

**Supporting Statement for Form SSA-1694**  
**Request for Business Entity Taxpayer Information**  
**OMB No. 0960-0731**

**A. Justification**

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

Per sections 206(a) and 1631(d) of the Social Security Act, the Social Security Administration (SSA) collects information to facilitate direct payment of authorized fees to an attorney or other person who represent claimants for benefits before SSA. SSA uses the Form SSA-1694, Request for Business Entity Taxpayer Information, to meet any requirement to issue a Form 1099-MISC, as per the Internal Revenue Code, 26 USC 6041 and 26 USC 6045(f) of the *United States Code*.

**2. Description of Collection**

Law firms or other business entities must complete Form SSA-1694, Request for Business Entity Taxpayer Information, if they wish to serve as appointed representatives and receive direct payment of fees from SSA. SSA uses the information to issue a Form 1099-MISC. SSA also uses the information to allow business entities to designate individuals to serve as entity administrators authorized to perform certain administrative duties on their behalf, such as providing bank account information, maintaining entity information, and updating individual affiliations. Respondents are law firms or other business entities which have attorneys or other qualified individuals as partners or employees who represent claimants before SSA.

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

Law firms or other business entities have access to this information collection through the Internet. They complete the necessary screens and submit the information to SSA electronically via SSA's Business Services Online (BSO). Respondents may also complete the paper Form SSA-1694, and mail to their local SSA office.

Welcome Page- <http://www.ssa.gov/employer/representatives/af1694WelcomePage.htm>

- BSO- <http://www.ssa.gov/bso/bsowelcome.htm>
- Paper Form- <http://www.socialsecurity.gov/forms/ssa-1694.pdf>

**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. There is no other collection instrument SSA uses that collects similar data.

**5. Minimizing Burden on Small Respondents**

Law firms or other business entities need only complete the SSA-1694 when they initially register or need to make changes. The time requirement for their response is minimal, accomplished via an Internet process. In this way, SSA has minimized the burden on small businesses or other small entities.

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

If SSA did not collect this information, we would be unable to issue a Form 1099-MISC. In addition, since the law firm or other business entity only completes the form during initial registration or when making changes, we cannot collect the information less frequently. There are no technical or legal obstacles that prevent 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 February 10, 2015, at 80 FR 7521, and we received no public comments. SSA published the second Notice on April 9, 2015, at 80 FR 19102. If we receive comments in response to the 30-day Notice, we will forward them to OMB. We did not consult with the public in the revision of this form.

**9. Payment or Gifts to Respondents**

SSA provides no payment or gifts to respondents.

**10. Assurances of Confidentiality**

SSA protects and holds confidential the information we collect 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 collected does not contain any questions of a sensitive nature.

**12. Estimates of Public Reporting Burden**

An estimated 2,000 respondents require 10 minutes each to complete the collection instrument, for a total of 334 annual burden hours. The total burden reflects burden hours, and SSA did not calculate a separate cost burden.

Modality of Completion	Number of Respondents	Frequency of Response	Average Burden Per Response (minutes)	Estimated Total Annual Burden (hours)
SSA-1694 paper form	1,000	1	10	167
BSO Submission	1,000	1	10	167
<b>Totals</b>	<b>2,000</b>			<b>334</b>

**13. Annual Cost to the Respondents (Other)**

There is no known cost burden to the respondents.

**14. Annual Cost To Federal Government**

The annual cost to the Federal Government is approximately \$220,745. This estimate is a projection of the costs for collecting and processing the information. SSA does not print Form SSA-1694 for distribution. Rather, business entities who wish to complete the form through a paper process download and complete a copy of the form from SSA's website: <http://www.ssa.gov/employer/representatives/af1694WelcomePage.htm>. All others use SSA's Business Services Online (BSO). The estimated cost to the Federal Government to collect the information via BSO is negligible. Because SSA accounts for the cost of maintaining the system that collects this information in the cost of maintaining all of SSA's automated systems, we are unable to calculate the cost associated with just one Internet application.

**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**

For the **paper** version: OMB exempted SSA from the requirement to print the OMB approval expiration date on its forms. SSA produces millions of public-use forms, many of which have a life cycle longer than that of an OMB approval. 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 discontinue using otherwise usable editions of forms with outdated expiration dates. In addition, SSA avoids Government waste because we will not have to destroy and reprint stocks of forms.

For the **Internet** version on BSO: SSA is not requesting an exemption to the requirement to display the OMB approval expiration date for the Internet version of the SSA-1694.

**18. Exception 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.