

**Supporting Statement for Form SSA-521  
Request for Withdrawal of Application  
20 CFR 404.640  
OMB No. 0960-0015**

**A. Justification**

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

*20 CFR 404.640* of the *Code of Federal Regulations* provides an individual with the option to withdraw his or her application for benefits before or after the Social Security Administration (SSA) makes a determination of eligibility. Form SSA-521, Request for Withdrawal of Application, allows claimants to specify which application they want to withdraw and the reason for the withdrawal.

**2. Description of Collection**

Form SSA-521 documents the information SSA needs to process the withdrawal of an application for benefits. A paper Form SSA-521 is the preferred instrument for executing a withdrawal request; however, any written request for withdrawal signed by the claimant or a proper applicant on the claimant's behalf will suffice. Individuals who wish to withdraw their applications for benefits complete Form SSA-521, or sign the completed form for each request to withdraw. SSA uses the information from the SSA-521 to process the request for withdrawal. The respondents are applicants for Retirement, Survivors, Disability, and Health Insurance benefits.

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

Form SSA-521 is available on SSA's website for individuals to print, complete, and mail to SSA for processing. SSA uses information from the form to key the withdrawal request into our system.

SA did not create an electronic version of Form SSA-521 under the agency's Government Paperwork Elimination Act (GPEA) plan because only 39,000 respondents complete the form. This is less than the GPEA cut-off of 50,000.

**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. SSA does not use another collection instrument to collect similar data.

**5. Minimizing Burden on Small Respondents**

This collection does not affect small businesses or other small entities.

**6. Consequence of Not Collecting Information or collecting it Less Frequently** If we did not use Form SSA-521, claimants would not be able to withdraw his or her application for benefits. Because we only collect the information on an as needed basis, we cannot collect it less frequently. There are no technical or legal obstacles to burden reduction.

**7. Special Circumstances**

There are no special circumstances that would cause SSA to conduct this information collection in a manner not consistent 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 23, 2015, at 80 FR 9499, and we received no public comments. The 30-day FRN published on May 27, 2015 at 80 FR 30316. If we receive any comments in response to this Notice, we will forward them to OMB.

**9. Payment or Gifts to Respondents**

SSA does not provide payments or gifts to the respondents.

**10. Assurances of Confidentiality**

SSA protects and holds confidential the information it collects 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 collection does not contain any questions of a sensitive nature.

**12. Estimates of Public Reporting Burden**

Modality of Completion	Number of Respondents	Frequency of Response	Average Burden Per Response (minutes)	Total Estimated Annual Burden (hours)
SSA-521	39,000	1	5	3,250

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The total burden for this ICR is 3,250 hours. This figure represents burden hours, and we did not calculate a separate cost burden.

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

This collection does not impose a known cost burden on the respondents.

**14. Annual Cost To Federal Government**

The annual cost to the Federal Governments is approximately \$480,654. This amount reflects the dollar amount for printing and distributing the collection

instrument in FY 2014. It also includes an estimate for the SSA employees to process the requests.

**15. Program Changes or Adjustments to the Information Collection Request**  
There are no changes to 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**  
OMB granted SSA an exemption from the requirement to print the OMB expiration date on its program forms. SSA produces millions of public-use forms with life cycles exceeding those of an OMB approval. Since 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 destroy stocks of otherwise useable forms with expired OMB approval dates, avoiding Government waste.

**18. Exceptions 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.