Addendum to

Supporting Statement for form SSA-445

**Application To Collect A Fee For Payee Services**

**20 CFR 404.2040a, 416.640a**

**OMB No. 0960-0719**

Revisions to the Collection Instrument

We are revising form SSA-445 (Application To Collect A Fee For Payee Services) for clarification and to streamline processing. The revision of form SSA-445 will help field offices when authorizing fee-for-service payee applicants. We will request the field offices to stop using the old forms, destroy them, and start using the new stock immediately after OMB approval.

**Change 1**: We are deleting the word “Our” in the second bullet at the top of the SSA-445.

* **Old Language**: Our organization’s mission statement
* **New Language**: Organization’s Mission Statement

***Justification 1***: The word “Our” is not relevant to the question.

***Change 2***: We are adding two bullets at the top of the form.

* Proof of State license (if applicable)
* Proof of bond/insurance (if applicable)

***Justification 2***: We are adding this language to clarify the statutorily required requirements for authorization to collect a fee for payee services.

***Change 3***: We are revising questions 4 and 5.

**Question 4**:

* **Old Language:** Address, City State, Zip Code
* **New Language:** Mailing Address, City State, Zip Code

**Question 5:**

* **Old Language:** City, State, Zip Code
* **New Language:** Location Address, City, State, and Zip Code

***Justification 3***: We are changing this language to capture both a mailing address and a location address because this information is essential in the authorization and subsequent monitoring process for fee for service payees.

***Change 4***: We are removing questions 8, 9 and 10.

***Justification 4:*** The information these questions solicit is not relevant to the organization’s approval to collect a fee for payee services.

***Change 5:*** Addition of new question 8 asking: “Does the bond/policy coverage include claims against all officers and employees for theft? Yes\_\_\_No\_\_\_.”

***Justification 5:*** The information this question solicits is necessary to ensure compliance with regulatory requirements.

***Change 6:*** Addition of new question 9 asking: “Does your organization receive or collect money from other sources for representative payee services? Yes\_\_ No\_\_If yes, amount\_\_\_\_.”

***Justification 6***: The information this question solicits is necessary to ensure compliance with regulatory requirements governing the amount of fees an organization may collect.

***Change 7*:** Renumbering of question 11 to question 10 and revision to language in existing question to ask, “Does your organization serve as representative payee in multiple areas? Yes\_\_\_No\_\_\_If yes, list all the locations (branches) including mailing addresses and contact information.

***Justification 7***: This information this question solicits is necessary to identify other branches of the organization that may require authorization to collect a fee for payee services.