

Payee Criteria and Role

Criteria for Becoming A Representative Payee

- Must show an interest in the beneficiary
- Must know the beneficiary for a reasonable amount of time
- Must have a reliable source of income (employed, retirement or disability benefits)
- Must not be a convicted felon

Who Should Apply As A Payee

The preferable payee applicant is a family member or close friend. When neither of these are available, a state, local or community organization can serve as a payee.

Duties As A Payee

- A payee should be willing to meet regularly with the beneficiary to see that their basic needs are met.
- A payee should be able to report any changes that affect a beneficiary's payments (changes of address, income).
- A payee must maintain records showing how much has been received in benefits and how it was spent. A yearly accounting is required.
- A payee must return any benefits to which a beneficiary is not entitled to Social Security.