

Representative Payee Report of Benefits and Dedicated Account

Form Approved
OMB No. 0960-0576

PAYEE'S NAME AND ADDRESS

REPORT PERIOD

FROM: _____ TO: _____

SOCIAL SECURITY NUMBER

- -

BENEFICIARY

Please review the above mailing address and correct if necessary.

This report is about the benefits you received for the beneficiary and those which were deposited in the dedicated account **during the report period shown above**. It also includes any money you reported as saved from a prior report period. **Please read the enclosed instructions before completing this form** to help you answer each question.

1. Were **you** (the payee) convicted of a crime considered to be a felony during the report period shown above? YES NO

If **YES**, please explain the type of crime: _____

2. Did the beneficiary continue to live alone, or with the same person, or in the same institution during the report period shown above? YES NO

If **NO**, please explain and provide the beneficiary's current address: _____

3. Benefits paid to you during the report period = \$ _____
Benefits you reported **saved** from prior years = \$ _____
Total Accountable Benefit Amount = \$ _____

A. Did **you** (the payee) decide how the total accountable amount was spent or saved? YES NO

If **NO**, please explain: _____

3. B. How much of the total accountable amount did you spend for the beneficiary's food and housing during the report period?

DOLLAR AMOUNT
(NO CENTS)

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C. How much of the total accountable amount did you spend on other things for the beneficiary such as clothing, education, medical and dental expenses, recreation, or personal items during the report period?

DOLLAR AMOUNT
(NO CENTS)

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If the beneficiary lives in an institution or other care facility and you spent less than \$360 a year for the beneficiary's personal needs, please explain how his/her needs were met:

D. How much, if any, of the total accountable amount did you **save** for the beneficiary as of the last month in the report period? If none, show zeroes.

DOLLAR AMOUNT
(NO CENTS)

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4. If you showed an amount in 3.D. above, place an "X" in the boxes below to show how you are saving the benefits. If you have more than one account, you may mark more than one box in each section.

A. TYPE OF ACCOUNT					B. TITLE OF ACCOUNT		
Savings/Checking Account	U.S. Savings Bonds	Certificates of Deposit	Collective Savings/Checking Account	Other	Beneficiary's Name by Your Name	Your Name for Beneficiary's Name	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. A. If you answered "Other" in 4.A., show the type of account or investment in which the benefits are saved:

B. If you answered "Other" in 4.B., show the title of the account in which the benefits are saved:

Social Security Administration

Representative Payee Report of Benefits and Dedicated Account

Why You Received This Form

We must regularly review how representative payees used the benefits they received on behalf of Social Security and/or Supplemental Security Income (SSI) beneficiaries. We do this to ensure the benefits are used properly.

When you were appointed representative payee, you were required to establish a separate (we refer to it as a **dedicated**) account in which we direct deposited certain past-due SSI benefits. You were informed of the duties and responsibilities of a representative payee, including keeping a record of all the money taken from the dedicated account and receipts for all the items and/or services purchased. We must regularly review this account for additional deposits and to ensure that the items and/or services purchased are in compliance with the law. As part of this review, you need to answer the questions on the enclosed form. It is called Representative Payee Report of Benefits and Dedicated Account, SSA-6233-BK.

You should keep these records (e.g. bank statements and canceled checks) along with receipts for two years from the time you complete the form. Do not submit any records with the completed form. If we have any questions, we will contact you.

What You Need To Do

Please read the instructions below before you complete the report. Then, **complete the report and send it to us in the enclosed envelope within 30 days.** If you do not return it promptly, we may stop sending payments to you.

General Information

To help us process your report, please follow these instructions:

1. Do not use dollar signs.
2. Show money amounts in dollars only. Do not show cents.
For example, show \$1,540.30 like this:

DOLLAR AMOUNT

	1	,	5	4	0
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3. **Be sure you, the representative payee, sign the form.**

Some Definitions To Help You

Benefits - The Social Security and/or SSI money you receive.

Payee - You. The person (or organization) who receives Social Security and/or SSI benefits for someone else.

Beneficiary - The person for whom you receive Social Security and/or SSI benefits.

Legal Guardian - The person or organization appointed by a State court to manage the affairs of a beneficiary.

**Some
Definitions
To Help You
(Continued)**

Report Period - The 12-month period shown on the report for which you must account for the benefits you received and report on the dedicated account.

Total Accountable Benefit Amount - The amount of benefits paid to you during the report period **plus** any amount you reported as saved on last year's report.
Note: This amount **does not** include any SSI past-due benefits SSA deposited into the dedicated account.

Dedicated Account - This is the savings, checking or money market account you were required by law to establish for certain past-due SSI benefits. We call it a **dedicated account** because the law also restricts the items and/or services you can buy with money from the account.

Total Dedicated Account Amount - The amount of past-due SSI benefits SSA direct deposited into the dedicated account **plus** the account balance as you reported on last year's report.

HOW TO COMPLETE THE SSA-6233-BK

**Question 1 -
Payee Felony
Convictions**

Place an "X" in the "YES" box if during the report period, you (the payee) were convicted of a crime considered to be a felony, and explain the type of crime. Otherwise, place an "X" in the "NO" box.

**Question 2 -
Beneficiary
Custody
Changes**

Place an "X" in the "YES" box if the beneficiary continued to live alone, or with the same person, or in the same institution during the entire report period. Place an "X" in the "NO" box if different people, or different institutions took care of the beneficiary during any part of the report period. Explain the change and provide the beneficiary's current address.

**Question 3 -
Accounting
For Benefits**

The total accountable benefit amount includes the benefits you received during the report period **plus** any benefits you reported as saved on last year's report. Note: It **does not** include the money that was deposited by SSA or you into the dedicated account.

