

**Social Security Administration  
Supplemental Security Income  
Important Information**

Recipient  
Street Address  
City, State Zip Code

Office Address:  
Street Address  
City, State Zip Code

Telephone Number:  
(000) 000-0000

Contact Person:  
Name of Claims Representative

Date:

Social Security Number:  
999-99-9999

We are writing to tell you about changes in your Supplemental Security Income (SSI) record. The rest of this letter will tell you more about this change.

**Information About Your Payments**

- 1018      o You will get a check for \$\$\$\$.00 about the first day of the month starting in Month/Year. As we told you before, this is because we are withholding money to get back the \$\$\$\$.00 you were overpaid. Starting Month/Year, we will start withholding \$\$\$\$.00.
- 1016      o The \$\$\$\$.00 we will withhold is 10 percent of your SSI money plus any other money we use in figuring your SSI. If you want us to withhold more or less, please call or visit your Social Security office.

1707      **Do You Disagree With The Decision?**

If you disagree with the decision, you have the right to appeal. We will review your case and consider any new facts you have.

- o You have 60 days to ask for an appeal.
- o The 60 days start the day after you get this letter.

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- o You must have a good reason for waiting more than 60 days to ask for an appeal.
- o To appeal, you must fill out a form called "Request for Reconsideration." The form number is SSA-561. To get this form, contact one of our offices. We can help you fill out the form.

#### How To Appeal

There are two ways to appeal. You can pick the one you want. If you meet with us in person, it may help us decide your case.

Case Review. You have the right to review the facts in your file. You can give us more facts to add to your file. Then we'll decide your case again. You won't meet with the person who decides your case. This is the only kind of appeal you can have to appeal a medical decision.

Informal Conference. You'll meet with the person who decides your case. You can tell that person why you think you're right. You can give us more facts to help prove you're right. You can bring other people to help explain your case.

#### If You Want Help With Your Appeal

You can have a friend, lawyer or someone else help you. There are groups that can help you find a lawyer or give you free legal services if you qualify. There are also lawyers who do not charge unless you win your appeal. Your local Social Security office has a list of groups that can help you with your appeal.

If you get someone to help you, you should let us know. If you hire someone, we must approve the fee before he or she can collect it.

#### If You Have Any Questions

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If you have any questions, you may call, write, or visit any Social Security office. If you call or visit our office, please have this letter with you and ask for (Claims Representative's Name). (His/Her) telephone number is (XXX) XXX-XXXX.

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.

Signature  
Name of Manager  
Title