

**Justification for Non-Substantive Changes for
SSA-4547 Advance Designation of Representative Payee (ADRP)
iClaim Advance Designation of Representative Payee Screen
20 CFR, Sections § 404.2018 and § 416.618
OMB No. 0960-0814**

Background

Section 201 of the *Strengthening Protections for Social Security Beneficiaries Act of 2018* requires that the Social Security Administration (SSA) offer capable adults and emancipated minors who are applying for or receiving Social Security benefits, Supplemental Security Income, or Special Veterans Benefits the option to advance designate a representative payee (payee). SSA uses Form SSA-4547 Advance Designation of Representative Payee (OMB No. 0960-0814) to offer individuals the option to advance designate. SSA maintains a paper version, Intranet version (SSI Claims System, Modernized Claim System [MCS], and iMAIN System), and Internet versions of the form. Accordingly, individuals may submit their advance designations by mailing or submitting a completed paper Form SSA-4547, over the phone by calling their local field office or SSA's 800 number, or electronically using their *my Social Security* account or when filing a claim via iClaim.

We are making two non-substantive changes to the paper Form SSA-4547 and to the Advance Designation screen within the iClaim application. We are making these changes within a year of the most recent OMB approval (received March 3, 2023) because SSA requires the changes to the iClaim screen for a planned release of the SSI iClaim application.

Revisions to the collection instrument:

Paper Form SSA-4547

- **Change #1:** We are removing the signature block field where the individual signs the form.

Justification #1: SSA policy does not require a physical signature on the paper Form SSA-4547. SSA does not require a Wet or electronic signatures when an individual submits their advance designation by phone or using one of the electronic methods. Accordingly, we are removing the signature block from the paper form to be consistent with the other methods. This is also consistent with broader agency efforts to remove signature blocks not required by law.

- **Change #2:** We are updating the language in the section, WAIVER OF ADVANCE DESIGNATION OF REPRESENTATIVE PAYEE to clarify that respondents may also use their *my Social Security account* to withdraw their advance designation.

Justification #2: Respondents may use their *my Social Security* account to withdraw their advance designations. This function is missing from the current form, so we are adding it.

iClaim Screens

- **Change #3**: We are relocating the Privacy Act Statement to appear prior to the respondent submitting information.

Justification #3: To ensure compliance with the Privacy Act, we are placing the Privacy Act Statement in a location where the respondent will have the opportunity to read it prior to submitting information.- Currently, the respondent may read the Privacy Act Statement by clicking a link titled “Privacy Act Statement.”, however; the respondent is not required to view the Privacy Act Statement prior to submitting information. We propose to relocate the Privacy Act Statement, so that it is always visible to the respondent prior to submitting information.

This action does not affect the public reporting burden.

We will implement these changes upon OMB approval.