



# ADMINISTRATIVE WAIVER

## How to Request Waiver for an Overpayment under \$2000

You have received notice of an overpayment from Social Security. The overpayment is less than \$2000. You can request "Administrative Waiver" at any time by following the steps below:

### **Step 1: Write a short letter to SSA requesting Administrative Waiver.**

At the top of the letter, clearly write that it is a "Request for Administrative Waiver."

Next, explain how the overpayment is not your fault. This explanation doesn't need to be long. If you're not sure why there is an overpayment, just say, "I am not at fault for this overpayment."

If you're not sure what your letter should say, you can find a sample letter on the next page.

### **Step 2: Mail or drop off the letter to SSA. Make a copy for yourself.**

- If you mail the letter, send by certified mail and keep proof and a copy. If you drop it off at the Social Security office, ask the worker to date stamp and provide a copy of your submission.
- In 2 weeks, you can call your local Social Security office to confirm they received your waiver request.

### **DON'T FILL OUT A WAIVER FORM!**

Social Security workers may try to force you to fill out a "Request for Waiver form" (SSA-632). You do NOT need to fill this out for overpayments under \$2000.

Is your overpayment more than \$2000? For instructions on filing waiver for Social Security overpayments, see NLSLA's Packet: "SOCIAL SECURITY OVER-PAYMENTS: HOW TO FILE A WAIVER."

**For free legal help, contact NLSLA:**  
Call (800) 433-6251 or apply online at [nlsla.org](http://nlsla.org)

Name:

Social Security Number:

Date:

**Subject: Request for Administrative Waiver**

Dear SSA Claims Representative:

I currently receive:

☐ **SSI**

☐ **SSDI**

☐ **Retirement**

☐ **Survivor**

☐ **Other Social Security**

I understand I have an overpayment on my record, the amount of which is less than \$2,000.00. This overpayment is not my fault.

It is not my fault because:

I request that this overpayment be administratively waived per POMS GN 02210.220.

I do not need to fill out SSA-632 waiver form under POMS GN 02250.350, which specifically states that for Administrative Waiver requests, "When an individual requests waiver, we will waive recovery or adjustment of an overpayment if:

- the overpaid individual is not at fault; and
- the original overpayment amount (not the balance) is \$2,000 or less.

We will not require the individual to complete Form SSA-632-BK for an overpayment that is \$2,000 or less and we can presume the individual is not at fault."

Sincerely,