



### **How to Obtain Your VA Summary of Benefits Letter**

To apply for your VA Disability Exemption, you will need to provide this office a copy of your most recent VA Summary of Benefits Letter. The Veterans Administration mails to you a Summary of Benefit Letter each December. If you do not have the letter, you can obtain a copy by following these instructions:

1. Call 800-827-1000
2. Do not press "1", instead, wait for the announcement to provide you options.
3. Say "Request Letter" and the system will transfer you to a person who will verify your identity and assist you with obtaining your **Summary of Benefits Letter**.
4. We suggest having your letter faxed directly to our office by the VA. Our fax number is (352) 253-2155. You can also have the letter mailed to you and then provide our office with a copy of the letter.
5. Once we have received the letter, we will proceed with processing your application.

If you have questions please call our office at (352)253-2150.

You may also contact Lake County's Veteran Services Officer at (352) 742-6585 with questions about VA benefits or other VA related information.