

Instructions for Completion of Form SSA-4513 Supplement

Heading

Enter official name of the agency, state, date prepared, fiscal year for which you are reporting, and the period beginning October 1 of that fiscal year through the end of the calendar quarter for which you are reporting.

Line Entries

Indirect Cost Calculations – This section reflects the total costs authorized by indirect cost agreements, State-wide cost allocation agreements, etc. If the numbered items do not reflect your State agreement, change it as appropriate and explain changes in the remarks section. We have repeated lines 1-4 below to allow for reporting changes in indirect cost agreements within the Federal fiscal year (e.g., split years).

Line 1, Indirect Cost – Automatically calculated (Base multiplied by the Indirect Cost Rate plus item number 4 below).

Line 2, Indirect Cost Rate – Enter the rate as approved by the indirect cost agreements, State-wide cost allocation agreements, etc.

Line 3, Base – Enter total amount of obligations included in the base per approved cost agreements, State-wide cost allocations agreements, etc.

Line 3 (a-c), Base Exclusions – Enter the amount of obligations excluded from the base (for equipment, fringe benefits and other costs) as appropriate.

Line 4, Other Indirect Charges—not included in 1-3 above – Enter the amount of indirect charges and include explanation of charges in Remarks section.

Total Indirect Cost for Federal Fiscal Year – This is automatically calculated to represent the total indirect costs for the federal fiscal year (sum of line 1 for both of above breakout periods).

Remarks – Enter any pertinent remarks (e.g., status of unliquidated obligations, explanation of any adjustments, etc.) and/or include additional attachments (e.g., copy of indirect cost agreement, etc.).

Paperwork Reduction Act Statements

see Revised PRA, Attached
This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You are not required to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take you about 30 minutes to read the instructions, gather the necessary facts, and answer the questions.

The following revised PRA Statement will be inserted into the form at its next scheduled reprinting:

Paperwork Reduction Act Statement - 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 30 minutes to read the instructions, gather the facts, and answer the questions. *You may send comments on our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.*