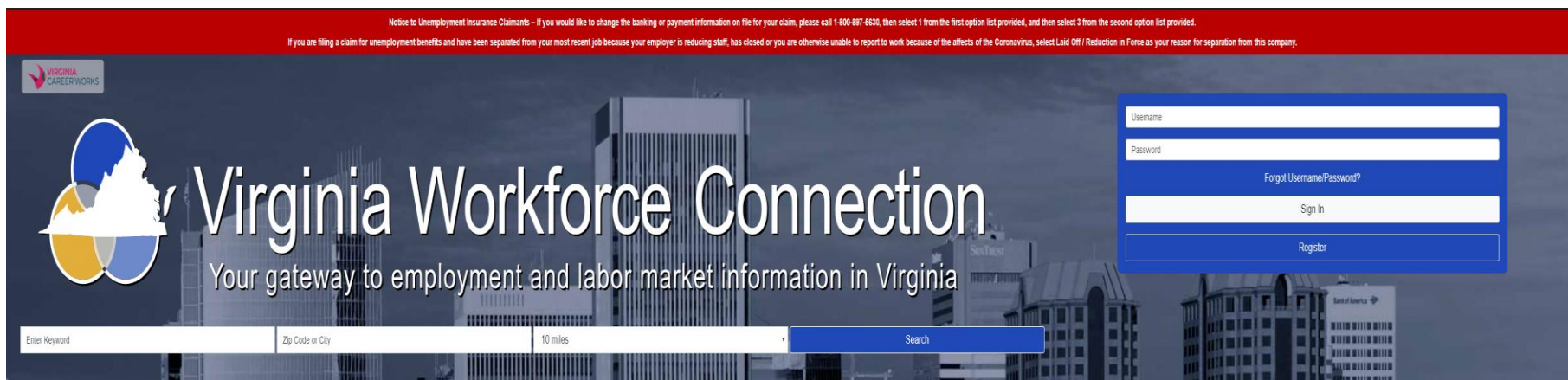


Applying for Unemployment Benefits in Virginia

Notice to Unemployment Insurance Claimants – If you would like to change the banking or payment information on file for your claim, please call 1-800-837-6620, then select 1 from the first option list provided, and then select 3 from the second option list provided.

If you are filing a claim for unemployment benefits and have been separated from your most recent job because your employer is reducing staff, has closed or you are otherwise unable to report to work because of the affects of the Coronavirus, select Laid Off / Reduction in Force as your reason for separation from this company.



Virginia Career Works

Virginia Workforce Connection

Your gateway to employment and labor market information in Virginia

Enter Keyword Zip Code or City 10 miles Search

Username
Password
Forgot Username/Password?
Sign In
Register

Applying for Unemployment Benefits in Virginia

- Before Applying for Unemployment Benefits, you must have the following information:
 - Social Security Number
 - Date of Birth
 - Citizenship Status (Green Card Number, Application Receipt Number)
 - Most recent Employer name and address
 - Employment History (resume)
 - Date of the last day you worked
 - Gross Income (before taxes)
 - Weekly hours worked
 - Banking information (account number and routing number/debit, credit, or pre-paid card number)

