



## DEPARTMENT OF VETERANS AFFAIRS

VA FIDUCIARY INTAKE  
PO BOX 95211  
LAKELAND, FL 33804-5211

<Date>

In Reply Refer To: <RO> /<user initials>  
<Insert File Number>  
<Veteran Last Name First Name,  
MI>

<RECIPIENT NAME>  
<RECIPIENT ADDRESS>  
<RECIPIENT CITY, STATE, POSTAL CODE>

Dear <Fiduciary Name>:

We have reviewed the amount of VA Funds that you are managing for <Beneficiary First Name> <Beneficiary Last Name> and determined that a surety bond is necessary to protect the beneficiary's funds.

### What We Need From You

Please present this letter to a surety bond company to purchase a surety bond in the amount of \$<Surety Bond Dollar Amount>.

- The surety bond company may issue a rider to an existing bond if any or provide a new bond equal to the requested amount.
- The bond must be payable to the Secretary, U.S. Department of Veterans Affairs with a copy submitted to VA.
- Keep a copy of this letter for your records and give the original to your insurance agent when purchasing the bond.

Submit proof of the surety bond as soon as possible, and no later than **30 days** from the date of this letter. You may use the beneficiary's funds to purchase this bond.

### Where You Must Send The Information

Department of Veterans Affairs  
VA Fiduciary Intake  
P.O. Box 95211  
Lakeland, FL 33804-5211

### What Happens Next

The fiduciary hub will review your submission and you notify you if any additional information is necessary. The fiduciary hub will inform you by mail, if any additional action is required, VA may also notify you by telephone or email.

<Veteran's File Number>

<Veteran's Last Name, First Name, MI>

## Resources

VA provides the following information to assist you in completing your accounting. Visit the website: <https://www.benefits.va.gov/fiduciary>.

- Under the tab labeled “Learn to Complete a Federal Fiduciary Accounting”, you will find video tutorials detailing how to prepare, complete, and submit your accounting.
- Under the tab labeled “A Guide for VA Fiduciaries”, you will find a booklet detailing the responsibilities of a fiduciary and basic accounting information.

## Do You Have Questions Or Need Assistance

If you have any questions regarding fiduciary matters, please call us at 1-888-407-0144. If you use the Telecommunications Device for the Deaf (TDD), the Federal number is 711.

In all cases, be sure to refer to the beneficiary's VA file number <File Number>.

For more information on the VA Fiduciary Program and available training modules, please visit <https://www.benefits.va.gov/fiduciary>.

The two fiduciary training videos include:

- **Fiduciary Basics (101)**: provides a high-level overview of the requirements and responsibilities of serving as a VA fiduciary. It also covers bond requirements, establishment of a properly titled bank account, and the need for a credit and background check.
- **Acceptable Expenses**: provides examples of the types of acceptable expenses and, it outlines the unacceptable ways to use beneficiary's funds.

Thank you for your service to our Beneficiary.

If you or someone you know is the victim of financial exploitation or fraud, visit <https://www.justice.gov/elderjustice/roadmap> for assistance in reporting the incident to the appropriate federal authorities.

If you or someone you know is the victim of abuse and/or neglect, visit <https://www.justice.gov/elderjustice> for assistance in reporting the issue and resources to help the victim.

Sincerely yours,

**Regional Office Director**

Enclosures: