



4312 North Shore Dr., West Chester, OH 45069 PH: (513)860-5924

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## Social Security Advice Online Contract

I agree to have Social Security Advice Online (SSAO) assist me under the following terms:

- SSAO charges an initial fee of \$125 to investigate the facts and evidence in my case. This will require me to sign a form giving consent for Social Security to release my records to SSAO.
- After SSAO investigates the facts and evidence in my case, SSAO will advise me of the findings and will give me the option to proceed on my own with Social Security or retain SSAO's services.

If I decide to retain SSAO services, the following will apply:

- I understand that SSAO will complete all necessary Social Security forms for my case and will give me a copy of all pertinent correspondence submitted to Social Security.
- I understand that SSAO will take some cases on a contingency basis and I will be required to sign a fee agreement. This means that if I receive back pay from Social Security, I will be responsible for paying SSAO 20% of the back pay as the fee. If Social Security disapproves the fee agreement because there is no back pay, SSAO will charge me a fee based on their hourly rate.
- I understand that SSAO does not take my case on a contingency basis, SSAO's fees are \$125 per hour up to a maximum of \$1,250 (10 hours). SSAO will estimate the number of hours required to complete my case and I may be required to pay a down payment of 50% before work can begin.
- I understand that I must sign a form SSA-1696, "Appointment of Representative," to appoint SSAO as my representative with the Social Security Administration.
- I understand that if SSAO represents me before the Social Security Administration, the fee must be approved by Social Security. My down payment will be held by SSAO in escrow until Social Security approves SSAO's fee. Once my case is completed and SSAO's fee is approved by Social Security, I am responsible for paying the balance of the fee within 10 days to SSAO.
- I understand that SSAO will do their best to provide a positive outcome for my case, but the Social Security Administration makes all final decisions.
- I understand the terms of this agreement.

Client Name

Client Address

Phone Number

Signature Client

Signature

