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| **{{ interview.intro\_prompt }}** |

**Important Notice:**

**If you disagree that you have been overpaid, or believe the amount is incorrect, you may appeal. Do not submit this form unless you agree you have been overpaid.**

{% if client\_goals == ‘waive\_overpayment’ %}

If you agree you have been overpaid, but do not believe you should have to pay it back because you did not cause the overpayment and you cannot afford it, you should complete SSA-632. {% endif %}

{% if client\_goals == ‘reduce\_overpayment’ %}

You agree you have been overpaid and agree to pay it back, but you want to lower the rate stated in the SSI/SSDI letter. {% endif %}

## Next steps

1. Collect all documents to send with your request.
2. If you have questions, call SSA toll-free at 1-800-772-1213, or TTY 1-800-325-0778, M – F, 7 a.m. - 7 p.m.
3. Automated phone assistance available at 1 855-807-8807, 24/7 in English and Spanish.
4. Keep a copy of the completed form in a safe spot for your records.

## To send your completed forms

1. Mail the form and a copy of the supporting documentation to your local Social Security office as soon as possible. **{{ssa\_office.address.on\_one\_line()}}**. Locate your closest office information here: <https://secure.ssa.gov/ICON/ic001.action#officeResults>

Address: ssa\_office.address.address

or use the QR code below:

A qr code with black squares

AI-generated content may be incorrect.

1. Ask the post office for proof of delivery. Save the confirmation sheet via fax.
2. Save a copy of all correspondence and communications.

## Appeals

If you don’t agree with the decision SSA made, there are opportunities to appeal.

* + - 1. To start, ask SSA to reconsider for a disability or non-medical reconsideration within 60 days.
      2. The appeals process may be started online at <https://www.ssa.gov/apply/appeal-decision-we-made/request-reconsideration>.
      3. You can mail the appeal. Official appeals forms may be found online at <https://www.ssa.gov/apply/appeal-decision-we-made/request-reconsideration>.
      4. If you disagree with the response to your request for reconsideration, you may request a hearing with an administrative law judge.
      5. If you disagree with the decision made by the administrative law judge, you may request a review with the Appeals Council.
      6. If you disagree with the decision made by the Appeals Council, you may file a federal district court action with the U.S. District Court.