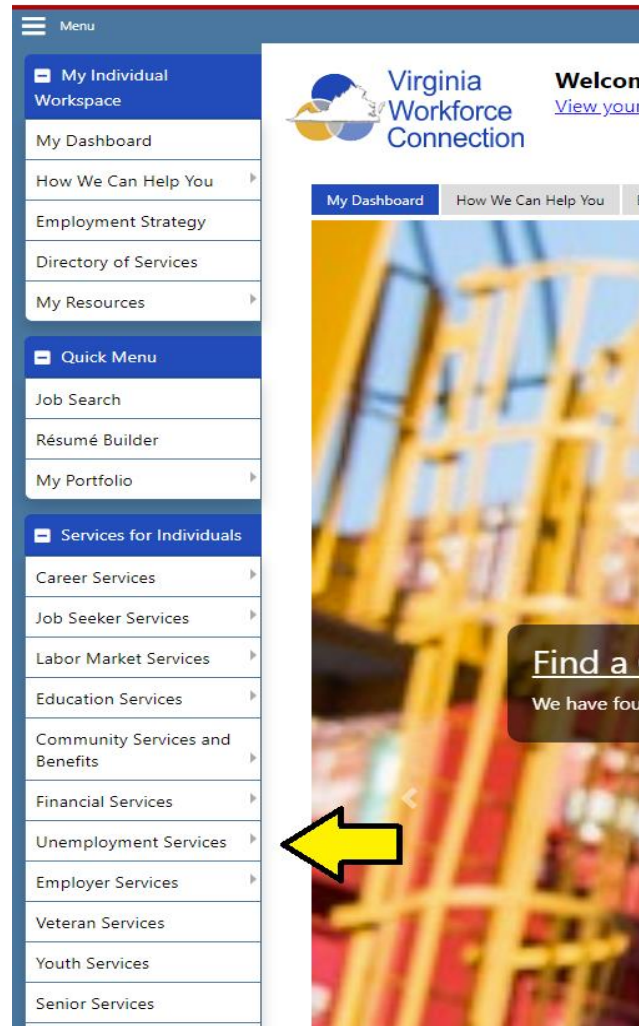
Applying for Unemployment Benefits in Virginia

- Go here: <https://www.vawc.virginia.gov/vosnet/Default.aspx>
- Register for an account.

The screenshot displays the Virginia Workforce Connection website. At the top, a red banner contains a notice for unemployment claimants. Below this is the Virginia Career Works logo and the text "Virginia Workforce Connection" with the tagline "Your gateway to employment and labor market information in Virginia". A search bar is visible. A yellow arrow points to a login form on the right side of the page, which includes fields for "Username" and "Password", a "Forgot Username/Password?" link, and "Sign In" and "Register" buttons. Below the main content area, a green bar highlights the "Virginia Future Work Initiative". The bottom of the page features four blue navigation buttons: "JOB SEEKERS - Find a Job", "EMPLOYER - Find a Candidate", "UNEMPLOYED - Complete your UI claim", and "UNEMPLOYED - File your weekly claim for UI payments". At the very bottom, a grey bar shows four statistics: 637 with a pushpin icon, 511,003 with a folder icon, 3.0 with a briefcase icon, and 4,449 with a document icon.

Applying for Unemployment Benefits in Virginia

- On the main account page, select Unemployment Services on the left side.



Applying for Unemployment Benefits in Virginia

- Read the Unemployment Benefits Overview



Unemployment Benefits

Weekly benefit amounts are based upon your previous earnings and are **generally 50 percent of the amount you earned while employed**, up to a maximum amount. [States individually set the minimum and maximum weekly benefit amount](#), as well as the maximum length of time you are eligible to receive benefits (typically 26 weeks).

Extended benefits may be available in your State during times of high unemployment, and some States provide additional benefits for specific purposes.

You **must remain eligible** for unemployment benefits during every week in which you file a claim. Some States will allow you to **work part time** while you're receiving unemployment benefits, but a portion of those earnings will be deducted from your weekly benefit amount.

Other types of income -- such as holiday, vacation, paid leave, sick time, pension or worker's compensation -- might also be deducted from your weekly benefit amount, depending on State law.

Unemployment benefits are **subject to Federal and State income taxes** and must be reported on your income tax returns. If you choose, your State will withhold Federal income taxes from your check for you.

Applying for Unemployment Benefits in Virginia

- Under the Unemployment Services section on the left, Select File a Claim.

