

# Social Security Benefits



**Did the Social Security Administration (SSA) send you a notice that your benefits will be stopped, reduced, or that they paid you too much?**  
(benefit termination, reduction, or over-payment)



Yes, and I don't agree with it!

Yes, and I don't understand it!



**DO:** File a Request for Reconsideration immediately.

- Get the form here: [www.ssa.gov/forms/ssa-561.pdf](http://www.ssa.gov/forms/ssa-561.pdf)



**DO:** If you do these two things, SSA may keep paying your benefits while they consider your appeal:

1. State in your Request that you want benefits to continue during the reconsideration process.
2. SSA must *receive* it **within 10 days from the date on the notice** they sent you.



**DO:** Mail or fax the completed form to your local social security office. Keep copies!

- Find your local SSA office at <https://secure.ssa.gov/ICON/main.jsp>, in the phone directory under US Government Agencies, or call Social Security at 1-800-772-1213 (TTY 1-800-325-0778).
- The Grand Rapids SSA Office's fax number is 1-833-902-2660.
- If you fax your Request, keep your fax confirmation sheet as proof that you sent the Request, along with copies of the faxed documents.
- If you mail the Request, first make a photocopy and keep that for your records.



**Don't *only* call** the Social Security Administration or write them a letter. Instead use the Request for Reconsideration form. You can phone or send a letter as well if you like.



**The final deadline for SSA to consider your Request for Reconsideration is 60 days after the notice date.** In general, if SSA doesn't receive your appeal within 60 days from the date of the notice, they will not consider your appeal. \*

To learn more about the appeals process, visit Michigan Legal Help: <https://michiganlegalhelp.org/self-help-tools/public-assistance/appeals-process-social-security-programs>.

\* There are very limited circumstances which may allow you to file a Request after 60 days.