



Registration Requirements for Direct Payments to Representatives

Attorneys and representatives who want Social Security to pay them directly from a claimant's past-due benefits must meet several requirements. These requirements apply to:

- Attorneys who represent claimants before Social Security or the federal courts, and who want to receive direct payments; and
- Non-attorney claimant representatives who meet certain prerequisites.

Important forms

There are three forms important to representatives.

- Form SSA-1699, *Request for Appointed Representative Services and Direct Payment*. Representatives appointed by the claimants must complete and submit this form to receive direct payment. They only have to submit this form once. If their personal, professional, or business affiliation information changes, however, representatives must update the information with this form. Social Security uses the information in the appointed representative database to issue notices and fee payments.
- Form SSA-1695, *Identifying Information for Possible Direct Payment of Authorized Fees*. To receive direct payment, representatives must also provide completed Forms SSA-1695 each time they're appointed to represent claimants. Or, if an attorney didn't register when the claim was pending with Social Security, they must provide Form SSA-1695 each time a federal court approves a fee.
- Form SSA-1694, *Request for Business Entity Taxpayer Information*. The representative's business entity should complete this form to register with Social Security. Provide the entity name, employer identification number, and address. This form isn't mandatory, but gives us the information to issue Form 1099-MISC to the affiliated business entity

for each representative that we pay \$600 or more to in a calendar year.

Complying with law

The one-time submission of Form SSA-1699 is the first step of the two-step registration process representatives must complete to receive direct payments for specific claims. In the second step, representatives submit their Social Security numbers on Form SSA-1695 each time they're appointed to represent a claimant, or when a federal court approves a fee. With this form we set up a link between each claim for direct fee payment and the appointed representative database. This link ensures that Social Security captures all payments to representatives and properly reports these payments on Form 1099-MISC.

We use Forms SSA-1699 and SSA-1695 to get information to issue Form 1099-MISC, according to requirements of the Internal Revenue Code. We also issue Form 1099-MISC to the business entity, if it has registered with us.

Most individual representatives belong to an entity. Payments count as taxable income to the entities. If you give the business entity's taxpayer information to us, we'll issue two Forms 1099-MISC. One will go to the entity with total payments reflected as taxable income. We send another copy to the individual representative showing total payments as not taxable income.

Social Security must report the fees as taxable income to each representative if we don't have the entity's information. Representatives must report the payments as income on their tax returns, or give a nominee Form 1099-MISC to the entity and Internal Revenue Service (IRS). This will avoid a notice of failure to report income from the IRS on their individual tax returns. Social Security strongly recommends that all business entities with affiliated individual representatives register as soon as possible.

Why we need your Social Security number

The Debt Collection and Improvement Act (DCIA), requires people doing business with a federal agency to provide their taxpayer identification number (TIN). For most individuals, their Social Security number is their TIN. The DCIA requires federal agencies to include a TIN on each certified voucher sent to a paying official. When we certify for direct payment or directly pay a representative, we must include their TIN on the payment voucher to the Department of the Treasury.

Representatives must provide their TIN before we can pay an administrative or a federal court's fee approval. The IRS allows Social Security to use Form SSA-1699, to get the TIN and other information needed to issue Forms 1099-MISC.

Where to find and send forms

Our forms are available online. Go to "Representing Social Security Claimants" at www.socialsecurity.gov/representation then select the link "**Forms Frequently used by Representatives.**" Forms are also available at local Social Security offices.

Business entities may complete and submit the SSA-1694 electronically. Representatives may complete and print the SSA-1699 and SSA-1695 from a link on our website. Fax the SSA-1699 to **1-877-268-3827** per instructions on the form and our website. Submit the completed paper Form SSA-1695 to your claimant's servicing Social Security office. If you prefer, you can also submit completed forms SSA-1699 and SSA-1694 to any Social Security field office.

NOTE: Do **not** submit these forms to a hearing office or to the Office of Appellate Operations (Appeals Council). Doing so could disclose taxpayer information and will delay processing, because these offices do not have staff to process these forms.

For more information

To find details about the registration requirements, as well as other helpful information, see "Representing Social Security Claimants" at www.socialsecurity.gov/representation. You may also call our toll-free help line for assistance at **1-800-772-6270**. If you are hearing impaired call our TTY number at **1-800-325-0778**.

Contacting Social Security

The most convenient way to contact us anytime, anywhere is to visit www.socialsecurity.gov. There, you can: apply for benefits; open a *my* Social Security account, which you can use to review your *Social Security Statement*, verify your earnings, print a benefit verification letter, change your direct deposit information, request a replacement Medicare card, and get a replacement 1099/1042S; obtain valuable information; find publications; get answers to frequently asked questions; and much more.

If you don't have access to the internet, we offer many automated services by telephone, 24 hours a day, 7 days a week. Call us toll-free at **1-800-772-1213** or at our TTY number, **1-800-325-0778**, if you're deaf or hard of hearing.

If you need to speak to a person, we can answer your calls from 7 a.m. to 7 p.m., Monday through Friday. We ask for your patience during busy periods since you may experience a higher than usual rate of busy signals and longer hold times to speak to us. We look forward to serving you.



Securing today
and tomorrow

Social Security Administration
Publication No. 05-10001
June 2017

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Produced and published at U.S. taxpayer expense