

### AUTHORIZATION TO CHARGE AND COLLECT A FEE

\_\_\_\_\_  
(Claimant)

\_\_\_\_\_  
(Wage Earner)(Leave blank if same as above)

\_\_\_\_\_  
(Social Security Number and Type of Claim)

\_\_\_\_\_  
(Related Social Security Number)

To: (Name and Address of Representative)

•

You are authorized to charge and collect a fee in the amount of \$\_\_\_\_\_ for services provided to the claimant and auxiliaries, if any, for proceedings before the Social Security Administration. The amount of the fee does not include any out-of-pocket expenses (for example, costs to get copies of doctors' or hospitals' reports). This is a matter between you and the claimant.

If you or the claimant disagrees with the authorized fee, either or both can ask us to review the amount of the fee. If the claimant thinks the fee is too high or you think the fee is too low, either party must write to us **within 30 days from the date of this notice**. You or the claimant must also send a copy of the request to the other person. The review can result in an increase, decrease, or no change in the amount of the fee. The request for review must give the reasons for disagreeing with the amount of the fee and be sent to:

The paragraph(s) checked below refers to payment of the representative's authorized fee.

- We will directly pay your fee from the claimant's title II and/or title XVI past-due benefits. (If the check does not cover the authorized fee, payment of the balance is a matter for you and the claimant to settle.) We will also charge you the assessment required by sections 206(d) and 1631(d)(2)(C) of the Social Security Act. You cannot charge or collect this expense from the claimant. You should send any questions about the status of the check to the processing center or Social Security office that issued the claimant's award letter.
- You should look to the claimant for payment of the fee authorized in this case. The law does not permit us to make direct payment of a fee when there are no past-due benefits or when the representative is a non-attorney who is ineligible for direct payment. In addition, we do not make direct payment to a representative who withdrew or was discharged from representing a claimant.
- We did not withhold past-due benefits to pay your fee. You must look to the claimant for payment of the fee authorized in this case. If you have problems collecting the fee, you should contact the processing center or the Social Security office that issued the claimant's award letter for further information. If you ask us to collect payment from the claimant to pay for your authorized fee, we must charge you the assessment required by sections 206(d) and 1631(d)(2)(C) of the Social Security Act.
- See attached notice.

#### AUTHORIZING OFFICIAL:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

CC: (Name and Address of Claimant)

•

**SEE REVERSE SIDE FOR OTHER IMPORTANT INFORMATION**

# INFORMATION CONCERNING THE FEE AUTHORIZATION

## Items SSA Considers

When we authorize fees in Social Security, and/or Supplemental Security Income (SSI) cases, we consider each of the following:

- The purposes of the programs.
- The extent and kind of services the representative provided.
- The complexity of the case.
- The level of skill and competence required of the representative in providing the services.
- The amount of time the representative spent on the case.
- The results the representative achieved.
- The level of review to which the representative took the claim, and the level of review at which he or she became the claimant's representative.
- The fee amount the representative requests for his or her services, including any amount authorized or requested before, but not including the amount of any expenses he or she incurred.

Although we consider the amount of benefits payable, if any, we do not base the fee amount we authorize on the amount of the benefits alone, but on a consideration of all the factors listed above.

## How Much The Representative Can Charge

The representative cannot charge, and the claimant never owes, more than the fee we authorize, except for:

- any fee a Federal court allows for the representative's services before it; and
- out-of-pocket expenses the representative incurred, for example, the cost of getting evidence. Our authorization is not needed for such expenses.

## Trust or Escrow Account

If the representative established a trust or escrow account, he or she may withdraw the authorized fee from that account. The representative must promptly refund excess funds in the trust or escrow account to the claimant if, for example:

- the funds in the trust or escrow account exceed the amount of the authorized fee; or
- the combined total of the funds in the trust or escrow account and the amount we directly pay the attorney or non-attorney representative from the claimant's title II or title XVI past-due benefits exceeds the amount of the authorized fee.

## Possible Refund To The Claimant

A claimant may be due more money when the Social Security Administration (SSA) authorizes a representative's fee and a claimant receives both Social Security and SSI benefits. This is because SSA deducts the authorized fee from the amount of Social Security benefits that count as income for SSI purposes. Then more SSI benefits are due.

If a claimant thinks more SSI benefits are due, and has not received more money or a letter within 90 days of this authorization notice, he or she should contact SSA. If a claimant visits a Social Security office, he or she should take this authorization notice.

## Penalty For Charging An Unauthorized Fee

For improper acts, a representative can be suspended or disqualified from representing anyone before SSA. A representative also can face criminal prosecution. Charging or collecting an unauthorized fee or too much for services provided in any claim, including services before a court that made a favorable decision, is an improper act.

