

Dear Veteran,

For our team to properly serve you we will need you to complete and return the attached items. Additionally, please review the information below.

First:

Since it usually takes some time to be assigned to one of our accredited Veteran Service Officers we ask the Veteran to call the VA and submit and “**intent to file**” to establish the effective date for any benefits that the VA deems appropriate to grant the Veteran.

This is the simplest way I know to describe how to accomplish this:

Call 1-800-827-1000

They will initially speak for a while then an electronic voice will come on and ask, “in one or two words say what you are requesting assistance on”, say, “**General Benefits Information**” the electronic voice should repeat it and then you will place their call que.

Once person answers and verifies your personal information, you will state to the VA “I would like to submit an intent to file.” Then they will ask for what, you will say, “**Compensation.**”

They will do data entry their end and they will send paperwork that appears to be needing filled out, **don't**, just bring it to our appointment and we will address it at that time of your scheduled appointment.

Documents needed by Service to assign you to one of our great Veteran Service Officers:

1. DD214 and or equivalent service records that shows characterization upon discharge (**Attach to the below mentioned Forms**)
Note – If you require assistance or copies of these records please visit <https://www.archives.gov/veterans/military-service-records>
2. VA Form -21-22 *Appointment of Veterans Service Organization as Claimant's Representative* (**Please Print, complete and return by the options provided below**)
3. SRVSC New Client Registration Form (**Please Print, complete and return by the options provided below**)
 - Return documentation to VeteranServices@spokanecounty.org or
 - Fax: 509-477-2299 Attention to SCRVSOC or
 - Mail: SCRVSOC 1117 N Evergreen Rd, Suite #2, Spokane Valley, WA 99216 or
 - Drop Box: Same address as above, left side of front entry door

Looking forward to serving you in the future!!!”

NOTICE: All e-mails sent to this address will be received by the Spokane County e-mail system and may be subject to public disclosure under GR-31 and Chapter 42.56 RCW and to archiving and review.

