

# COMMONWEALTH of VIRGINIA

## *Virginia Employment Commission*

### Communication from UI Division

**TO:** All\_VEC\_Staff\_Distribution  
**From:** Kathy Weaver, Acting Chief of Benefits  
**Subject:** [VEC-B-41 Request for Name Change \(Revised 8-2012\)](#)  
**Attachment:** none  
**Date:** 9/4/2012

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**Effective Date:** 9/4/2012

**Specific instructions for affected processes:** This communication is for all VEC staff involved in the claims taking process.

The VEC-B-41 form was revised 8/2012. It is now available for you to access on VECNET under Unemployment Insurance/Benefits/Forms/ [VEC-B-41 Request for Name Change \(Revised 8-2012\)](#). The form will be used only for processing request for name changes. The completed form will be mailed to Benefit Payment Charge Unit, Room 210 in the Central Office for processing.

Claims staff will complete the first 2 lines of the form. If the claimant is making the request in person, have the claimant sign and date the form in the space provided. If the request is being made by mail or fax, then the claimant's signature and the date must appear on the submitted written request and that request should be attached to the form. Any mailed or faxed request should also contain the last four digits of the claimant's SSN and/or the first 4 digits of their PIN. A copy of the appropriate documentation to support the change request (i.e., marriage certificate, divorce decree, court order, etc.) is also required to be attached. The claims staff person will then complete the Staff Use Only box. VEC ID # is the ID # of the staff person completing the request. NOTE: If the staff person completing the form cannot answer YES to the 2nd and 3rd question in the box, then they cannot mail the form to the central office for processing. They will complete the Date Forwarded to BPCU with the date they put the completed request in the mail.

Form VEC-B-41 will no longer be required when a claimant is requesting an address change. If the claimant is not making the request in person so that you can verify their identification in person, then a written request signed, dated and submitted by the claimant or a telephone or email request which includes the claimant's name, social security number, and/or the first 4 digits of their PIN will be sufficient for claims staff to process these requests. The original documentation should be forwarded to central records for filming under a BCOR cover sheet. The same would apply when a customer is requesting an update of their date of birth on file. A reminder to staff: If a claimant needs to change a date of birth on file and they have selected EPPICard as their choice of payment, please be sure to email bnpaychr with the corrected information so that they can update those records as well.