

**Department of
Veterans Affairs**

Memorandum

Date: January 14, 2013
From: Director, Austin Human Resources Center
Subj: Unemployment Insurance Benefit Payments
To: Newly Hired and Rehired Employees

If you have applied for or been receiving Unemployment Insurance Benefit Payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks now that you are employed. Failure to notify the state agency can result in a penalty such as fine, imprisonment, or both.



Mari Beck
Director, Austin Human Resources Center

Acknowledgement of Receipt

Signature of Employee

Date

Printed Last Name, First Name, Middle