## References

- 18 U.S.C. §§ 203,205, and 207; 30 U.S.C. § 923(b); and 42 U.S.C. §§ 406(a), 1320a-6, and 1383(d)(2)
- 20 CFR §§ 404.1700 *et seq.*, and 416.1500 *et seq.*
- Social Security Rulings 88-10c, 85-3, 83-27, and 82-30

### AUTHORIZATION TO CHARGE AND COLLECT A FEE

(Claimant)

To: (Name and Address of Representative)

(Wage Earner)(Leave blank if same as above)

•

(Social Security Number and Type of Claim)

\_\_\_\_\_  
(Related Social Security Number)

You are authorized to charge and collect a fee in the amount of \$\_\_\_\_\_ for services provided to the claimant and auxiliaries, if any, for proceedings before the Social Security Administration. The amount of the fee does not include any out-of-pocket expenses (for example, costs to get copies of doctors' or hospitals' reports). This is a matter between you and the claimant.

If you or the claimant disagrees with the authorized fee, either or both can ask us to review the amount of the fee. If the claimant thinks the fee is too high or you think the fee is too low, either party must write to us **within 30 days from the date of this notice**. You or the claimant must also send a copy of the request to the other person. The review can result in an increase, decrease, or no change in the amount of the fee. The request for review must give the reasons for disagreeing with the amount of the fee and be sent to:

The paragraph(s) checked below refers to payment of the representative's authorized fee.

- We will directly pay your fee from the claimant's title II and/or title XVI past-due benefits. (If the check does not cover the authorized fee, payment of the balance is a matter for you and the claimant to settle.) We will also charge you the assessment required by sections 206(d) and 1631(d)(2)(C) of the Social Security Act. You cannot charge or collect this expense from the claimant. You should send any questions about the status of the check to the processing center or Social Security office that issued the claimant's award letter.
- You should look to the claimant for payment of the fee authorized in this case. The law does not permit us to make direct payment of a fee when there are no past-due benefits or when the representative is a non-attorney who is ineligible for direct payment. In addition, we do not make direct payment to a representative who withdrew or was discharged from representing a claimant.
- We did not withhold past-due benefits to pay your fee. You must look to the claimant for payment of the fee authorized in this case. If you have problems collecting the fee, you should contact the processing center or the Social Security office that issued the claimant's award letter for further information. If you ask us to collect payment from the claimant to pay for your authorized fee, we must charge you the assessment required by sections 206(d) and 1631(d)(2)(C) of the Social Security Act.
- See attached notice.

**AUTHORIZING OFFICIAL:**

\_\_\_\_\_  
(Signature)

CC: (Name and Address of Claimant)

\_\_\_\_\_  
(Typed Name)

•

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**SEE REVERSE SIDE FOR OTHER IMPORTANT INFORMATION**

# INFORMATION CONCERNING THE FEE AUTHORIZATION

## Items SSA Considers

When we approve fees in Social Security, Black Lung, and/or Supplemental Security Income cases, we consider each of the following:

- The purposes of the programs.
- The extent and kind of services the representative provided.
- The complexity of the case.
- The level of skill and competence required of the representative in providing the services.
- The amount of time the representative spent on the case.
- The results the representative achieved.
- The level of review to which the representative took the claim, and the level of review at which he or she became the claimant's representative.
- The fee amount the representative requests for his or her services, including any amount authorized or requested before, but not including the amount of any expenses he, or she incurred.

Although we consider the amount of benefits payable, if any, we do not base the fee amount we authorize on the amount of the benefits alone, but on a consideration of all the factors listed above.

## How Much Your Representative Can Charge You

Your representative can not charge, and you never owe, more than the fee we approve, except for:

- any fee a Federal court allows for the representative's services before it; and
- out-of-pocket expenses your representative incurred, for example, the cost of getting your doctor's or hospital records. Our approval is not needed for such expenses.

## Trust or Escrow Account

If your representative established a trust or escrow account, he or she may withdraw the approved fee from that account. Your representative must promptly refund extra money in the trust or escrow account if, for example:

- the money in the trust or escrow account is more than the amount of the approved fee; or
- the total of the money in the trust or escrow account and the money we directly pay the attorney representative from your title II or black lung past-due benefits is more than the approved fee.

## Possible Refund To The Claimant

A claimant may be due more money when the Social Security Administration (SSA) authorizes a representative's fee and a claimant receives both Social Security and SSI benefits. This is because SSA deducts the authorized fee from the amount of Social Security benefits that count as income for SSI purposes. Then more SSI benefits are due.

