

Addendum to the Supporting Statement for Form SSA- 7004
Request for Social Security Statement
20 CFR 404.810
OMB No. 0960-0466

Background

SSA uses the information from Form SSA-7004 to identify a respondent's Social Security earnings records; extract posted earnings information; calculate potential benefit estimates; produce the resulting Social Security statements; and mail them to the requesters. The respondents are Social Security number (SSN) holders requesting information about their Social Security earnings records and estimates of their potential benefits. An individual may complete and mail Form SSA-7004 to SSA to obtain a Statement of Earnings or Quarters of Coverage, or they may access their statement online using [my Social Security](#).

Terms of Clearance

OMB placed the following Terms of Clearance on this Information Collection when they last approved it on 4/25/23:

Upon seeking triannual renewal, the agency will ensure that the service of requesting an earnings statement from [my Social Security](#) is recorded as a separate instrument in ROCIS. The purpose of this is to ensure that the agency is accurately capturing the fact that the Request for Earnings Statement can be completed fully electronically. OMB suggests the burden for accessing earnings statements through [my Social Security](#) would be zero minutes as the burden associated with navigating [my Social Security](#) is already captured under separate OMB control numbers.

SSA Response: Since OMB's approval on April 25, 2023, SSA has removed the burden for electronic clearance as respondents can access their Earnings Statement through [my Social Security](#) account without completing any forms. Therefore, we have removed that line from our chart, and we only include the burden for only the paper copy of the Earnings Statement. In addition, we account for the burden for logging in and accessing the Social Security Statement under our OMB approval for 0960-0789 (eAccess). To avoid double-counting of the process, we do not account for it here.

Revision to the Collection Instrument

SSA is making the following revision:

Change: We are revising the Privacy Act Statement on this form.

Justification : SSA's Office of the General Counsel is conducting a systematic review of SSA's Privacy Act Statements on agency forms. As a result, SSA is updating the Privacy Act Statement on this form.