

After today's trade session a team member will review your file against our Unemployment Compensation screens confirming information supplied. The team will personally be contacting you either by phone or email after our Monetary Determinations Unit has issued a decision on entitlement which you should receive within two weeks.

To ensure no delay in contacting you please furnish detailed information as it appears below. By signing this form you agree the information provided is the most current. Should you have any questions/or concerns prior to the team contacting you please e-mail those questions/concerns to:

_____ TradeQuestions@vec.virginia.gov

My contact Information

Name: _____

Address: _____

Home Phone: () -

Cell Phone: () -

E-mail address and or addresses:

_____ @ _____

_____ @ _____

Alternate Phone along with name of i.e. family or friend that we may contact if unable to reach at above numbers:

Name: _____ **Relationship to you:** _____

Home Phone () -

Cell Phone () -

E-mail address or addresses:

_____ @ _____

Virtual Team form 2 -1.7.2014 handed out at session with trade claim form