

UNEMPLOYMENT BENEFITS INFORMATION SHEET

Virginia

*NOTE: The state of Virginia is **waiving** the normal one week waiting period for all Pandemic related claims.*

BY PHONE

Monday through Friday between 8:15 a.m. and 4:30 p.m. (closed state holidays), toll free

1. 866-832-2363 to file a **NEW CLAIM** by telephone
2. 800-897-5630 to file a **WEEKLY CLAIM** by telephone

ONLINE

1. English ONLINE: [English](https://www.vawc.virginia.gov/vosnet/Default.aspx) <https://www.vawc.virginia.gov/vosnet/Default.aspx>
2. Spanish ONLINE: [Español](https://www.vawc.virginia.gov/vosnet/Default.aspx?plang=S) <https://www.vawc.virginia.gov/vosnet/Default.aspx?plang=S>

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!

There are five sections to the Unemployment Benefits application:

1. **Personal Information:** This section includes things like your name and address and will help determine whether it is possible for you to file online.
2. **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).
3. **Eligibility Information:** This section includes information regarding your current availability for employment.
4. **Unemployment Instructions:** This section details the information and instructions that keep your unemployment claim active. Please read this information.
5. **Preferred method of payment:** This section will allow you to select your payment method. You must select either Debit card or Direct Deposit.

You will need the following information to file your claim:

1. Your Social Security Number
2. The accurate employer names, addresses, telephone numbers and dates of employment within the last 18 months.
3. Your Alien Registration Number if you are not a US citizen.
4. You will be asked to select a method of payment for your benefits: **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 and number of digits 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 45 minutes to complete. Please allow enough time to complete this process.