Form Approved
OMB No. 0960-0293

# AUTHORIZATION FOR THE SOCIAL SECURITY ADMINISTRATION TO OBTAIN ACCOUNT RECORDS FROM A FINANCIAL INSTITUTION AND REQUEST FOR RECORDS

| CUSTOMER'S NAME | SOCIAL SECURITY NUMBER |
|---|---|
| NAME AND ADDRESS OF FINANCIAL INSTITUTION | APPLICANT/RECIPIENT IF OTHER THAN CUSTOMER |
| | SOCIAL SECURITY NUMBER |

ACCOUNT NUMBER(S) (INDIVIDUAL OR JOINT)

______________________, ______________________, ______________________

A request for records will be made by the Social Security Administration to determine initial or continuing eligibility and the accuracy of payment for Supplemental Security Income benefits. I understand that any information obtained will be kept confidential and that:

1. This authorization is valid for up to 3 months from the date of my signature; and
2. I have the right to revoke this authorization at any time before any records are disclosed; and
3. The Social Security Administration is requesting all records appearing on the attachment to this authorization, whether or not listed above; and
4. I have a right to a copy of the record which the financial institution keeps concerning the instances when it has disclosed records to a Government authority unless the records were disclosed because of a court order; and
5. This authorization is not required as a condition of doing business with the financial institution named above; and
6. As a customer, my authorization is voluntary; however, if I am an applicant or recipient, failure to provide my signature below may result in a suspension or loss of benefits.

I authorize any custodian of records at the financial institution named above to disclose to the Social Security Administration any records about my financial business or that of the person named above whom I legally represent or whose benefit I manage.

| CUSTOMER'S SIGNATURE | MAILING ADDRESS | DATE |
|---|---|---|
| LEGAL REPRESENTATIVE'S OR REPRESENTATIVE PAYEE'S SIGNATURE | REPRESENTATIVE'S MAILING ADDRESS | DATE |

Your authorization does not ordinarily have to be witnessed. However, if you have signed by mark (X), two witnesses to the signing who know you must sign below giving their full addresses.

| 1. SIGNATURE OF WITNESS | 2. SIGNATURE OF WITNESS |
|---|---|
| ADDRESS (Number, Street, City, State, Zip Code) | ADDRESS (Number, Street, City, State, Zip Code) |

I CERTIFY that the applicable provisions of the Right to Financial Privacy Act of 1978 (12 U.S.C. 3401-3422) have been complied with in this request. Pursuant to the Right to Financial Privacy Act of 1978, good faith reliance upon this certification relieves your institution and its employees and agents of any possible liability to the customer in connection with the disclosure of these financial records.

| SIGNATURE OF SOCIAL SECURITY ADMINISTRATION REPRESENTATIVE | TELEPHONE NO. (include area code) | DATE |
|---|---|---|

ADDRESS

# INFORMATION FOR THE FINANCIAL INSTITUTION

**WHY THIS INFORMATION IS NEEDED**

To ensure that supplemental security income (SSI) payments are made only to eligible persons, it is sometimes necessary to verify allegations about financial institution accounts. Experience has shown that the verification you provide is directly responsible for reducing the number of incorrect payments and results in savings to the taxpayer.

Most of the time we use the customer's records, but sometimes we check with you to:

- Discover other accounts which may not have been reported to us. SSA studies confirm that unreported accounts are discovered most often where a customer acknowledged having an account.
- Find out the exact balance of all accounts as of the first day of the month. Since we periodically review an individual's circumstances to ensure eligibility for SSI, we sometimes ask for balances covering more than a year.
- Ask about interest payments because SSI is a needs based program and we must know about all available income to determine if it affects eligibility or payment.

**IMPORTANT REMINDER ITEMS**

Page 1: Make sure that the customer(s) (or representative) and the SSA representative have signed and dated the form. If a signature is missing, call the SSA office shown.

Page 3: Part I--Read this to find out **which** accounts need to be verified. **If the customer owns other accounts which are not shown in part I. please also provide the information needed about these accounts.**

Part II--Read this to find out **what** information is needed to verify those accounts.

Page 4: Use this page to furnish the verifying information. **Note: The information is needed even if the account has been closed.** Please show the following formation in:

Part A: The type of account, account number, and designation exactly as shown on the account.

