

# SOCIAL SECURITY ADMINISTRATION

Form Approved  
OMB No. 0960-0037

## Request For Waiver Of Overpayment Recovery Or Change In Repayment Rate

We will use your answers on this form to decide if we can waive collection of the overpayment or change the amount you must pay us back each month. If we can't waive collection, we may use this form to decide how you should repay the money.

Please answer the questions on this form as completely as you can. We will help you fill out the form if you want. If you are filling out this form for someone else, answer the questions as they apply to that person.

FOR SSA USE ONLY	
ROAR Input	<input type="checkbox"/> Yes <input type="checkbox"/> No
Input Date	
Waiver	<input type="checkbox"/> Approval <input type="checkbox"/> Denial
SSI	<input type="checkbox"/> Yes <input type="checkbox"/> No
AMT OF OP \$	
PERIOD (DATES) OF OP	

**1.** A. Name of person on whose record the overpayment occurred: \_\_\_\_\_

B. Social Security Number  
□ □ □ — □ □ — □ □ □ □

C. Name of overpaid person(s) making this request and his/her Social Security Number(s):

\_\_\_\_\_ □ □ □ — □ □ — □ □ □ □

\_\_\_\_\_ □ □ □ — □ □ — □ □ □ □

\_\_\_\_\_ □ □ □ — □ □ — □ □ □ □

\_\_\_\_\_ □ □ □ — □ □ — □ □ □ □

**2.** Check any of the following that apply. (Also, fill in the dollar amount in B, C, or D.)

A.  The overpayment was not my fault and I cannot afford to pay the money back and/or it is unfair for some other reasons.

B.  I cannot afford to use all of my monthly benefit to pay back the overpayment. However I can afford to have \$ \_\_\_\_\_ withheld each month

C.  I am no longer receiving Supplement Security Income (SSI) payments. I want to pay back \$ \_\_\_\_\_ each month instead of paying all of the money at once.

D.  I am receiving SSI payments. I want to pay back \$ \_\_\_\_\_ each month instead of paying 10% of my total income.

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## SECTION I-INFORMATION ABOUT RECEIVING THE OVERPAYMENT

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3. A. Did you, as representative payee, receive the overpaid benefits to use for the beneficiary?  
 Yes  No (Skip to Question 4)

B. Name and address of the beneficiary

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C. How were the overpaid benefits used?

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4. If we are asking you to repay someone else's overpayment:

A. Was the overpaid person living with you when he/she was overpaid?

Yes  No

B. Did you receive any of the overpaid money?

Yes  No

C. Explain what you know about the overpayment AND why it was not your fault.

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5. Why did you think you were due the overpaid money and why do you think you were not at fault in causing the overpayment or accepting the money?

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6. A. Did you tell us about the change or event that made you overpaid?  
If no, why didn't you tell us?

Yes  No

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B. If yes, how, when and where did you tell us? If you told us by phone or in person, who did you talk with and what was said?

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C. If you did not hear from us after your report, and/or your benefits did not change, did you contact us again?

Yes  No

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7. A. Have we ever overpaid you before?

Yes  No

If yes, on what Social Security number?

—   —

B. Why were you overpaid before? If the reason is similar to why you are overpaid now, explain what you did to try to prevent the present overpayment.

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SECTION II-YOUR FINANCIAL STATEMENT

NAME:

SSN:

You need to complete this section if you are asking us either to waive the collection of the overpayment or to change the rate at which we asked you to repay it. Please answer all questions as fully and as carefully as possible. We may ask to see some documents to support your statements, so you should have them with you when you visit our office.

EXAMPLES ARE:

- Current Rent or Mortgage Books
- Savings Passbooks
- Pay Stubs
- Your most recent Tax Return
- 2 or 3 recent utility, medical, charge card, and insurance bills
- Cancelled checks
- Similar documents for your spouse or dependent family members

Please write only whole dollar amounts-round any cents to the nearest dollar. If you need more space for answers, use the "Remarks" section at the bottom of page 7.

8. A. Do you now have any of the overpaid checks or money in your possession (or in a savings or other type of account)?  Yes Amount:\$ \_\_\_\_\_  
Return this amount to SSA  
 No
- B. Did you have any of the overpaid checks or money in your possession (or in a savings or other type of account) at the time you received the overpayment notice?  Yes Amount:\$ \_\_\_\_\_  
Answer Question 9.  
 No

9. Explain why you believe you should not have to return this amount.

\_\_\_\_\_

\_\_\_\_\_

ANSWER 10 AND 11 ONLY IF THE OVERPAYMENT IS SUPPLEMENTAL SECURITY INCOME PAYMENTS (SSI). IF NOT, SKIP TO 12.

