

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the Purpose of the Form and General Information and Instructions into General Information About This Form and removed outdated language.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.