**A. Who Decided
How Benefits
Were Used?**

Place an "X" in the "YES" box if **you** (the payee) decided how the benefits were to be spent or saved. Place an "X" in the "NO" box if the beneficiary or someone else decided how to use the money, and explain in the space provided.

**B. Food And
Housing**

Show the total amount of benefits spent for food and housing for the beneficiary during the report period. If the beneficiary lives in an institution or nursing home and you pay monthly charges, multiply the monthly charge by 12 and show this amount.

**C. Personal
Items**

Show the total amount of benefits spent for the beneficiary on clothing, medical/dental care, education, and recreational items like toys, movies, cameras, radios, candy, stationery, grooming aids, etc. during the report period. **Note:** If the beneficiary lives in an institution or other care facility, you should spend at least \$360 a year for the beneficiary's personal needs. If you spent less than \$360, explain in the space provided.

**D. Unused
Benefits**

Show the total amount of benefits you have saved for the beneficiary at the end of the report period, including any interest earned. Show zeroes if you did not save any of the benefits. **Note:** Do not include the money saved in the dedicated account.

**Question 4 -
Savings Information**

Answer this question if you showed an amount in 3.D.

**A. Type of
Account**

Place an "X" in the box which shows how you are saving the benefits. Place an "X" in the "Other" box if your method of saving the benefits is not listed.

**B. Account
Title**

Place an "X" in the box which most accurately describes the wording of the account title you have on the beneficiary's savings. Place an "X" in the "Other" box if the account title is different **or** if you have not placed the savings in any type of account. **Note:** A savings or checking account title should always show that the money belongs to the beneficiary, but the beneficiary should not have direct access to the funds.

**Question 5 -
Other Savings/
Account Titles**

Answer this question only if you checked "Other" in 4.A. or 4.B.

**A. Type of
Account**

Indicate whether the saved benefits are in cash, Treasury Bills, or some other investment.

**B. Title of
Account**

Show the title of the account if the savings are in an account or other investment. Show "None" if the savings are not in an account or investment.

**Question 6 -
Total Dedicated
Account Amount**

The total dedicated account amount includes the past-due SSI benefits SSA deposited into the account during the report period **plus** the balance in the account as you reported on last year's report.

**Deposits Into
Dedicated
Account**

Place an "X" in the "YES" box if you deposited any money into the dedicated account during the report period. Show the date and amount of each deposit. Place an "X" in the "NO" box if you did not deposit any money into the account.

Question 7 -	
A. Money Taken Out Of Dedicated Account	Place an "X" in the "YES" box if during the report period you took money out of the dedicated account. Explain what items and/or services you purchased and the amount of each purchase. Place an "X" in the "NO" box if no money was removed from the account.
B. How Is Purchase Related To Impairment?	Answer this question if you checked "YES" in 7.A. Place an "X" in the "YES" box if the items and/or services purchased were for medical treatment, or education or job skills training. Place an "X" in the "NO" box if the purchases were for something else and explain how the purchases benefited the beneficiary and are related to his/her impairment(s).

Question 8 - Dedicated Account Balance	Show the balance in the dedicated account at the end of the report period, including any interest earned. Show zeroes if there is no money in the account.
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Payee's Signature	Sign your name in this block. If you sign by mark ("X"), please have two witnesses sign their names and show the date. If the payee is an institution or agency, the form <u>must</u> be signed by an authorized person.
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Relationship To The Beneficiary	Show your relationship to the beneficiary. Some examples include: parent, brother, friend. If you are the beneficiary's legal guardian, show "legal guardian". If you represent a bank, institution or agency, show your job title (e.g., administrator, bookkeeper, etc.).
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Your Responsibilities As Representative Payee	As representative payee, you must use the Social Security and/or SSI benefits you receive for the care and well being of the beneficiary. You need to know the beneficiary's needs so that you can use the money properly.
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In addition to reporting on the use of benefits and the dedicated account, you must report any changes which may affect the beneficiary's eligibility for benefits, or the payment amount. You should report these changes as soon as possible by calling SSA at 1-800-772-1213, or by calling or writing your local SSA office. For example, you must tell us if the beneficiary:

- moves (especially if he/she enters or leaves a hospital or other institution),
- marries,
- goes to work,
- is imprisoned,
- dies,
- is adopted,
- no longer needs a payee, or
- you are no longer responsible for the beneficiary.

As payee for a child receiving SSI benefits, we may ask you for proof that the child is receiving medical treatment for his/her disabling condition. We may ask for this information at the time we review the child's case. If we do ask for this information, you must give it to us.

The Privacy And Paperwork Reduction Act Statements

We are required by section 205(j) and 1631(a) of the Social Security Act to ask you to complete this report. The information you provide enables SSA to account for the beneficiary's payments, and ensures that beneficiary needs are being met. If you do not complete and return this report, we may not be able to continue sending the beneficiary's payments to you.

The law sometimes requires us to give out the facts on this form without your consent. The information must be released to another person or government agency if Federal law requires the information for research and audits in order to administer or improve our representative payee program.

We may also use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, or local government agencies. Many agencies may use matching programs to find or prove that a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it. Explanations about these and other reasons why information you provide us may be used or given out are available in Social Security offices. If you want to learn more about this, contact any Social Security office.

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 20 minutes to read the instructions, gather the facts, and answer the questions. **SEND THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. The office is listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213.** *You may send comments on our time estimate above to: SSA, 1338 Annex Building, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.*

If You Have Any Questions

If you have any questions, please call us at 1-800-772-1213. We can answer most questions over the phone. If you prefer to visit one of our offices, please use the 800 number and we will give you the address and telephone number of the office nearest you. Please take this report with you if you visit an office.