



## Social Security Advice Online Service Agreement

I agree to retain the services of SSAO under the following terms:

- I understand SSAO estimates it will take \_\_\_\_\_hours to complete my case. SSAO's fees are \$125 per hour up to a maximum of \$1,250 (10 hours). I will be required to pay a down-payment of 50% before SSAO begins their work on my case.
- 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 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 any balance of the fee within 10 days to SSAO by check or credit card.
- 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 \_\_\_\_\_

Social Security Advice Online Representative

Date \_\_\_\_\_