.00	\$1,600.00
	Previous Balance			<Previous Billing Period End Date>
<OP Adjustment	<Adjustment	<Adjustment	<Adjustment	<Adjusted

Detach the payment coupon below and send with your payment before <Payment Due By>. Payment may be made by check or money order. The minimum acceptable amount to apply towards your overpayment balance is \$<Minimum Amount>.

**If you are unable to pay the minimum amount due, call <(804) 786-8593> immediately to discuss repayment options.**

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Coupon Template

Equal Opportunity Employer/Program Auxiliary Aids and Services Are Available Upon Request to Individuals with Disabilities

Most services available at <Website Address> <1-866-832-2363>

**IMPORTANT INFORMATION**

Pursuant to §60.2-633 of the Code of Virginia "Any person who has received any sum as benefits under this title to which he was not entitled shall be liable to repay such sum to the Commission."

The Virginia Employment Commission has no legal authority to waive repayment whether the overpayment occurred as a result of claimant error, misinformation, administrative error, or an ineligibility or disqualification determination issued after the benefits were paid.

This section of the Code further provides that, "In the event the claimant does not refund the overpayment, the Commission shall deduct from any future benefits such sum payable to him... or the overpayment may be collectible by civil action in the name of the Commission. Amounts collected in this manner may be subject to an interest charge as prescribed in §58.1-15 from the date of judgment and may be subject to fees and costs."

The VEC is thus required to actively pursue recovery of overpayments through any legal means.

The VEC is required to collect overpayments through any legal means.

In the event a claimant does not repay the overpayment, the VEC shall deduct from any future benefits such sum payable to him under this title unless overpayment occurred due to administrative error, in which case the Commission shall have the authority to negotiate the terms of repayment, which shall include (i) deducting up to fifty percent of the payable amount for any future week of benefits claimed, rounded down to the next lowest dollar until the overpayment is satisfied; (ii) foregoing collection of the payable amount until the recipient has found employment as defined in §60.2-212 of the Code of Virginia; or (iii) determining and instituting an individualized repayment plan.

In the event a claimant does not pay back the overpayment, the VEC shall deduct from any future benefits the claimant may be entitled to unless overpayment occurred due to administrative error, in which case VEC shall have the authority to negotiate the terms of repayment, which shall include (i) deducting up to 50% of the payable amount for any future week of benefits claimed until the overpayment is paid; (ii) postpone collection of the payable amount until the claimant has found employment as defined in §60.2-212 of the Code of Virginia; or (iii) setting up an individualized repayment plan.

**Do you need to update your mailing address?**

Log in to your claimant homepage at <Website Address> to update your contact information.

**Send payment to the following address:**

Virginia Employment Commission  
<P. O. Box 26971>

Coupon Template (Back)