



COMMONWEALTH of VIRGINIA

Virginia Employment Commission



B-MON-001

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

Claimant Information

Mail Date: <Mail Date>
 Redetermination Date: <Redeterm Date>
 ID: <Claimant Id>
 First Name: <First name>
 Last Name: <Last name>
 Payment Method: <Direct Dep/Debit Cd>
 Benefit Effective Date: <Benefit Eff Date>
 Weekly Benefit Amount: <WBA>
 Number of Weeks: <Number of Weeks>
 Maximum Benefit Amount: <MBA>
 Benefit Year Ending Date: <BYE Date>

Did you know... you can retrieve this and other documents by going online at **<CSS Portal address>** and logging into your account? Creating an online account is simple, secure, and easy.

Statement of Wages and Potential Benefit Entitlement Unemployment Insurance

The Virginia Employment Commission (VEC) has calculated the weekly benefit amount (WBA) and maximum benefit amount (MBA) of the claim for unemployment benefits that you filed based on the base period wages and employer(s) in our records. The amounts listed below are the base period wages on file with the VEC that were used in calculation of your potential benefit:

<Base Period Type> BASE PERIOD WAGES							
Employer Name	Employer Account	April 1, 2011- June 30, 2-11	July 1, 2011- September 30, 2011	September 1, 2011- December 31, 2011	January 1, 2012- March 31, 2012	Totals for Base Period April 1, 2011- March 31, 2012	Example for Date Fields
I have put an example in here so do not keep the information or dates as hard data, INC	0089650889	\$999,999,999.99	\$888,888,888.88	\$666,666,666.66	<Reported Wages>	\$999,999,999,999.99	
<Employer Name>	<Employer #>	<Reported Wages>	<Reported Wages>	<Reported Wages>	<Reported Wages>	<Wages for Base Period>	
<Employer Name>	<Employer #>	<Reported Wages>	<Reported Wages>	<Reported Wages>	<Reported Wages>	<Wages for Base Period>	
Total Wages		<Wage Total for Quarter>	<Wage Total for Quarter>	<Wage Total for Quarter>	<Wage Total for Quarter>	<Total Wages for Base Period>	

Decision by Deputy: <VECID#>

<MESSAGE AREA>
 <MESSAGE AREA>
 <MESSAGE AREA>

Call the VEC at 1-866-832-2363:

- If there are employers listed above for whom you did not work or for whom the wages are misreported. Failure to report an error in this information may result in an overpayment that you will be required to repay.
- If there are employers not listed above for whom you did work during the base period or if wages are missing for an employer listed above. Be prepared to submit proof of the wages that are missing from this statement such as pay stubs or a W-2 tax form so that the VEC can re-evaluate your potential benefit entitlement. NOTE: Some earnings, by law, are not reportable to the VEC and cannot be used in the calculation of your potential benefit entitlement.

APPEAL RIGHTS

This decision becomes final unless a notice of appeal is filed by **<Appeal Date>**. The appeal must be in writing and should set forth the grounds upon which the appeal is sought. If an appeal is filed, you should continue to file your weekly claim each week.

Appeals should be filed through one of the following methods:			
Internet	Fax	Mail	In-Person
<Website Address>	(804) 786-8492	Virginia Employment Commission Attention: First Level Appeals P.O. Box 26441 Richmond, VA 23261-6441	At Any VEC Service Location

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

What is this?

This document is your statement of earnings, weekly benefit amount and number of weeks you could potentially receive if you are paid benefits at your full weekly benefit amount for each week claimed.

What should I do next?

You should be conducting your search for employment each week and documenting your efforts. You should begin filing your weekly claim on Sunday of each week for the claim week which ended on the prior Saturday either online at <Website Address> or by calling ~~1-866-832-6323~~ ~~1-800-897-5630~~. You should also register for employment services at <www.vawc.virginia.gov>. You will receive additional information in the mail from the VEC including instructions called the Unemployment Benefit Rights and Responsibilities. This important document will tell you what steps to take so that you can meet eligibility requirements each week you claim unemployment insurance benefits.

Federal Income Tax on Unemployment Benefits

All unemployment compensation you receive is subject to federal income tax. You will be furnished Form 1099-G, a statement of benefits paid to you and taxes withheld, shortly after the end of the year to assist you in filing your annual tax return.

Explanation of Terms

- 1. Base Period:** The first four of the last five completed calendar quarters prior to the effective date of your claim. Only wages reported by your employer(s) in the base period of your claim may be used to determine your monetary eligibility for benefits.
- 2. Alternate Base Period:** The most recent four completed calendar quarters prior to the effective date of your claim. If you do not have sufficient wages to qualify under the regular base period, you may be able to qualify using an alternate base period. Note: You do not have an option of selecting which base period you wish to qualify under. If you qualify under a regular base period, you cannot use the alternate base period.
- 3. Benefit Effective Date:** The Sunday of the week you first submit an application for unemployment insurance benefits. You cannot be paid for any weeks before this date.
- 4. Benefit Year:** The one-year period beginning with the benefit effective date of your claim. This is the period of time during which you may be paid benefits. If you receive all of your available benefits before your benefit year ends you cannot be paid any more benefits on this claim. A new claim may be filed after the benefit year ending date shown on the front of this form.
- 5. Weekly Benefit Amount:** The weekly amount you may be eligible to receive before any deductions are made. Deductions include weekly earnings, bonus pay, tips, commission, severance, vacation, holiday pay, pension, workers' compensation, child support, and federal tax withholding. The weekly benefit amount is determined by combining the two quarters with the highest earnings.
- 6. Number of Weeks:** The number of weeks you may be eligible to receive benefits at the full weekly benefit amount.
- 7. Maximum Benefit Amount:** The total amount of unemployment insurance benefits that you can be paid on this claim. The amount is determined by combining the total of the four quarters within your base period.
- 8. Combined Wage Claim:** It is possible to combine wages you earned in another state during the base period with wages earned in Virginia to establish eligibility or to increase your weekly benefit amount. You must have at least one quarter of Virginia wages in the base period.
- 9. Federal Civilian Employment:** We are required to use federal findings with respect to whether you performed Federal Civilian services, your duty station, the amount of your remuneration from a Federal Agency, and the period of your Federal Civilian service. Be sure to provide the VEC documentary proof of your federal civilian wages (SF8, SF-50, W2, pay stubs, etc.) immediately. If you wish further information on which this decision is based, or if you believe that any of these findings are incorrect, you may request the Federal Agency to give you additional information or to re-determine and correct any such findings.
- 10. Federal Military Service:** The assignment of military wages is based on information contained in your DD214. Be sure to provide the VEC a copy of your DD214 Member 4 Copy immediately. If you believe any military service information on which this decision is based is incorrect or substantially incomplete, you may request reconsideration as follows: (1) Information obtained from your separation papers can be requested directly from your branch of service; or (2) Information supplied by the Veterans Administration can be requested in your local office for transmittal to the Veteran's Administration.

Need More Information?

Go to <Website Address> and select "FAQ (Frequently Asked Questions)" to learn more about the statement of wages, weekly eligibility and how to access employment services through the VEC.