

# Social Security Administration Representative Payee Report

## Why You Received This Form

We must regularly review how representative payees, including parents, stepparents, and grandparents with custody of minor children, used the benefits they received on behalf of the Social Security and/or Supplemental Security Income (SSI) beneficiaries. We do this to ensure the benefits are used properly. When you were appointed representative payee, you were informed of the duties and responsibilities of a representative payee, including keeping records and reporting on the use of benefits.

## What You Need To Do

You must report to SSA on your use of benefits if you received any Social Security and/or SSI payments during the 12 month period shown on the enclosed form. You must do this if you wish to continue receiving benefits on behalf of another person. You should use the records you have saved to answer the questions on the enclosed form.

The name(s) of the child(ren) we are asking about are shown in item 3 on the form. If you receive benefits for children not named in item 3, we will send you another form. **Use this form only for the child(ren) named in item 3.**

**You may submit this form online via [www.socialsecurity.gov/payee](http://www.socialsecurity.gov/payee). Please follow the instructions for Internet Payee Accounting Report. If you complete the form online, you will be able to print a receipt and a copy of your report. If you report online, you should have all your records and the enclosed form handy to help you answer the questions. You should not send in a paper form if you complete the online version.**

Any records you have saved such as bank statements, cancelled checks, receipts for rent, etc., should be kept for two years from the time you file your report with SSA. You should not send in any of these records with your report form. If we have any questions or require proof, we will contact you.

## General Instructions If You Complete and Return The Enclosed Form

Please read these instructions before you complete the enclosed report form or submit your report online. You should either complete and return the report form, or submit the online report, within 30 days.

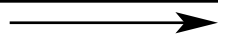
To help us process your report, please follow these instructions:

1. Use black ink.
2. Keep your numbers and "X's" inside the boxes.
3. Do not use dollar signs.
4. Show money amounts in dollars only. Do not show cents.  
For example, show \$1,540.70 like this:

### DOLLAR AMOUNT

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5. Use the REMARKS section on the back of the form to provide additional information as requested.
6. Review the payee mailing address and correct if necessary. If you change the payee mailing address to a P.O. Box, show the payee's actual physical address in REMARKS.
7. **Be sure you, the representative payee, sign the form.**



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**Some  
Definitions  
To Help You**

**Benefits** – The Social Security and/or SSI money that you receive.

**Payee** – You. The person who receives Social Security and/or SSI benefits for someone else.

**Beneficiary** – The person for whom you receive Social Security and/or SSI benefits.

**Report Period** – The 12-month period shown on the report for which you must account for the benefits you received.

**Total Accountable Amount** – The amount of benefits paid to you during the report period **plus** any amount you reported as saved on last year’s report.

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**HOW TO FILL OUT THE FORM**

**QUESTION 1 –  
Payee Felony  
Convictions**

Place an “X” in the “YES” box if during the report period, you (the payee) were convicted of a crime considered to be a felony and explain the type of crime under REMARKS. Otherwise, place an “X” in the “NO” box.

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**QUESTION 2 –  
Does The  
Child(ren)  
Live With You?**

Place an “X” in the “NO” box if **any** of the children named in item 3 did not live with you in **all** of the months in the report period **or any** of the children are not living with you now. Explain the change and provide the child(ren)’s current address under REMARKS.

**Note: Do not consider vacations, weekend or other short visits when you answer this question.**

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**QUESTION 3 –  
Accounting  
For Benefits**

The total accountable amount includes the benefits you received during the report period **plus** any benefits you reported as saved on last year’s report.

**A. Who Decided  
How Benefits  
Were Used?**

Place an “X” in the “YES” box if **you** (the payee) decided how to use the money. Place an “X” in the “NO” box if you turned over the full amount of benefits for any of the children to **another person** who decided how to use the money. Explain under REMARKS to whom the money was given and why.

**B. Amount  
Spent**

Show the total amount of benefits spent to care for all the children named in item 3. This amount includes food, housing, clothing, medical and dental expenses, recreation and education.

**C. Unused  
Benefits**

Show the amount of benefits you **saved** for the child(ren) at the end of the report period, including any interest earned. Show zeroes if you did not save any of the benefits.

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**QUESTION 4 –  
Savings  
Information**

Answer this question if you showed an amount in 3.C.

**A. Type Of  
Account**

Place an “X” in the box which shows how you are saving the benefits. Place an “X” in the “Other” box if your method of saving the benefits is not listed.

**B. Account  
Title**

Place an “X” in the box which most accurately describes the account title you have on the child(ren)’s savings. Place an “X” in the “Other” box if the account title is different **or** if you have not placed the savings in any type of account. **Note: A savings or checking account title should always show that the money belongs to the child(ren), but the child(ren) should not have direct access to the funds.**

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**QUESTION 5 –  
Other Savings/  
Account Titles**

Answer this question only if you checked “OTHER” in 4.A. or 4.B.

**Type Of  
Account**

Indicate whether the saved benefits are in cash, Treasury Bills, or some other investment such as mutual funds. For mutual funds, be sure to show the name of the fund in your response (e.g., “XYZ Growth” mutual fund).

**Title Of  
Account**

Show the title of the account if the savings are in an account or other investment. Show “none” if the savings are not in an account or investment.

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**6. Payee’s  
Signature**

**Sign your name in this block.** If you sign by mark (“X”), please have two witnesses sign their names and show the date.

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**Your Responsibilities  
As Representative  
Payee**

As payee, you must use the Social Security and SSI benefits you receive for the care and well being of the child(ren).

In addition to reporting on the use of benefits, you must report any changes which may affect the child’s eligibility for benefits, or the payment amount.

You should report the changes as soon as possible by calling SSA at 1-800-772-1213, or by calling or writing your local SSA office.

**Continued on the Next Page**

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**Your Responsibilities  
As Representative  
Payee (continued)**

For example, you must tell us if the child:

- moves,
- marries,
- goes to work,
- is adopted,
- is imprisoned, or
- you are no longer responsible for the child.

If you are payee for a child receiving SSI benefits, we may ask you for proof that the child is receiving medical treatment for his/her disabling condition. We may ask for this information at the time we review the child's case. If we do ask for this information, you must give it to us.

If you are no longer payee for the beneficiary, you must return any funds you have saved to SSA.

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**The Privacy Act  
And Paperwork  
Reduction Act  
Statements**

We are required by sections 205(j) and 1631(a) of the Social Security Act to ask you to complete this report. The information you provide enables SSA to account for the child(ren)'s payments, and ensures that his/her needs are being met. If you do not complete and return this report, we may not be able to continue sending the child(ren)'s payments to you.

The law sometimes requires us to give out the facts on this form without your consent. The information must be released to another person or government agency if Federal law requires the information for research and audits in order to administer or improve our representative payee program.

We may also use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, or local government agencies. Many agencies may use matching programs to find or prove that a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it. 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.

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 15 minutes to read the instructions, gather the necessary facts, and answer the questions. *You may send comments on our time estimate above to: SSA, 1338 Annex Building, Baltimore, MD 21235. **Send only comments relating to our time estimate to this address, not the completed form.***

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**If You Have  
Any Questions**

If you have any questions, please call us at 1-800-772-1213. We can answer most questions over the phone. If you prefer to visit one of our offices, please use the 800 number and we will give you the address and telephone number of the office nearest you. Please take this report with you if you visit an office. You may also visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov).