

**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.