If a claimant thinks more SSI benefits are due, and has not received more money or a letter within 90 days of this authorization notice, he or she should contact SSA. If a claimant visits a Social Security office, he or she should take this authorization notice.

## Penalty For Charging An Unauthorized Fee

For improper acts, a representative can be suspended or disqualified from representing anyone before SSA. A representative also can face criminal prosecution. Charging or collecting an unauthorized fee or too much for services provided in any claim, including services before a court that made a favorable decision, is an improper act.

## References

- 18 U.S.C. §§ 203,205, and 207; 30 U.S.C. § 923(b); and 42 U.S.C. §§ 406(a), 1320a-6, and 1383(d)(2)
- 20 CFR §§ 404.1700 *et seq.*, and 416.1500 *et seq.*
- Social Security Rulings 88-10c, 85-3, 83-27, and 82-30

## AUTHORIZATION TO CHARGE AND COLLECT A FEE

(Claimant)

(Wage Earner)(Leave blank if same as above)

To: (Name and Address of Representative)

(Social Security Number and Type of Claim)

\_\_\_\_\_  
(Related Social Security Number)

You are authorized to charge and collect a fee in the amount of \$\_\_\_\_\_ for services provided to the claimant and auxiliaries, if any, for proceedings before the Social Security Administration. The amount of the fee does not include any out-of-pocket expenses (for example, costs to get copies of doctors' or hospitals' reports). This is a matter between you and the claimant.

If you or the claimant disagrees with the authorized fee, either or both can ask us to review the amount of the fee. If the claimant thinks the fee is too high or you think the fee is too low, either party must write to us **within 30 days from the date of this notice**. You or the claimant must also send a copy of the request to the other person. The review can result in an increase, decrease, or no change in the amount of the fee. The request for review must give the reasons for disagreeing with the amount of the fee and be sent to:

The paragraph(s) checked below refers to payment of the representative's authorized fee.

- We will directly pay your fee from the claimant's title II and/or title XVI past-due benefits. (If the check does not cover the authorized fee, payment of the balance is a matter for you and the claimant to settle.) We will also charge you the assessment required by sections 206(d) and 1631(d)(2)(C) of the Social Security Act. You cannot charge or collect this expense from the claimant. You should send any questions about the status of the check to the processing center or Social Security office that issued the claimant's award letter.
- You should look to the claimant for payment of the fee authorized in this case. The law does not permit us to make direct payment of a fee when there are no past-due benefits or when the representative is a non-attorney who is ineligible for direct payment. In addition, we do not make direct payment to a representative who withdrew or was discharged from representing a claimant.
- We did not withhold past-due benefits to pay your fee. You must look to the claimant for payment of the fee authorized in this case. If you have problems collecting the fee, you should contact the processing center or the Social Security office that issued the claimant's award letter for further information. If you ask us to collect payment from the claimant to pay for your authorized fee, we must charge you the assessment required by sections 206(d) and 1631(d)(2)(C) of the Social Security Act.
- See attached notice.

**AUTHORIZING OFFICIAL:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

CC: (Name and Address of Claimant)

**SEE REVERSE SIDE FOR OTHER IMPORTANT INFORMATION**

# INFORMATION CONCERNING THE FEE AUTHORIZATION

## Items SSA Considers

When we authorize fees in Social Security, and/or Supplemental Security Income (SSI) cases, we consider each of the following:

- The purposes of the programs.
- The extent and kind of services the representative provided.
- The complexity of the case.
- The level of skill and competence required of the representative in providing the services.
- The amount of time the representative spent on the case.
- The results the representative achieved.
- The level of review to which the representative took the claim, and the level of review at which he or she became the claimant's representative.
- The fee amount the representative requests for his or her services, including any amount authorized or requested before, but not including the amount of any expenses he or she incurred.

Although we consider the amount of benefits payable, if any, we do not base the fee amount we authorize on the amount of the benefits alone, but on a consideration of all the factors listed above.

## How Much The Representative Can Charge

The representative cannot charge, and the claimant never owes, more than the fee we authorize, except for:

- any fee a Federal court allows for the representative's services before it; and
- out-of-pocket expenses the representative incurred, for example, the cost of getting evidence. Our authorization is not needed for such expenses.

## Trust or Escrow Account

If the representative established a trust or escrow account, he or she may withdraw the authorized fee from that account. The representative must promptly refund excess funds in the trust or escrow account to the claimant if, for example:

- the funds in the trust or escrow account exceed the amount of the authorized fee; or
- the combined total of the funds in the trust or escrow account and the amount we directly pay the attorney or non-attorney representative from the claimant's title II or title XVI past-due benefits exceeds the amount of the authorized fee.

