

Social Security Administration
Retirement, Survivors, and Disability Insurance
Important Information

Office of Central
Operations
1500 Woodlawn Drive
Baltimore, Maryland 21241-1500
Date: March 9, 2008
Claim Number: 001-00-1001 A

John Q. Public
123 First Street
Anywhere, MD 21235

When you received Supplemental Security Income (SSI) payments in the past, you received more than you should have. Our records show that you still owe us \$1,000.00. Congress passed a law that permits us to collect SSI overpayments by withholding from your Social Security benefits. We plan to do that by withholding \$100.00 from your Social Security benefits each month until we collect the \$1,000.00 that you owe.

What We Will Pay And When

After we withhold from your Social Security benefits, you will receive \$900.00 for April 2008. You will receive this amount on or about the third of May 2008.

If you pay Medicare premiums or health plan premiums, we deducted them from your benefits to get the amount you will receive on or about the third of May 2008.

After that, you will receive \$900.00 on or about the third of each month.

You will resume receiving your full regular monthly payment with the payment you receive in September 2009.

What You Can Do

We will withhold \$100.00 from your Social Security benefits unless, within 30 days of the date of this letter, you:

- Pay us back the full amount you owe,
- Ask us to review our finding that you still owe us the amount stated above,
- Ask us to withhold a different amount, or
- Ask for a waiver.

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How To Pay Us Back

To refund the overpayment, use the enclosed "Payment Stub" and envelope. The "Payment Stub" explains the ways you can make payment.

Do You Think That You Do Not Owe This Money?

You may ask us to review our finding that you still owe the money. You may have evidence to show that you already paid some or all of the money or that we previously waived collection of it. If so, give us this evidence when you ask for review. We will review the evidence you give us and the information we have. We will send you a letter with our decision. If we find that you do not owe us this amount, then we will correct our records.

If you want a review, you must tell us within 60 days from the date of this letter. If you do so within the first 30 days, we will not begin to withhold money until we examine your case and send you a letter with our decision.

Do You Want Us To Withhold A Different Amount?

You may ask us to withhold a different amount than the one stated in the first paragraph. If you ask us within 30 days from the date of this letter, we will not begin to withhold money from your Social Security benefits until we decide the amount we will withhold. We will send you a letter about our decision.

If You Think You Should Not Have To Pay Us Back

You may not have to pay us back. Sometimes we can waive the collection of an overpayment, which means you won't have to pay us back. For us to waive the collection of the overpayment, two things have to be true.

- It wasn't your fault that you got too much SSI money.

AND

- Paying us back would mean you can't pay your bills for food, clothing, housing, medical care, or other necessary expenses, or it would be unfair for some other reason.

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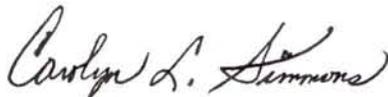
If you think these are true about you, contact any Social Security office. You can ask for waiver at any time by completing the waiver form and returning it to us. The form is called Request for Waiver of Recovery or Change in Repayment Rate, Form SSA-632. We will be happy to help you fill out the form. If you ask for waiver in the next 30 days, we will not withhold your payments until we decide if we can waive collection. If you ask for waiver after that time, we will stop collecting the overpayment while we decide if we can waive collection.

If You Have Any Questions

We invite you to visit our website at www.socialsecurity.gov on the Internet to find general information about Social Security. If you have any specific questions, you may call us toll-free at 1-800-772-1213, or call your local Social Security office at 1-123-456-7890. We can answer most questions over the phone. If you are deaf or hard of hearing, you may call our TTY number, 1-800-325-0778. You can also write or visit any Social Security office. The office that serves your area is located at:

123 Last Street
Anywhere, MD 21235

If you do call or visit an office, please have this letter with you. It will help us answer your questions. Also, if you plan to visit an office, you may call ahead to make an appointment. This will help us serve you more quickly when you arrive at the office.



Carolyn L. Simmons
Associate Commissioner for
Central Operations

Enclosure(s):
Refund Envelope

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Privacy Act and Paperwork Reduction Act Statements

The Social Security Administration (SSA) has authority to collect the information requested on the PAYMENT STUB under section 204 of the Social Security Act. Giving us this information is voluntary. You do not have to do it. We will need this information only if you choose to make payment by credit card. You do not need to fill out the credit card information if you choose another means of payment (for example, by check or money order).

If you choose the credit card payment option, we will provide the information you give us to the banks handling your credit card account and SSA's account. This will allow you to repay your overpayment with your credit card. We may also provide this information to another person or government agency to comply with federal laws requiring the release of information from our records. You can find these and other routine uses of information provided to SSA listed in the Federal Register. If you want more information about this, you may call or write any Social Security office.

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.

This information collection meets the clearance requirements of 44 U.S.C. 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You are not required to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take you about 6 minutes to read the instructions, gather the necessary facts, and answer the questions.