Part B: 1. The opening balance(s) as of the first day of the month(s) listed. If your records show only closing balances, enter the closing balance for the last day of the previous month.

2. The amount of interest paid or credited the account(s) in each month listed.

The **Paperwork Reduction Act of 1995** requires us to notify you that this information collection is in accordance with the clearance requirements of section 3507 of the Paperwork Reduction Act of 1995. We may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a valid OMB control number.

**Time It Takes To Complete This Form:**

We estimate that it will take you about 6 minutes to complete this form. This includes the time it will take to read the instructions, gather the necessary facts and fill out the form. If you have comments or suggestions on this estimate, write to the Social Security Administration, ATTN: Reports Clearance Officer, 1-A-21 Operations Bldg., Baltimore, MD 21235. **Send only comments relating to our "time it takes" estimate to the office listed above. All requests for Social Security cards and other claims-related information should be sent to your local Social Security office, whose address is listed under Social Security Administration in the U.S. Government section of your telephone directory.**

We may also use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, or local government agencies. Many agencies may use matching programs to find or prove that a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it.

Explanations about these and other reasons why information you provide us may be used or given out are available in Social Security Offices. If you want to learn more about this, contact any Social Security Office.

**PLEASE BE SURE TO SIGN AND DATE THE FORM AND RETURN IT IN THE ENVELOPE PROVIDED.**

ADDITIONAL INFORMATION/REMARKS FROM SSA

## REQUEST FOR RECORDS

### PART I–FOR COMPLETION BY THE SOCIAL SECURITY REPRESENTATIVE

| Customer's Name | Customer's Social Security Number |
| --- | --- |
| Financial Institution Name and Address | Applicant/Recipient If Not Customer |
| | Social Security Number |

Account Numbers(s) (Individual or Joint)

________________________, ________________________, ________________________

The financial institution is requested to provide information in Part II for the period____/____through____/____for the account number(s) listed above, whether "active" or "inactive/closed," and any others, such as certificates of deposit, etc., held (individually or jointly) by the above named customer or applicant/recipient.

### PART II–FOR COMPLETION BY THE FINANCIAL INSTITUTION REPRESENTATIVE

This request is authorized by sections 1631 (e)(1)(B), 1102, and 403j of the Social Security Act, as amended. While you are not required to respond, your cooperation will help us determine the eligibility of the applicant or recipient named below for Supplemental Security Income benefits. The customer's authorization for release of the information contained in your records appears on the attachment to this form.

**INSTRUCTIONS FOR COMPLETION:**

- Refer to Part I above for information about the accounts to be verified
- Spaces are available for up to three accounts. If there are more than three accounts, provide information in the "Remarks" section or attach a separate sheet of paper. **Note: copies of bank records, including computer printouts, are acceptable in lieu of manual entries on the form.**
- **IN ALL CASES,** A FINANCIAL INSTITUTION REPRESENTATIVE'S SIGNATURE MUST APPEAR IN THE SPACES PROVIDED AT THE END OF THIS FORM. A postage free return envelope is enclosed for your convenience.
- If no accounts are located, check box in section A, page 4, and sign where indicated.

REMARKS

| Customer's Name: | | Social Security Number: |
|---|---|---|

| A. | ACCOUNT 1 | ACCOUNT 2 | ACCOUNT 3 |
|---|---|---|---|
| Type of Account* | | | |
| Account Number | | | |
| Name(s) On and Exact Account Designation | | | |

☐ No accounts were located for this customer.

* Checking, Savings, Time/Certificate of Deposit, IRA, Keogh, Trust, Etc.

B. Provide the information in the box(es) checked for the months indicated. Copies of account records may be submitted in lieu of entering data below.

☐ 1. Opening Balance(s) As Of the First Day of the Month for Each Account (or Balance on the Close of Business of the Last Day of the Previous Month).

☐ 2. The Amount of Interest Paid or Credited During Each Month.

| | ACCOUNT 1 | | ACCOUNT 2 | | ACCOUNT 3 | |
|---|---|---|---|---|---|---|
| Month/Year | Balance | Interest Paid | Balance | Interest Paid | Balance | Interest Paid |
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| Signature of Financial Institution Representative | Phone Number ( ) |
|---|---|
| | Date |