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DEPARTMENT OF VETERANS AFFAIRS
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REFUND REQUESTED BY VETERAN

In order to process requests for funding fee refunds, the following documentation and information is required from the veteran:

Written request with the reason for the refund. The request should include:

- Name
- Current Mailing Address
- Social Security Number
- A phone number where you may be contacted during the workday
- An email address (if available)
- Closing date of the loan for which refund is being requested
- VA loan number (if available)
- Loan Number with your current lender
- Name of the lender where mortgage payments are made
- A copy of the HUD-1 Settlement Statement – front and back – sometimes the HUD-1 will only be one page (for a refinanced loan)
- Copy of your VA Service-Connected Disability Compensation award letter. We only need the first few pages which shows your award date (all the medical data is NOT necessary).

PLEASE ALLOW 4 TO 6 WEEKS FOR RESEARCH AND PROCESSING OF THE REQUEST. IF THE FUNDING FEE WAS FINANCED, THE REFUND WILL BE USED TO REDUCE THE PRINCIPAL BALANCE.