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| **Change of Payee to Older Youth**If you are age 18+ and receive Retirement, Survivor, Disability Insurance (RSDI) and/or Supplemental Security Income (SSI) benefits, you may need to file a representative payee application to receive your own benefits. * In the event the change of payee has already occurred, verification of your current address, phone number, and direct deposit information with the Social Security Administration (SSA) is still required.
 | **Change of Payee to Custodian/Guardian**If your child receives Retirement, Survivor, Disability Insurance (RSDI) and/or Supplemental Security Income (SSI) benefits, you need to schedule an appointment at your local Social Security Administration (SSA) office to become the representative payee of the benefits.  |
| 1. Go to the Social Security Administration’s website <https://www.ssa.gov/locator/>
2. Click on “Locate an Office by Zip”
3. In the “ZIP” field, type your zip code of residence
4. Click “Locate”
5. The nearest Social Security Office address, phone numbers, fax number and office hours should then display along with the capability to “Get Map and Directions”
6. Call the Social Security Office to either schedule a representative payee appointment or see if walk-ins are acceptable at that location

**Required documentation for the appointment:*** You will need to know the Social Security Number (SSN) you are receiving benefits on; this may be your SSN or your parent’s
* A form of photo identification
* Direct deposit information
 | 1. Go to the Social Security Administration’s website <https://www.ssa.gov/locator/>
2. Click on “Locate an Office by Zip”
3. In the “ZIP” field, type the zip code of the child’s residence
4. Click “Locate”
5. The nearest Social Security Office address, phone numbers, fax number and office hours should then display along with the capability to “Get Map and Directions”
6. Call the Social Security Office to either schedule a representative payee appointment or see if walk-ins are acceptable at that location

**Required documentation for the appointment:*** You will need to know the Social Security Number (SSN) the child is receiving benefits on; this may be the child’s own SSN or a parent’s SSN
* Be prepared to answer identification questions for the child such as name, date of birth, SSN, etc.
* Inform the SSA Customer Service Representative if the child has been given a new name
* One of the below forms of identification for the custodian/guardian
1. Valid driver’s license (cannot be expired)
2. Valid State ID card
* If adoption has occurred, the SSA will need to see a final adoption decree issued by the court that includes the child’s name and date of birth or the names of the adopting parents only if the child is age 17 and under
* If adoption has not occurred, then you will need to provide information that verifies you have custody of the child.
* Direct deposit information
* The child may need to be present for the payee appointment if they are age 15 and older
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