10. A. Did you lend or give away any property or cash after notification of the overpayment?  Yes (Answer Part B)  
 No (Go to question 11.)
- B. Who received it, relationship (if any), description and value:

11. A. Did you receive or sell any property or receive any cash (other than earnings) after notification of this overpayment?  Yes (Answer Part B)  
 No (Go to Question 12.)
- B. Describe property and sale price or amount of cash received:
- \_\_\_\_\_

12. A. Are you now receiving cash public assistance such as Supplemental Security Income (SSI) payments?  Yes (Answer B and C and See note below)  
 No
- B. Name or kind of public assistance
- C. Claim Number
- \_\_\_\_\_

**IMPORTANT:** If you answered "YES" to question 12, DO NOT answer any more questions on this form. Go to page 8, sign and date the form, and give your address and phone number(s). Bring or mail any papers that show you receive public assistance to your local Social Security office as soon as possible.

## Members Of Household

**13.** List any person (child, parent, friend, etc.) who depends on you for support AND who lives with you.

NAME	AGE	RELATIONSHIP (If none, explain why the person is dependent on you)

## Assets-Things You Have And Own

**14.** A. How much money do you and any person(s) listed in question 13 above have as cash on hand, in a checking account, or otherwise readily available?

\$
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B. Does your name, or that of any other member of your household appear, either alone or with any other person, on any of the following?

TYPE OF ASSET	OWNER	BALANCE OR VALUE	SHOW THE INCOME (interest, dividends) EARNED EACH MONTH. (If none, explain in spaces below. If paid quarterly, divide by 3).	
			PER MONTH	
SAVINGS (Bank, Savings and Loan, Credit Union)		\$	\$	
CERTIFICATES OF DEPOSIT (CD)		\$	\$	
INDIVIDUAL RETIREMENT ACCOUNT (IRA)		\$	\$	
MONEY OR MUTUAL FUNDS		\$	\$	
BONDS, STOCKS		\$	\$	
TRUST FUND		\$	\$	
CHECKING ACCOUNT		\$	\$	
OTHER (EXPLAIN)		\$	\$	
TOTALS →		\$	\$	Enter the "Per Month" total on line (k) of question 18.

**15.** A. If you or a member of your household own a car, (other than the family vehicle), van, truck, camper, motorcycle, or any other vehicle or a boat, list below.

OWNER	YEAR, MAKE/MODEL	PRESENT VALUE	LOAN BALANCE (if any)	MAIN PURPOSE FOR USE
		\$	\$	
		\$	\$	
		\$	\$	

B. If you or a member of your household own any real estate (buildings or land), OTHER than where you live, or own or have an interest in, any business, property, or valuables, describe below.

OWNER	DESCRIPTION	MARKET VALUE	LOAN BALANCE (if any)	USAGE-INCOME (rent etc.)
		\$	\$	
		\$	\$	
		\$	\$	

# Monthly Household Income

If paid weekly, multiply by 4.33 (4 1/3) to figure monthly pay. If paid every 2 weeks, multiply by 2.166 (2 1/6). If self-employed, enter 1/12 of net earnings. Enter monthly TAKE HOME amounts on line A of question 18 also.

**16.** A. Are you employed?  YES (Provide information below)  NO (Skip to B)

Employer name, address, and phone: (Write "self" if self-employed)	Monthly pay before deduction (Gross)	\$
	Monthly TAKE-HOME pay (NET)	\$

B. Is your spouse employed?  YES (Provide information below)  NO (Skip to C)

Employer(s) name, address, and phone: (Write "self" if self-employed)	Monthly pay before deduction (Gross)	\$
	Monthly TAKE-HOME pay (NET)	\$

C. Is any other person listed in Question 13 employed?  YES  NO (Go to Question 17) Name(s)

Employer(s) name, address, and phone: (Write "self" if self-employed)	Monthly pay before deduction (Gross)	\$
	Monthly TAKE-HOME pay (NET)	\$

**17.** A. Do you, your spouse or any dependent member of your household receive support or contributions from any person or organization?  YES (Answer B)  NO (Go to question 18)

B. How much money is received each month? (Show this amount on line (J) of question 18) \$	SOURCE
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BE SURE TO SHOW MONTHLY AMOUNTS BELOW - If received weekly or every 2 weeks, read the instruction at the top of this page.

