

RI 20-7, Application for Selection as Representative Payee of an Annuitant

Please read the following instructions carefully to avoid delay in processing your application.

Miscellaneous Instructions

An individual applying to be the representative payee must include unexpired photo identification (*e.g., a driver's license, passport, Federal ID, State ID, or U.S. Military ID*) with the *Application for Selection as Representative Payee of an Annuitant (RI 20-7)*. This does not apply to an organization.

Only one person or organization may be selected as the approved representative payee on file. That party will be fiducially responsible for submitting financial reports as requested by OPM.

OPM does not recognize a power of attorney (POA) or durable power of attorney (DPOA) for purposes of selecting a representative payee. Accordingly, do not send the POA/DPOA document to OPM with the RI 20-7.

Court Appointed Guardian or Conservator

If there is a court appointed guardian or conservator, ***including the estate, property, or plenary***, an individual or an organization may apply to become the representative payee by completing the RI 20-7, and mailing it to OPM with an ***original*** or a ***certified copy*** of the court order. If you do not have the type of court order described above, or if you have a temporary or emergency court order with an expiration date of less than one year, we will need additional information as required in the *OPM Selected Representative Payee* section below.

Note that the following types of court orders are ***not*** acceptable by OPM and will be returned to the applicant:

- ▶ Photocopies that have not been certified
- ▶ A guardianship/conservatorship of the person only

OPM Selected Representative Payee

If a court appointed guardian or conservator, including the estate, property, or plenary, has not been ordered by the court, an individual, or an organization may apply to be an OPM selected representative payee by completing the RI 20-7. If the annuitant has not been found to be incompetent by the court, the following information is ***required*** to make a determination concerning the annuitant's competency and ability to manage his/her benefits:

- 1) A statement from a physician or other licensed health practitioner who has been treating the individual. The individual, or representative is responsible for any cost incurred in obtaining this documentation. The medical diagnosis, on his/her letterhead, must address the alleged incompetency, including:
 - A history of the specific medical condition(s) which caused the individual to be incompetent, including symptoms, physical findings, results of laboratory studies, and response to therapy.
 - The diagnosis should be in accordance with International Statistical Classification of Diseases and Related Health Problems (ICD) terminology or, in the case of psychiatric disorders, with Diagnostic and Statistical Manual of Mental Disorders (DSM) criteria.
 - The duration of the medical condition(s), including the date the condition caused incompetency and the date, or expected date, of full or partial recovery.
- 2) Affidavits from at least two people who know the facts of the individual's competency, preferably one from a member of the individual's immediate family, and one from a non-family member. **The affidavits must be sworn to, or affirmed before a notary public, or other officer who is authorized by law to administer oaths.** The affidavits should state:
 - The relationship to and amount of contact with the individual during the relevant period.
 - What actions or incidents were personally observed that would indicate that the individual's condition interfered with the

ability to handle his/her personal affairs and how often these incidents were observed.

- The reason why a fiduciary was not appointed by the court to handle the individual's finances.
- Who is currently administering the individual's finances.

Checklist

- ☐ Answer *all* questions on the RI 20-7. Use additional sheets of paper if necessary.
- ☐ An **original signature** is required. If signing on behalf of an organization, an **authorized signatory** must sign and write "*for*" followed by the name of the organization after their signature.
- ☐ An individual applying to be the representative payee must include an unexpired photo ID, as previously explained.
- ☐ If applying as a court appointed guardian or conservator, be sure to include an original, or certified copy, of a guardianship or conservatorship court order including the estate, property, or plenary as explained above.
- ☐ If applying as an OPM selected representative payee, be sure to include the medical documentation, and two affidavits, as explained above.
- ☐ If direct deposit, a voided check is required. To prevent commingling of funds, only a spouse may have a joint bank account with the annuitant. The annuitant's name is required on the account. **Example:** Fiduciary's Name for Annuitant's Name.
- ☐ Incomplete applications will be returned to the applicant. A faxed application is not acceptable. **Mail the completed application, with the court order or required medical documentation and affidavits, to:** U.S. Office of Personnel Management, Retirement Services, Attn: Rep Payee, PO Box 45, Boyers, PA 16017-0045.

For more information, you may call the Retirement Information Office at 1-888-767-6738, Monday through Friday (*excluding Federal holidays*), between 7:40 a.m. and 5:00 p.m. Eastern time, or write to us at the address shown above. Hearing impaired users should utilize the Federal Relay Service by dialing 711, or their local communications provider, to reach a Communications Assistant.

Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of why OPM is requesting the information on this form. **Authority:** OPM is authorized to collect the information requested on this form by 5 U.S.C. § 8345 and 8466 which provides that payment due to a minor, or an individual mentally incompetent or under legal disability, may be made to the person who is constituted guardian or other fiduciary by the law of the State of residence of the claimant or is otherwise vested with the care of the claimant or his estate. OPM is authorized to collect your Social Security number by Executive Order 9397 (November 22, 1943), as amended by Executive Order 13478 (November 18, 2008). **Purpose:** OPM is requesting this information in order to determine if you will be selected as payee for the annuitant. **Routine Uses:** The information requested on this form may be shared externally as a "routine use" to other Federal agencies and third-parties when it is necessary to process your request. For example, OPM may share your information with other Federal, state, or local agencies and organizations in order to determine benefits under their programs, to obtain information necessary for a determination of your suitability, or to report income for tax purposes. OPM may also share your information with law enforcement agencies if it becomes aware of a violation or potential violation of civil or criminal law. A complete list of the routine uses can be found in the OPM/CENTRAL 1 Civil Service Retirement and Insurance Records systems of records notice, available at www.opm.gov/privacy. **Consequences of Failure to Provide Information:** Providing this information is voluntary. However, failure to provide this information may delay or prevent OPM from being able to select you as payee for the annuitant.

Public Burden Statement

The public reporting burden to complete this information collection is estimated at 30 minutes per response, including time for reviewing the collected instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing of the collected information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Office of Personnel Management, Retirement Services Publications Team at RSPublicationsTeam@opm.gov. Current information regarding this collection of information -- including all background materials -- can be found at <https://www.reginfo.gov/public/do/PRAMain> by using the search function to enter either *Representative Payee Application* or 3206-0140.