**Addendum to the Supporting Statement for Form SSA-1699**

**Registration for Appointed Representative Services and Direct Payment**

**Law references**

**OMB No. 0960-0732**

**Revisions to the Collection Instrument**

SSA is making the following revisions:

* **Change #1:** We are combining the Purpose of the Form and General Information and Instructions into General Information About This Form and removed outdated language.

**Justification #1:** We made this change for conformity with the other appointed representative forms.

* **Change #2:** We are moving the instruction for the sections from the form itself to the General Information About This Form section and updated the language to comply with plain language guidelines.

**Justification #2:** We made this change for conformity with the other appointed representative forms.

* **Change #3:** We are removing the Explanation of Terms for Completing This Form.

**Justification #3:** We determined that a separate explanation of “representative” and “Representative Identification (Rep ID)” was unnecessary. We integrated the definitions into the instructions.

* **Change #4:** We are updating the Privacy Act Statement

**Justification #4:** 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 this form.

* **Change #5:**  We are updating the layout of each section.

**Justification #5:**  We made this change for conformity with the other appointed representative forms.

* **Change #6:** In Section I, we are adding a checkbox for notice address selection.

**Justification #6:** We added the option for the representative to choose a preferred address for notices.

* **Change #7:** In Section II, we are changing the name from “Your Representational Standing” to “Attorney Status.” We also added the court and bar information from Section III to this section.

**Justification #7:** We made this change to separate the information required for attorneys and non-attorneys, since we are requiring different information from each group.

* **Change #8:** In Section III, we are separating the information required for non‑attorneys’ eligibility for direct payment (moved up from Section IV, item 4).

**Justification #8:** We made this change to distinguish between non-attorneys using the form to register for direct payment (EDPNA) and non-attorneys using the form to register for e-folder access. Separating the section from the preferred payment information will prevent incorrectly completed fields.

* **Change #9:** In Section IV, we are moving the tax information and preferred payment method to Section VI. We also added the address selection field to this section as we did to Section I and added an option for working for a non-profit organization.

**Justification #9:** We made the change to clarify the information we require.

* **Change #10:** In Section V, we are changing the title from “Your Information When You Are Working for a Firm or Organization” to “Employer information” and added the address selection field to this section as we did to Section I.

**Justification #10:** We made this change for conformity with the other appointed representative forms.

* **Change #11:** In Section VI, we relocated the “Preferred Payment Method” and mailing address for tax purposes from the former section IV. We also cited the new

SSA-1099 NEC.

**Justification #11:** We made the change for clarification.

* **Change #12:** In Section VII, we created a compilation of the former Sections VI and VII. We changed the title from “Attestations and Questions for Representation” and “General Attestations” respectively to “Certification and Self-Reporting.”

**Justification #12:** We made the change for clarification.

SSA will implement the changes above upon OMB approval.

These actions do not affect the public reporting burden.