

Addendum to the Supporting Statement for SSA-7004
Request for Social Security Statement
20 CFR 404.810
OMB No. 0960-0466

Revision to the Collection Instrument

We are revising language on Form SSA-7004 for accuracy, readability, and consistency. In one instance, the change is due to a change in procedure: we no longer send automatic Statements three months prior to a person's birthday. Other changes are to simplify; clarify; increase readability; include branded language; and for consistency purposes. See below for specific changes and justifications.

- **Change #1:** We removed the words Social Security Administration from the heading.

Justification #1: We replaced the words with Social Security's new logo, which still includes the words "Social Security Administration."

- **Change 2:** We revised the language on the "please note" section.

Old Language: Please note: If you have been receiving a *Social Security Statement* each year about three months before your birthday, this request will stop your next scheduled mailing. You will not receive a scheduled Statement until the following year.

New Language: Please note: If you have received periodic *Social Security Statements* in the mail, this request may stop your next scheduled mailing.

Justification 2: We revised the sentence for clarity and to update language that is no longer valid.

- **Change 3:** We revised the language in the third paragraph.

Old Language: We hope you will find the *Statement* useful in planning your financial future. Remember, Social Security is more than a program for retired people. It helps people of all ages in many ways. For example, it can help support your family when you die and pay you benefits if you become severely disabled.

New Language: We hope you will find the *Statement* useful in planning your financial future. Remember, Social Security is more than a program for retired people. Social Security is with you throughout life's journey. For example, it can help support your family when you die and pay you benefits if you become severely disabled.

Justification 3: We revised the statement to provide more clarity and depth.

- **Change 4:** We are revising the language in the fourth paragraph:

Old Language: If you have any questions about Social Security or this form, please call our toll-free number, **1-800-772-1213 (TTY 1-800-325-0778)**.

New Language: If you have questions about Social Security or this form, please call our toll-free number, **1-800-772-1213 (TTY 1-800-325-0778)**.

Justification 4: We revised the statement for more clarity.

- **Change 5:** We are updating the mailing address for the form

**Old Language: Social Security Administration
Wilkes Barre Data Operations Center
P.O. Box 7004
Wilkes Barre, PA 18767-7004**

**New Language: Social Security Administration
Wilkes Barre Direct Operations Center
P.O. Box 7004
Wilkes Barre, PA 18767-7004**

Justification 5: This updated building name was verified by Beth Weaver in the Wilkes Barre building.

- **Change 6:** We are revising the Privacy Act Statement on this form.

Justification 6: SSA's Office of the General Counsel is conducting a systematic review of SSA's Privacy Act Statements on agency forms. As a result, SSA is updating the Privacy Act Statement on the form.