The screenshot displays the Virginia Workforce Connection website interface. On the left is a navigation menu with the following sections:

- My Individual Workspace**
 - My Dashboard
 - How We Can Help You
 - Employment Strategy
 - Directory of Services
 - My Resources
- Quick Menu**
 - Job Search
 - Résumé Builder
 - My Portfolio
- Services for Individuals**
 - Career Services
 - Job Seeker Services
 - Labor Market Services
 - Education Services
 - Community Services and Benefits
 - Financial Services
 - Unemployment Services
 - Employer Services
 - Veteran Services
 - Youth Services
 - Senior Services
 - Disability Services

The 'Unemployment Services' menu item is expanded, showing a sub-menu with the following options:

- Unemployment Benefit Overview
- File a Claim** (highlighted with a yellow arrow)
- Weekly Claim Certification
- Employment Strategy

The main content area on the right features the Virginia Workforce Connection logo and the text: "Please review y", "Claimant Eligibility", "We would now like for you to review your previo", and "Please click the Next >> button below to continu".

Applying for Unemployment Benefits in Virginia

- Read the requirements



Please review the following information below and click the Next button when you are finished.

Welcome to Virginia Workforce Connection

Welcome to the Virginia Employment Commission Workforce Services/Unemployment Insurance claim filing website. In order to file for Unemployment Insurance (UI) you must have been separated from your employer or have had your hours reduced.

You should not attempt to file a Virginia claim if:

- Your last employer was a federal civilian employer in a state other than Virginia (you must file your claim against the state in which you last worked).
The only exception is if you worked as a federal civilian overseas.
- Your employment within the last 18 months was performed in a **state or states** other than Virginia.
[View the "Out-of-State" telephone list](#)

You will need the following information to file your claim:

- Your Social Security Number
- The accurate employer names, addresses, telephone numbers and dates of employment within the last 18 months.
- The name and local number of your local union hall, if you obtain work through a union.
- Your Alien Registration number if you are not a US citizen.
- If you have any Non-Virginia employers you must have an accurate mailing address, phone number, and dates of employment for them.
- You will be asked to select a method of payment: **VA Debit Card or Direct Deposit**. If you select Direct Deposit, you will need to have your Routing Number (First 9 digits located at the bottom of your checks) and your Account Number (5-17 digits, its exact location varies from bank to bank).

If you do not have this information available, please gather it before you begin to file your claim. This site is available seven days a week. The filing process takes approximately 60 minutes to complete. Please allow enough time to complete this process.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!

There are five sections to this application:

- **Personal Information:** This section includes things like your name and address and will help determine whether it is possible for you to file online.
- **Employment Information:** This section includes all of your employment information for the last 18 months, including the reason you are no longer employed by the company(s).
- **Eligibility Information:** This section includes information regarding your current availability for employment.
- **Unemployment Instructions:** This section details the information and instructions that keep your unemployment claim active. Please read this information.
- **Preferred method of payment:** This section will allow you to select your payment method. You must select either Debit card or Direct Deposit.

The information you provide when filing your claim is kept confidential. This confidential Unemployment Compensation (UC) information may be requested and utilized for other governmental purposes, including but not limited to, verification of eligibility for other governmental programs. The Virginia Employment Commission (VEC) will only contact you on matters that directly concern your unemployment insurance claim. You are entering a secure site.

Auxiliary Aids and Services

Auxiliary aids and services are available upon request to individuals with disabilities.

Virginia Relay Center (VRC)

The Virginia Relay Center (VRC) provides telecommunications relay services to the Commonwealth of Virginia. Text Telephone (TTY) or

Telecommunications for the Deaf (TDD) users can access the VRC by calling 1-800-828-1120.

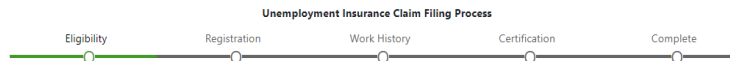
Next >>

Applying for Unemployment Benefits in Virginia

- The following pages will walk you through the process of verifying your eligibility for unemployment benefits.
- You will need to provide various information about yourself and your employer.



Please review the following information below and click the Next button when you are finished.



• Indicates required fields.

For help click the information icon.

Work History Verification

* Have you worked since 10/1/2018? Yes No

All claims will require you to enter at least 1 Employment History, beginning with your last employer, while filing this claim.

<< Back Next >>