

Justification for Non-Substantive/Non-Material Changes
Form SSA-1699
Registration for Appointed Representative Services and Direct Payment

OMB No. 0960-0732

Background

If individuals want to become official representatives for Social Security claimants, the Social Security Administration (SSA) needs to collect certain information from them to register/appoint them as representatives. SSA uses form SSA-1699, Registration for Appointed Representative Services and Direct Payment, for this purpose. By registering these individuals, SSA 1) authenticates and authorizes them to do business with us, 2) allows them access to our records for the claimants they represent, 3) facilitates direct payment of authorized fees to appointed representatives, and 4) collects the information we will need to meet Internal Revenue Service requirements to issue specific IRS forms if we pay these representatives in excess of a specific amount (\$600). The respondents are appointed representatives who want to use Form SSA-1699 for any of the purposes cited above.

Justification

SSA is requesting to change the fax number referenced under the General Information and Instructions section of the form. The form instructs appointed representatives to fax in completed copies of the SSA-1699 to SSA's Office of Central Operations at the 1-570-270-7307 number. Faxing forms to the Appointed Representative Services (ARS) line has resulted in occasional busy signals and/or dropped calls due to only having one phone line with one backup number.

SSA has created a new fax number featuring a 25 line digital feed, which will greatly reduce the possibility of users receiving busy signals and/or experiencing dropped calls. To ensure the current number on the form is phased out properly, we will continue to pull faxes until the incoming calls significantly decrease. At that time, the old number will be shut off.

Revisions to the Collection Instrument (SSA-1699)

On the first page, change the fax number under the first bullet of the General Information and Instructions.

Current Language:

Complete this form and fax it to the Office of Central Operations at 1-570-270-7307. Do not fax more than one Form SSA-1699 at a time.

Change Language to:

Complete this form and fax it to the Office of Central Operations at 1-877-268-3827. Do not fax more than one Form SSA-1699 at a time.

This change does not affect the public reporting burden.