18. INCOME FROM #16 AND #17 ABOVE AND OTHER INCOME TO YOUR HOUSEHOLD	YOURS	✓	SPOUSE'S	✓	OTHER HOUSEHOLD MEMBERS	✓	SSA USE ONLY
A. TAKE HOME Pay (Net) (From #16 A, B, C, above)	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>	
B. Social Security Benefits		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
C. Supplemental Security Income (SSI)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
D. Pension(s) (VA, Military, Civil Service, Railroad, etc.)	TYPE	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	TYPE	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
E. Public Assistance (Other than SSI)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
F. Food Stamps (Show full face value of stamps received)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
G. Income from real estate (rent, etc.) (From question 15B)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
H. Room and/or Board Payments (Explain in remarks below)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
I. Child Support/Alimony		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
J. Other Support (From #17 (B) above)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
K. Income From Assets (From question 14)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
L. Other (From any source, explain below)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
REMARKS	TOTALS	\$	\$		\$		
<b>GRAND TOTAL</b>							\$
(Add 3 total blocks above)							

# MONTHLY HOUSEHOLD EXPENSES

If the expense is paid weekly or every 2 weeks, read the instruction at the top of Page 5. Do NOT list an expense that is withheld from income (Such as Medical Insurance). Only take home pay is used to figure income.

Show "CC" as the expense amount if the expense (such as clothing) is part of CREDIT CARD EXPENSE SHOWN ON LINE (F).

		\$ PER MONTH	SSA USE ONLY
<b>19.</b>	A. Rent or Mortgage (If mortgage payment includes property or other local taxes, insurance, etc. DO NOT list again below.)		
	B. Food (Groceries (include the value of food stamps) and food at restaurants, work, etc.)		
	C. Utilities (Gas, electric, telephone)		
	D. Other Heating/Cooking Fuel (Oil, propane, coal, wood, etc.)		
	E. Clothing		
	F. Credit Card Payments (show minimum monthly payment allowed)		
	G. Property Tax (State and local)		
	H. Other taxes or fees related to your home (trash collection, water-sewer fees)		
	I. Insurance (Life, health, fire, homeowner, renter, car, and any other casualty or liability policies)		
	J. Medical-Dental (After amount, if any, paid by insurance)		
	K. Car operation and maintenance (Show any car loan payment in (N) below)		
	L. Other transportation		
	M. Church-charity cash donations		
	N. Loan, credit, lay-away payments (If payment amount is optional, show minimum)		
	O. Support to someone NOT in household (Show name, age, relationship (if any) and address)		
P. Any expense not shown above (Specify)			
EXPENSE REMARKS Also explain any unusual or very large expenses, such as medical, college, etc.)	TOTAL	\$	

# INCOME AND EXPENSES COMPARISON

<b>20.</b> A. Monthly income (Write the amount here from the "Grand Total" of #18. _____) →	\$
B. Monthly Expenses Write the amount here from the "Total" of #19. _____) →	\$
C. Adjusted Household Expenses _____) →	+ \$25
D. Adjusted Monthly Expenses (Add (B) and (C)) _____) →	\$

<b>21.</b> If your expenses (D) are more than your income (A), explain how you are paying your bills.	<b>FOR SSA USE ONLY</b>	
	<input type="checkbox"/> <b>INC. EXCEEDS</b>	\$
	<b>ADJ EXPENSE</b>	+
	<input type="checkbox"/> <b>INC LESS THAN</b>	\$
	<b>ADJ EXPENSE</b>	-

# FINANCIAL EXPECTATION AND FUNDS AVAILABILITY

- 22.** A. Do you, your spouse or any dependent member of your household expect your or their financial situation to change (for the better or worse) in the next 6 months? (For example: a tax refund, pay raise or full repayment of a current bill for the better-major house repairs for the worse).  YES (Explain on line below)  NO
- 
- B. If there is an amount of cash on hand or in checking accounts shown in item 14A, is it being held for a special purpose?  No amount on hand  NO (Money available for any use)  YES (Explain on line below)
- 
- C. Is there any reason you CANNOT convert to cash the "Balance or Value" of any financial asset shown in item 14B.  YES (Explain on line below)  NO
- 
- D. Is there any reason you CANNOT SELL or otherwise convert to cash any of the assets shown in items 15A and B?  YES (Explain on line below)  NO

**REMARKS SPACE** – If you are continuing an answer to a question, please write the number (and letter, if any) of the question first.

