

## **INSTRUCTIONS FOR COMPLETION OF FORM SSA-7161-OCR SM**

### **WHAT YOU NEED TO DO**

First please read the instructions below. This is important because not all questions are self-explanatory. Then, complete your report and return it to the Social Security Administration, P.O. Box 7161, Wilkes-Barre, Pennsylvania, 18767-7161, U.S.A. in the enclosed envelope within 60 days from the day you receive it. If you do not return it promptly, we may stop sending payments to you.

### **GENERAL INSTRUCTIONS**

To help us process your report and avoid having to recontact you, please follow these instructions.

- Use black ink or a dark pencil to complete the report.
- Please print your answers, except in the signature block.
- Place "X's" in the appropriate "Yes" or "No" boxes on the first page.
- On the first page, keep your "X's" inside the boxes.
- **You must sign the form on the back page.**

### **HOW TO FILL OUT THE FORM**

The numbers below match the numbered questions on the report.

**Item 1.** Do not write in this space if the preprinted address in the box is correct. If the preprinted address is incorrect and you have not reported your new address to the Social Security Administration, then print the correct address in this space.

**Item 2.** Enter the telephone number at which you may be contacted during the day in this space.

**Item 3.** Has anyone for whom you receive benefits changed his/her citizenship or country of residence in the past 15 months? If not, place an "X" in the "NO" box and go on to item 4. If yes, place an "X" in the "YES" box and turn the form over. In item 3 on the back, enter in:

- (a) the name of the person;
- (b) the country of new citizenship;
- (c) the date the new citizenship was acquired; and/or
- (d) the current country of residence;
- (e) the date residence began.

**Item 4.** Has anyone for whom you receive benefits married, had a divorce (or annulment) or died in the past 15 months? If not, place an "X" in the "NO" box and go on to item 5. If yes, place an "X" in the "YES" box and turn the form over. In item 4 on the back, enter in:

- (a) the name of the person;
- (b) a check mark next to which event occurred;
- (c) the date the event occurred.

**Item 5.** Has the parent (natural, adoptive or stepparent) of any child for whom you receive benefits died, married, or had a divorce (or annulment) in the past 15 months?

(Note that it is not necessary that the parent have been receiving benefits.) If not, place an "X" in the "NO" box and go on to item 6. If yes, place an "X" in the "YES" box and turn the form over. In item 5 on the back, enter in:

- (a) the name of the parent;
- (b) a check mark next to which event occurred;
- (c) the date the event occurred.

**Item 6.** Did anyone for whom you receive benefits work for someone else or own a business or farm in the past 15 months? If not, place an "X" in the "NO" box and go on to Item 7. If yes, place an "X" in the "YES" box and turn the form over. In item 6 on the back, enter in:

- (a) the name of the person who worked or owned a business or farm;
- (b) a check mark in the first block if he/she worked for someone else or a check mark in the second block if he/she was self-employed;
- (c) the month, day, and year the work began;
- (d) if the work has ended, enter the month, day, and year the work ended. If not ended, write "Not Ended";
- (e) list each month in the work period indicated in (c) and (d) above that he/she worked 45 hours or less. (Explain in "Remarks" why his/her employment/self-employment calls for 45 hours or less);
- (f) if the work was done in the U.S. or if U.S. Social Security taxes (FICA) were paid on earnings from this work, check the "Yes" block. If not, check the "No" block;
- (g) if the answer in (f) above was "Yes" enter his/her total earnings for the last year in the first space and give an estimate of this year's earnings in the next space.

**Item 7.** Did any person for whom you receive benefits live apart from you during any of the past 15 months? If not, place an "X" in the "NO" box and go on to item 8. If yes, place an "X" in the "YES" box and turn the form over. In item 7 on the back, enter in:

- (a) the name of the person who did not live with you;
- (b) the date he/she left;
- (c) the reason for leaving
- (d) the date he/she returned. If he/she has not returned, enter "Not returned";
- (e) the address where he/she can be reached.

**Item 8.** Did you give the Social Security check or the full amount of the benefits to another person (for example, the beneficiary's custodian or the beneficiary himself) during the past 15 months? If not, place an "X" in the "NO" box and go on to item 9. If yes, place an "X" in the "YES" box and turn the form over. In item 8 on the back, show to whom the funds were given (the custodian, the beneficiary, etc.).

**Item 9.** Were all of the Social Security benefits received during the past 15 months used for the beneficiary and/or held for the beneficiary? If all the benefits were used or, if all were not used, but the remainder were held for the beneficiary, place an "X" in the "YES" box and go on to item 10. If not, place an "X" in the "NO" box, turn the form over and explain in "Remarks" what was done with the benefits.

**Item 10. A.** Show the manner in which any amounts not used for the beneficiary are being held. If the benefits are not in a bank account, check "Other" and explain in "Remarks" on the back. **B.** Show the title or ownership of the account in which the amounts are held.

**BE SURE TO TURN THE FORM OVER AND ENTER YOUR SIGNATURE (OR MARK) AND THE DATE IN ITEM 11. IF YOU SIGN WITH A MARK, A WITNESS MUST COMPLETE ITEM 12. IF A WITNESS SIGNS THE FORM, HE/SHE SHOULD ENTER HIS/HER NAME, ADDRESS, AND THE DATE IN ITEM 12.**

#### **ALL KINDS OF WORK SHOULD BE REPORTED**

Every kind of work, trade, apprenticeship or business in which the beneficiary engages while the beneficiary is under age 66 **MUST BE REPORTED.** After you notify us of work, we will inform you if the work has any effect on benefits.

#### **YOUR RESPONSIBILITY AS A REPRESENTATIVE PAYEE**

Your job is to use the Social Security benefits you receive for the personal care and well-being of the beneficiary. This is true whether you are a relative, friend, court-appointed guardian, or official of a private agency or institution. You must keep yourself informed of the beneficiary's needs so you can decide how the benefits should be used. You must account for the use of the benefits on the form enclosed. This accounting will be reviewed by the Social Security Administration and is subject to verification. Therefore, you should keep a record of the amount of benefits you received and how you used them (keep receipts, canceled checks, etc.).

**You must** notify the Social Security Administration when the beneficiary changes residence or you are no longer responsible for the care and welfare of the beneficiary. You must also report to us promptly if the beneficiary dies, marries, is adopted, goes to work, or enters or leaves a hospital or institution.

#### **Privacy Act Statement Collection and Use of Personal Information**

Sections 203 and 205 of the Social Security Act, as amended, allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may affect the decision on your claim.

We will use the information to make a decision regarding continuing entitlement to benefits. We may also share your information for the following purposes, called routine uses:

1. To third party contacts in situations where the party to be contacted has, or is expected to have, information relating to an individual's capability to manage his/her affairs or his/her eligibility for or entitlement to benefits under the Social Security program when the individual is unable to provide the information being sought;
2. To third party contacts where necessary to establish or verify information provided by representative payees or payee applicants; and
3. To the Department of State and its agents for administering the Act in foreign countries through facilities and services of that agency.

In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notices (SORNs) 60-0089, entitled Claims Folders Systems. Additional information and a full listing of all our SORNs are available on our website at [www.socialsecurity.gov/foia/bluebook](http://www.socialsecurity.gov/foia/bluebook).

**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 20 minutes to read the instructions, gather the facts, and answer the questions. **Send only comments relating to our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401.**