## Possible Refund To The Claimant

A claimant may be due more money when the Social Security Administration (SSA) authorizes a representative's fee and a claimant receives both Social Security and SSI benefits. This is because SSA deducts the authorized fee from the amount of Social Security benefits that count as income for SSI purposes. Then more SSI benefits are due.

If a claimant thinks more SSI benefits are due, and has not received more money or a letter within 90 days of this authorization notice, he or she should contact SSA. If a claimant visits a Social Security office, he or she should take this authorization notice.

## Penalty For Charging An Unauthorized Fee

For improper acts, a representative can be suspended or disqualified from representing anyone before SSA. A representative also can face criminal prosecution. Charging or collecting an unauthorized fee or too much for services provided in any claim, including services before a court that made a favorable decision, is an improper act.

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- Social Security Rulings 88-10c, 85-3, 83-27, and 82-30

### AUTHORIZATION TO CHARGE AND COLLECT A FEE

(Claimant)

(Wage Earner)(Leave blank if same as above)

To: (Name and Address of Representative)

(Social Security Number and Type of Claim)

(Related Social Security Number)

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- See attached notice.

#### AUTHORIZING OFFICIAL:

(Signature)

(Typed Name)

(Title)

(Date)

CC: (Name and Address of Claimant)

**SEE REVERSE SIDE FOR OTHER IMPORTANT INFORMATION**

# INFORMATION CONCERNING THE FEE AUTHORIZATION

## Items SSA Considers

When we authorize fees in Social Security, and/or Supplemental Security Income (SSI) cases, we consider each of the following:

- The purposes of the programs.
- The extent and kind of services the representative provided.
- The complexity of the case.
- The level of skill and competence required of the representative in providing the services.
- The amount of time the representative spent on the case.
- The results the representative achieved.
- The level of review to which the representative took the claim, and the level of review at which he or she became the claimant's representative.
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Although we consider the amount of benefits payable, if any, we do not base the fee amount we authorize on the amount of the benefits alone, but on a consideration of all the factors listed above.

## How Much The Representative Can Charge

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- any fee a Federal court allows for the representative's services before it; and
- out-of-pocket expenses the representative incurred, for example, the cost of getting evidence. Our authorization is not needed for such expenses.

## Trust or Escrow Account

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- the funds in the trust or escrow account exceed the amount of the authorized fee; or
- the combined total of the funds in the trust or escrow account and the amount we directly pay the attorney or non-attorney representative from the claimant's title II or title XVI past-due benefits exceeds the amount of the authorized fee.

## Possible Refund To The Claimant

A claimant may be due more money when the Social Security Administration (SSA) authorizes a representative's fee and a claimant receives both Social Security and SSI benefits. This is because SSA deducts the authorized fee from the amount of Social Security benefits that count as income for SSI purposes. Then more SSI benefits are due.

If a claimant thinks more SSI benefits are due, and has not received more money or a letter within 90 days of this authorization notice, he or she should contact SSA. If a claimant visits a Social Security office, he or she should take this authorization notice.

## Penalty For Charging An Unauthorized Fee

For improper acts, a representative can be suspended or disqualified from representing anyone before SSA. A representative also can face criminal prosecution. Charging or collecting an unauthorized fee or too much for services provided in any claim, including services before a court that made a favorable decision, is an improper act.

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- Social Security Rulings 88-10c, 85-3, 83-27, and 82-30

## AUTHORIZATION TO CHARGE AND COLLECT A FEE

(Claimant)

To: (Name and Address of Representative)

(Wage Earner)(Leave blank if same as above)

•

(Social Security Number and Type of Claim)

\_\_\_\_\_  
(Related Social Security Number)

You are authorized to charge and collect a fee in the amount of \$\_\_\_\_\_ for services provided to the claimant and auxiliaries, if any, for proceedings before the Social Security Administration. The amount of the fee does not include any out-of-pocket expenses (for example, costs to get copies of doctors' or hospitals' reports). This is a matter between you and the claimant.

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- See attached notice.

**AUTHORIZING OFFICIAL:**

\_\_\_\_\_  
(Signature)

CC: (Name and Address of Claimant)

\_\_\_\_\_  
(Typed Name)

•

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**SEE REVERSE SIDE FOR OTHER IMPORTANT INFORMATION**

# INFORMATION CONCERNING THE FEE AUTHORIZATION

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- the combined total of the funds in the trust or escrow account and the amount we directly pay the attorney or non-attorney representative from the claimant's title II or title XVI past-due benefits exceeds the amount of the authorized fee.

## Possible Refund To The Claimant

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- 20 CFR §§ 404.1700 *et seq.*, and 416.1500 *et seq.*
- Social Security Rulings 88-10c, 85-3, 83-27, and 82-30