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**PENALTY CLAUSE, CERTIFICATION AND PRIVACY ACT STATEMENT**

I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this information, or causes someone else to do so, commits a crime and may be sent to prison, or may face other penalties, or both.

**SIGNATURE OF OVERPAID PERSON OR REPRESENTATIVE PAYEE**

SIGNATURE (First name, middle initial, last name) (Write in ink)

DATE (Month, Day, Year)

HOME TELEPHONE NUMBER (Include area code)

( ) -

WORK TELEPHONE NUMBER IF WE MAY CALL YOU AT WORK (Include area code)

( ) -

**SIGN  
HERE**

MAILING ADDRESS (Number and street, Apt. No., P.O. Box, or Rural Route)

CITY AND STATE

ZIP CODE

ENTER NAME OF COUNTY (IF ANY) IN WHICH YOU NOW LIVE

**Witnesses are required ONLY if this statement has been signed by mark (X) above. If signed by mark (X), two witnesses to the signing who know the individual must sign below, giving their full addresses.**

SIGNATURE OF WITNESS

SIGNATURE OF WITNESS

ADDRESS (Number and street, City, State, and ZIP Code)

ADDRESS (Number and street, City, State, and ZIP Code)

**About the Privacy Act**

The Social Security Act (Sections 204, 1631(b), and 1870) and the Federal Coal Mine Health and Safety Act of 1969 allow us to collect the facts on this form. This form is voluntary. However, if you do not give us the facts we ask for, we may not be able to approve your waiver request. If we cannot collect the overpayment, we may ask the Justice Department to collect it.

Sometimes the law requires us to give out the facts on this form without your consent. We must give these facts to another person or government agency if Federal law requires that we do so or to do the research and audits needed to monitor and improve the programs we manage.

We may also give these facts to the Justice Department to investigate and prosecute violations of the Social Security Act or we may use the facts in computer matching programs. Matching programs compare our records with those of other Federal, State, or local government agencies. All the Agencies may use matching programs to find or prove that a person qualifies for benefits paid for or managed by the Federal government. Another use is to identify and collect overpayments or to collect overdue loans under these benefits programs.

~~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.~~

**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 2 hours 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 (TTY 1-800-325-0778).** 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.**



*SSA will insert the following revised Privacy Act Statement into the form at its next scheduled reprinting:*

## **Privacy Act Statement**

### **Collection and Use of Personal Information**

Sections 204, 1631(b), and 1870 of the Social Security Act, as amended, and the Federal Coal Mine Health and Safety Act of 1969 authorize us to collect this information. The information you provide will be used to make a determination on waiving overpayment recovery or changing your repayment rate.

The information you furnish on this form is voluntary. However, failure to provide the requested information may prevent us from approving your request.

We rarely use the information you supply for any purpose other than for determining waiver or a change in the repayment rate of an overpayment recovery. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

1. To enable a third party or an agency to assist Social Security in establishing rights to Social Security benefits and/or coverage;
2. To comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office and Department of Veterans' Affairs);
3. To facilitate statistical research, audit or investigative activities necessary to assure the integrity of Social Security programs; and
4. To the Department of Justice when representing the Social Security Administration in litigation.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, state or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

Additional information regarding this form, routine uses of information, and our programs and systems, is available on-line at [www.ssa.gov](http://www.ssa.gov) or at your local Social Security office.



## Request For Waiver Of Overpayment Recovery Or Change In Repayment Rate - Form SSA-632-BK

### When To Use this Form

**OVERPAYMENT:** If SSA determines you have received benefits to which you are not entitled we will request you refund the overpayment. The letter we send will tell you that if you believe you should not have to pay the money back you should file a request for waiver of overpayment recovery. To file a formal waiver request, you need to complete a form SSA-632-BK, Request for Waiver of Overpayment Recovery or Change In Repayment Rate.

**RECONSIDERATION VS WAIVER:** If you feel that the overpayment amount is incorrect, or that you are not really overpaid, you may file a form [SSA-561-U2](#), Request for Reconsideration. If you agree that you have been overpaid but you feel you should not have to pay it back because you did not cause the overpayment and you cannot afford to refund it or repaying it would be unfair, you should file the form SSA-632-BK, Request for Waiver of Overpayment Recovery Or Change In Repayment Rate.

If you disagree with the overpayment decision and feel you should not have to pay it back even if you were overpaid, you can file both reconsideration and waiver.

**EVIDENCE:** When you file a request for waiver you need to present any papers you have verifying your financial statements. This would include items such as current bank statements, utility bills, pay stubs, credit card payments, loan payments, etc. If you do not have these records immediately available, do not delay filing. You have up to thirty days from filing the request to supply them.

