

**Supporting Statement for Form SSA-445  
Application to Collect a Fee for Payee Services  
20 CFR 404.2040a, 416.640a  
OMB No. 0960-0719**

**A. Justification**

**1. Introduction/Authorizing Laws and Regulations**

Sections 205 (j) (4)(A) - (B) and 1631(a)(2) of the *Social Security Act* (the Act) and 20 CFR 404.2040a, and 20 CFR 404.640a of the *Code of Federal Regulations* authorize the Commissioner of the Social Security Administration (SSA) to allow certain organizational representative payees to collect a fee for providing payee services. Before organizations may collect a fee for payee services, they must complete and submit form SSA-445, Application to Collect a Fee for Payee Services, to their local Social Security office to request authorization and approval.

**2. Description of Collection**

Before organizations may collect a fee for payee services, they complete and submit Form SSA-445. SSA uses Form SSA-445 to determine whether to authorize or deny permission to collect fees for payee services. The respondents are private sector businesses or State and local government offices applying to become a fee-for-service organizational representative payees.

**3. Use of Information Technology to Collect the Information**

The SSA-445 is available in paper form and as a downloadable PDF file. SSA did not create an electronic version of form SSA-445 under the agency's Government Paperwork Elimination Act (GPEA) plan because only 100 respondents complete the form. This is less than the GPEA cut-off of 50,000.

**4. Why We Cannot Use Duplicate Information**

The nature of the information we are collecting and the manner in which we are collecting it preclude duplication. SSA does not use another collection instrument to obtain similar data.

**5. Minimizing Burden on Small Respondents**

This collection does not significantly affect small businesses or other small entities.

**6. Consequence of Not Collecting Information or Collecting it Less Frequently**

If we did not use the SSA-445, organizations would have no way to apply to collect a fee for providing payee services. We only collect this information once; we cannot collect it less frequently. There are no technical or legal obstacles to burden reduction.

7. **Special Circumstances**  
 There are no special circumstances that would cause SSA to conduct this information collection in a manner inconsistent with 5 CFR 1320.5.

8. **Solicitation of Public Comment and Other Consultations with the Public**  
 The 60-day advance Federal Register Notice published on November 07, 2011, at 76 FR 68805, and we received no public comments. The 30-day FRN published on January 13, 2012 at 77 FR 2114. If we receive any comments in response to this Notice, we will forward them to OMB.

We did not consult with the public in the revision/maintenance of this form.

9. **Payment or Gifts to Respondents**  
 SSA does not provide payments or gifts to the respondents.

10. **Assurances of Confidentiality**  
 SSA protects and holds confidential the information it collects in accordance with 42 U.S.C. 1306, 20 CFR 401 and 402, 5 U.S.C. 552 (Freedom of Information Act), 5 U.S.C. 552a (Privacy Act of 1974), and OMB Circular No. A-130.

11. **Justification for Sensitive Questions**  
 The information collection does not contain any questions of a sensitive nature.

12. **Estimates of Public Reporting Burden**

<b>Collection Instrument</b>	<b>Number of Respondents</b>	<b>Frequency of Response</b>	<b>Average Burden Per Response (minutes)</b>	<b>Estimated Total Annual Burden (hours)</b>
Private sector business	90	1	10	15
State/local government offices	10	1	10	2
<b>Totals</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>17</b>

The total burden represents burden hours, and SSA did not calculate a separate cost burden.

13. **Annual Cost to the Respondents (Others)**  
 This collection does not impose a known cost burden on the respondents.

14. **Annual Cost to Federal Government**

The annual cost to the Federal Government is approximately \$600. This estimate is a projection of the costs for printing and distributing the collection instrument and for collecting the information.

15. **Program Changes or Adjustments to the Information Collection Request**  
There are no changes in the public reporting burden.
16. **Plans for Publication Information Collection Results**  
SSA will not publish the results of the information collection.
17. **Displaying the OMB Approval Expiration Date**  
OMB granted SSA an exemption from the requirement to print the OMB expiration date on its program forms. SSA produces millions of public-use forms with life cycles exceeding those of an OMB approval. Since SSA does not periodically revise and reprint its public-use forms (e.g., on an annual basis), OMB granted this exemption so SSA would not have to destroy stocks of otherwise useable forms with expired OMB approval dates, avoiding Government waste.
18. **Exceptions to Certification Statement**  
SSA is not requesting an exception to the certification requirements at 5 CFR 1320.9 and related provisions at 5 CFR 1320.8(b)(3).

**B. Collections of Information Employing Statistical Methods**

SSA does not use statistical methods for this information collection.