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| **Next Steps** |

**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.**

## Next steps

1. Download and print 2 copies of your form.
2. **Write in your Social Security Number** on Page 1, Question 1A of the form.
3. Collect all supporting documents to send with your request (notice of overpayment, proof of income or expenses, etc).
4. Make 2 copies of all supporting documents.
5. Send one copy of the form and supporting documents to your local Social Security office.
6. Keep a copy of the completed form in a safe spot for your records.

## Send your form to Social Security

**1.** Mail a copy of the form and your supporting documents to your local Social Security office as soon as possible. **{{ssa\_office.address.on\_one\_line()}}**.

**2.** Locate your closest office information here: <https://secure.ssa.gov/ICON/ic001.action#officeResults>

or use the QR code below:

A qr code with black squares

AI-generated content may be incorrect.

**3.** Ask the post office for proof of delivery. Save the confirmation sheet via fax.

**4.** 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.

## Questions & Assistance

**1.** If you have questions, call SSA toll-free at 1-800-772-1213, or TTY 1-800-325-0778, M – F from 7 A.M. - 7 P.M.

**2.** Automated phone assistance available at 1-855-807-8807, 24/7 in English and Spanish.