The following section explains how to complete the SSA-632-BK. The SSA-632-BK and supporting documents should be either mailed or taken to your local Social Security office. If you have further questions about the SSA-632-BK, or any other Social Security matter, you may call 1-800-772-1213 or contact your local SSA office.

### How To Obtain the Form

Below you will find the SSA-632-BK REQUEST FOR

WAIVER OF OVERPAYMENT RECOVERY OR CHANGE IN REPAYMENT RATE in **Portable Document Format (PDF)** . The PDF permits you to print out a duplicate of the original form using ANY graphics printer. The PDF was developed by Adobe Systems, Inc. and allows the reader to print a publication close in appearance to the original printed version, preserving typography, columns, charts, tables and graphics.

To read and print a PDF publication, you must have the Adobe Acrobat Reader software installed on your PC. Adobe Systems, Inc. permits the Social Security Administration and other organizations to offer this software to the public free of charge. You can download the Adobe Acrobat Reader version suitable for your system by clicking on this button .



After you download the Adobe Acrobat Reader, come back to this page and download the PDF version of the SSA-632-BK below. PDF files are printer independent and should print easily on any graphics printer.

[SSA-632-BK in !\[\]\(a03a7eb2f4046e1d3c76772003e549ea\_img.jpg\)](#)

## How To Complete the Form

### 1. IDENTIFYING INFORMATION:

A. RECORD HOLDER'S NAME AND SOCIAL SECURITY NUMBER- If you receive Social Security benefits because of your own work or if you receive Supplemental Security Income (SSI) payments, enter your own name and Social Security number. If you receive Social Security benefits from another person's work, enter that person's name and Social Security number.

B. Names and Social Security numbers of all overpaid individuals for whom a waiver is being requested.

2. Check as many blocks as apply and fill-in the dollar amounts if you have checked blocks B., C., or D.

SECTION I: INFORMATION 3. through 7. Answer the questions and fill-in the narratives in your own words explaining those answers.

SECTION II: FINANCIAL STATEMENT 9., 10., 12., and 13 Answer in all cases, filling in the narrative portions.

10. and 11. Answer only if you are overpaid SSI.

14. List your dependents who live with you regardless of relation.

15. List for yourself and anyone listed in #14. Be sure to list

both the balances and the income earned each month.

16. Be sure to list the vehicles and real property for both yourself and your household members.

17. through 19. Read each question carefully, filling-in the blanks with incomes for you, your spouse, and all other individuals listed in #14. Make sure to list on a monthly basis. The note on the top of page 5 tells you how to handle weekly, bi- weekly and yearly amounts.

20. List the total household expenses, again converting to monthly figures.

21. through 23. Complete as indicated.

Remarks: Use to continue answers to prior questions. Make sure to put the question number, to which you are referring, first . If you need more space continue on any blank sheet of paper.

Sign and date- List your mailing address and the phone number(s) 0where you can be reached.

#### Where To Send the Form

Print the PDF SSA-632-BK form on 8 1/2 x 11 inch paper, complete and sign form, fold in thirds, insert it in a standard size number 10 business envelope (4 1/8 x 9 1/2) and mail to your closest Social Security office. If you are not sure where your local office is located, try our [Social Security Office Locator service](#) or call 1-800-772-1213.

#### For More Information

- [Overpayment Information](#)
- [Reconsideration Information](#)
- [Form SSA-561-U2 Request For Reconsideration](#)





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To read and print a PDF publication, you must have the Adobe Acrobat Reader software installed on your PC. Adobe Systems, Inc. permits the Social Security Administration and other organizations to offer this software to the public free of charge. You can download the Adobe Acrobat Reader version suitable for your system by clicking on this button .



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[SSA-632-BK in !\[\]\(950a62bbddad88d64435fd35607dfc42\_img.jpg\)](#)

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Sign and date- List your mailing address and the phone number(s) 0where you can be reached.

#### Where To Send the Form

Print the PDF SSA-632-BK form on 8 1/2 x 11 inch paper, complete and sign form, fold in thirds, insert it in a standard size number 10 business envelope (4 1/8 x 9 1/2) and mail to your closest Social Security office. If you are not sure where your local office is located, try our [Social Security Office Locator service](#) or call 1-800-772-1213.

#### For More Information

- [Overpayment Information](#)
- [Reconsideration Information](#)
- [Form SSA-561-U2 Request For Reconsideration](#)

